

Supplemental brief submitted by the appellant for the hearing  
on 9/6/23.

# Rincon Center Tenants Association

88 Howard Street  
Post Office Box 193015  
San Francisco, CA 94119

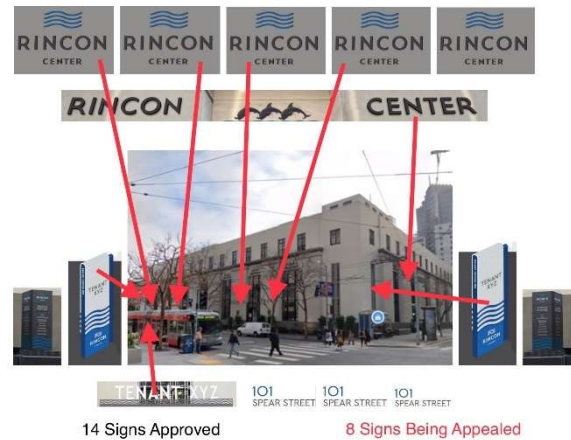
August 24, 2023

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue  
Suite 1475  
San Francisco, CA 94103

Re: Second Rincon Annex Brief

Dear Mr. President and Members of the Board of Appeals:

We continue our four appeals of permits for **eight sets of “contemporary”<sup>1</sup> signs** clustered on or close to the prominent Mission Street frontage<sup>2</sup> of the landmark Rincon Annex (Exhibit 1). Three would be new signs where none currently exist<sup>3</sup> including two lit blade signs on the corners. Five are so-called “replacement” signs, but four of these “signs” would replace four single words with eight words and contemporary artistic symbols (designed by a San Jose sign manufacturer). All eight would be visible



<sup>1</sup> Counsel for the permit holders repeatedly stated in her testimony on July 12 the owners’ goal of “modernizing” (1h41m) with “contemporary” signage (1h48m). This makes them out of character with the 83-year-old nearly pristine Streamline Moderne landmark. (Video timecodes are approximate.)

<sup>2</sup> Counsel claimed this number of signs is reasonable for a building of this size (3h18m) even though all the appealed signs are not spread out and would be on or very near the narrower Mission Street front.

<sup>3</sup> Counsel stated “all but two” are replacement signs (1h41m & 3h18m). This is incorrect. The two blade signs and the Steuart Street sign are not replacing anything.

from Mission Street (six face Mission directly and the other two are close). All eight sets are out of character with the great architect's original design and the landmark's [Streamline Moderne](#) style (Exhibit 2). This means they violate various sections of city code (detailed below). The signs are excessive, inconsistent, ineffective and unnecessary. We are not aware of other buildings with six large signs on one side (right). The owners have also been permitted recently to install several other new signs in the immediate vicinity that we are not appealing (due to the expense). They also installed two massive 25-foot-high modern blade signs several years ago. This is serious sign clutter on this living New Deal "museum"<sup>4</sup> and would violate city code.



Rincon Annex has numerous signs now (Exhibit 3)—signs that were more than sufficient for a busy food court and a high-trafficked U.S. Post Office. As the food court converts to office space, less signage is needed—not more.

We assume the city attorney and commissioners will consider the **public will** in addition to what code says, especially since code seems open to interpretation. We firmly believe both the public and code support the four appeals, (as detailed below). Government leaders, the public, and leading historians have all agreed that the proposed signs would “impact the integrity“ of the nearly pristine landmark, which code Section 1006.6 specifically prohibits.

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<sup>4</sup> Referred to as a “museum” by Richard Walker, executive director of the Living New Deal Project, in his email to you dated 6/30/23 (Exhibit 11).

Ms. Tam, the Zoning Administrator, testified (2h6m) that there is no limit on signs, or their size, in the C-3-O downtown district. If the City Attorney does not elaborate on this alarming statement, we hope board members will ask Ms. Tam or someone else to clarify why comparable buildings downtown are largely sign-free. Again, we are not aware of any other buildings with six large signs on one side.

We cannot explain why the Planning Department issued permits for the unusually high number of signs on or near one side of this historic building. We know the owners use expeditors, and the concern is that they may overly-influence the overworked planners. (This is commonly known as “developer-driven” planning.) We have seen emails from the owner’s representatives to planning staff providing staff with guidance. It should be more in the other direction. Eight large signs clustered at Mission Street is the result.

It should also be noted for the record that the owner’s representatives have contacted the Planning Department and Appeals Board staffs (since the July 12 hearing) about cancelling the sign permits and these appeals.

**Violations of city code:**

We understand the City Attorney is being asked to opine on the relevance of city code Section 1006.6, Article 11, and an affordable housing ordinance (179-18) introduced in 2018 which is now Section 1005(e)(6). The latter two refer back to Section 1006.6 which clearly states that signs can be exempt from the requirement for a Certificate of Appropriateness **only** “...for specific types of work that **do not** impact the integrity of the landmark site.” As prominent experts have pointed out, these proposed signs **do** “...impact the integrity of the landmark site.” To date, counsel has made no

claim that the “contemporary” signs maintain the integrity of the building, so she apparently wants you to assume that they do.

We stipulate to the analysis by counsel for the permit holder (on page 4 of her first brief) which states:

“The **requirements** outlined in Section 1006.6 generally require that any such work aims to **preserve the integrity** of the landmark site, such as by following the Secretary of the Interior’s Standards for the Treatment of Historic Properties (“SOI Standards”) or any other specified requirements under Article 10.”

(Highlighted emphasis added)

The proposed signs do not **preserve the integrity** of the building. No effort was made to complement the great [architect’s](#)<sup>5</sup> design or the Streamline Moderne style (Exhibit 2).

The owner’s voluminous sign plan never mentions the building’s design or style, and we can assume they would have if either had been a consideration. Their counsel’s first brief also never refers to Streamline Moderne even though she knew we had previously pointed out it is highly relevant (our first brief was released one-week before theirs).

Counsel only references the architect, Gilbert Stanley Underwood (right), once in passing (with other boilerplate facts about the building such as dates and the address). In short, the permit holders made no effort to design signs that complement or maintain the integrity of the nearly



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<sup>5</sup> [https://en.m.wikipedia.org/wiki/Gilbert\\_Stanley\\_Underwood](https://en.m.wikipedia.org/wiki/Gilbert_Stanley_Underwood)

pristine Streamline Moderne building as required. Counsel told you **twice**<sup>6</sup> at the last hearing that their goal was to install more “updated” and “contemporary” signage. Believe her. Their goal is not preservation.

**Section 1006.6:** The proposed signs do not meet the requirements stated in the opening paragraph of Section 1006.6: “In appraising the effects and relationships mentioned herein, the decision-making body shall in **all** cases consider the factors of **architectural style, design, arrangement, texture, materials, color**, and any other pertinent factors.” Let’s consider these factors as Section 1006.6 requires:

- **Architectural style:** The proposed signs (Exhibits 4 & 5) are not Art Deco or Streamline Moderne (Exhibits 6 & 7) and the permit holder has made no claims that they are (just the opposite). The new wavy lines (postmark) design is “contemporary” and would be out of place.
- **Design:** As the experts have pointed out, the signs do not complement the great architect’s work. The owners have made it clear that the “contemporary” and distracting wavy lines logo represents a postmark (not waves), and they plan to introduce it throughout the building. It would be in four places on the front of the landmark building near the original architect’s three-dolphins pattern that has been in over 20 places around the exterior of the building for 83 years. (Having two contradictory logos is also an example of confusing branding efforts. What do they print in their advertising – – the wavy lines or the well-established three dolphins? Which one represents Rincon Center? We predict a future owner

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<sup>6</sup> Counsel for the permit holders repeatedly stated in her testimony on July 12 the owners’ goal of “modernizing” (1h41m) with “contemporary” signage (1h48m). This makes them out of character with the 83-year-old nearly pristine Streamline Moderne landmark.

would quickly discard the vague wavy lines pattern introduced in 2023 and probably drill more bolt holes into the building to replace it. This folly must stop.)

- **Arrangement, texture, materials, color:** Streamline Moderne buildings are most often painted white, sometimes tan, and rarely another light color (Exhibits 6 & 7). Ornamentation is purposely minimized (in response to the perceived wealthy excesses that led to the Great Depression) and “...replaced with smooth concrete and glass.<sup>7</sup>” The planning commission resolution (No. 8375) that designated the building a landmark in 1979 described the building as, “...one of the finest examples of a large public building designed in the Streamline Moderne style of architecture in San Francisco.” It further noted that the style, “...required smooth, clean machine-like surfaces...” It is on these specific “smooth” character-defining surfaces that the owners wish to bolt their distracting, “contemporary” signs.

The eight proposed sign sets do clearly “impact the integrity of the landmark” and are therefore not exempt from further scrutiny or a Certificate of Appropriateness. They are no more appropriate than the controversial adjustments to the building’s WPA murals were. **As the President of the Board of Supervisors testified to you on July 12, “The planning department has erred in this matter.” “You should grant the appeal.”** (3h00m).

Because section 1006.6 relies in part on perception (e.g., maintaining the building’s integrity), it is important to consider the misleading way the planning department calculates sign sizes. They calculate the dimensions of individual letters and

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<sup>7</sup> [https://en.wikipedia.org/wiki/Streamline\\_Moderne](https://en.wikipedia.org/wiki/Streamline_Moderne)

words, not the overall size of a sign. Using this method, the considerable space around various words and symbols (particularly those that are stacked) is not included in the calculation even though one's eye will see this space as part of the sign. (They are in the same plane.) While the calculated size of the replacement words and letters may technically be comparable to the existing, the overall appearance may be considerably different. Instead, imagine if the words were painted on a piece of plywood (more like a typical sign) hung on the building. The size of the plywood would more accurately represent the apparent size of the sign. That's why the proposed signs are perceived as much larger. And perception is what's relevant under 1006.6.

**Article 11:** As Commissioner Lemberg correctly pointed out at the July 12 hearing (3h44m), Article 11 was not even considered, despite its obvious relevance. This omission may help explain why this historic building is getting plastered with signs unlike any others in the same zoning district (C-3). We are providing its short but eloquent "SEC. 1101. FINDINGS AND PURPOSES" (as Exhibit 8). It calls for, "The protection, enhancement, and perpetuation of structures and subareas of special architectural, historical, and aesthetic character..." in the city's C-3 area. That means Rincon Annex qualifies for the strongest category based on all criteria (age, importance, design, and relationship to the environment). Article 11 includes five groups or lists of buildings, and none appear to be excluded from Article 11's requirements. (If any are, we request the city attorney to specify the exclusion.) There are no exceptions, and counsel for the permit holder has not cited any. As noted, the purpose of Article 11 is to protect special buildings in the C-3 district, and it doesn't appear to make any difference



which Article 11 category they are in. All special buildings in C-3 are to be protected. Article 11 makes it clear that it expands upon other sections of code which remain applicable. Sec. 1111.2(a) on signage (Exhibit 9) states, “New general advertising signs are prohibited in any Conservation District or on any historic property regulated by this Article 11” (in C-3). All but one of the proposed signs would advertise just one tenant’s name and/or display the contemporary wavy lines logo, and these would provide minimal directional guidance.

We request that the City Attorney make clear any assumptions they make in analyzing code. For example, if they find a section of code to be confusing or unclear, but believe they know the intent, we would like that analysis noted for the record please. After all, this matter is not before a court of law. Thank you.

**2018 Ordinance 179-18 / Code Section 1005(e)(6):** Board of Appeals staff have indicated that the city attorney’s review of this ordinance will also analyze why the Historic Preservation Commission was not involved with these permits. We look forward to that analysis.

This ordinance was written to streamline affordable housing. Code Section 1005(e) states the permits shall be issued, “(6) When the application is for a permit to install business signs or awnings as defined in Section 602 of this Code to a landmark or district, **provided that signage, awnings, and transparency conform to the requirements outlined in Section 1006.6.**” As we believe we have made clear above, any reasonable person would conclude that the proposed “contemporary” signs do not conform to section 1006.6.

**Expert testimony:**

You have heard from leading experts who support these appeals—experts who teach and have more credentials than just degrees in historic preservation. Christine Madrid French<sup>8</sup> is a Director at San Francisco Heritage. Her letter to you (Exhibit 10) stated that, “The proposed alterations, comprising multiple sets of signs on the Streamline Moderne exterior of the building, do not adequately consider the historic character of the structure. As you are aware, the Rincon Center was designed by architect Gilbert Stanley Underwood, whose contributions to the nation's architectural landscape are recognized nationwide.” “The Rincon Center's design reflects his creative genius and should be preserved as such. Two substantial blade signs, each 25 feet high, have already been installed, thereby altering the aesthetic of this historic building. We believe the proposed signage is incongruous with the original architectural style of Rincon Center.”

Professor Robert A. Walker, Executive Director of the [Living New Deal Project](#) and U.C. Berkeley Professor Emeritus, wrote to you that, “The city government has a duty to protect historic structures such as the Rincon Annex that are part of the city’s cultural heritage, particularly buildings and artworks created under the New Deal, which were meant for all the people of San Francisco.” (Exhibit 11)

It was disappointing to hear a commissioner, who apparently disagrees with the distinguished experts, say he doesn’t think these proposed blemishes would “diminish San Francisco’s values.” We respectfully disagree.

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<sup>8</sup> Christine has worked as an historian for the National Park Service in Washington, D.C., directed the Modern + Recent Past Program at the National Trust for Historic Preservation in San Francisco, and most recently worked at the California Preservation Foundation. At the University of Florida, she taught courses at the College of Design, Construction and Planning. Her authorship was recently featured in the October 2022 issue of *Vanity Fair*.

### **Sign plan discrepancies:**

The sign permits are also invalid because they repeatedly refer to the sign plan for important specifications, but information in the sign plan is sometimes contradictory. There are also different versions of the sign plan, and it is not clear which one applies. For example, the sign plan (page 28) gives two different dimensions for the blade signs on the corners of the building. One dimension is 40% larger than the other. (Exhibit 12) Which size has been permitted? This discrepancy was pointed out in the July 12 hearing, and as it still exists, the permits are invalid. It was also pointed out that the sign plan originally submitted to the city (which was the basis for the permits) was different than what was given to this board.

### **Safety issues:**

A serious safety issue was also raised in the hearing about the 200+ bolts that would be driven into the concrete structural walls of the building, just for unnecessary signage. That issue is a major component of this appeal, yet it has not been addressed. A representative of DBI made it very clear in the July 12 hearing (3h40m) that the bolts would not penetrate more than 2 inches, yet the sign plan indicates "**2" MIN.**" (Sheet # 1 of 1), and "**2 3/8" min.**" (page 5). The city is making the retrofitting of vulnerable concrete walls like these its top priority (Email from Supervisor Safai's office 12-9-22<sup>9</sup>). The indiscriminate weakening of concrete structural walls even more by inserting hundreds of bolts of undetermined lengths is reckless. Leading seismic engineers have written that the presence of **known** seismic vulnerabilities make certain parties

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<sup>9</sup> "We are in the process of drafting legislation that will require property owners to evaluate and retrofit non-ductile concrete buildings."

potentially vulnerable to extremely high judicial judgments.<sup>10</sup> JK Dineen reported in the *San Francisco Chronicle* on October 9, 2020 that, “The sinking (Millennium) building, and lax city oversight of building methods, raised questions about whether San Francisco officials were signing off on big-money projects without adequate scrutiny.”<sup>11</sup> (We have also seen many holes drilled through concrete beams at Rincon Center that have created cracks all the way through the beams. (Exhibit 13) DBI needs to take public safety seriously starting immediately!

### Relevant Building History:

People often call buildings “historic” just because they are old. This building is wrapped in history. The WPA murals were controversial and led to congressional hearings and some changes were imposed on the artist’s work. This led to protests supported by waterfront longshoremen and others (right).



President Franklin D. Roosevelt’s name is on this building and its construction and style reflect his efforts in fighting the effects of the Great Depression. It was a WPA project and provided jobs for construction workers and artists. This helped keep many from supporting Socialism which FDR knew was happening. Furthermore, the Streamline Moderne style, with its limited



<sup>10</sup> “Any kind of concrete structures built prior to 1973, without seismic strengthening, if a 7.5 or 7.8 (earthquake) happens, there’s no chance. There’s no doubt about it.” Dr. Kit Miyamoto, former chair of the Cal. Seismic Safety Commission, KTVU-2, 4/18/23

<sup>11</sup> Dineen was reporting this as fact. He wasn’t quoting anyone.

ornamentation and smooth, clean walls outside, was a specific statement and move away from the heavy ornamentation associated with the elite. Just as the White House's white walls reflect historic events, so does Streamline Moderne. The building's clean, white walls should be respected as a statement. They are not meant to serve as convenient places for signs.

**Historic Preservation Commission:**

It should be noted that these four appeals were discussed during the July 19, 2023 meeting of the HPC. President Matsuda asked staff for a report. Because of their interest, HPC commissioners should be consulted for the city attorney's report.

**Standing:**

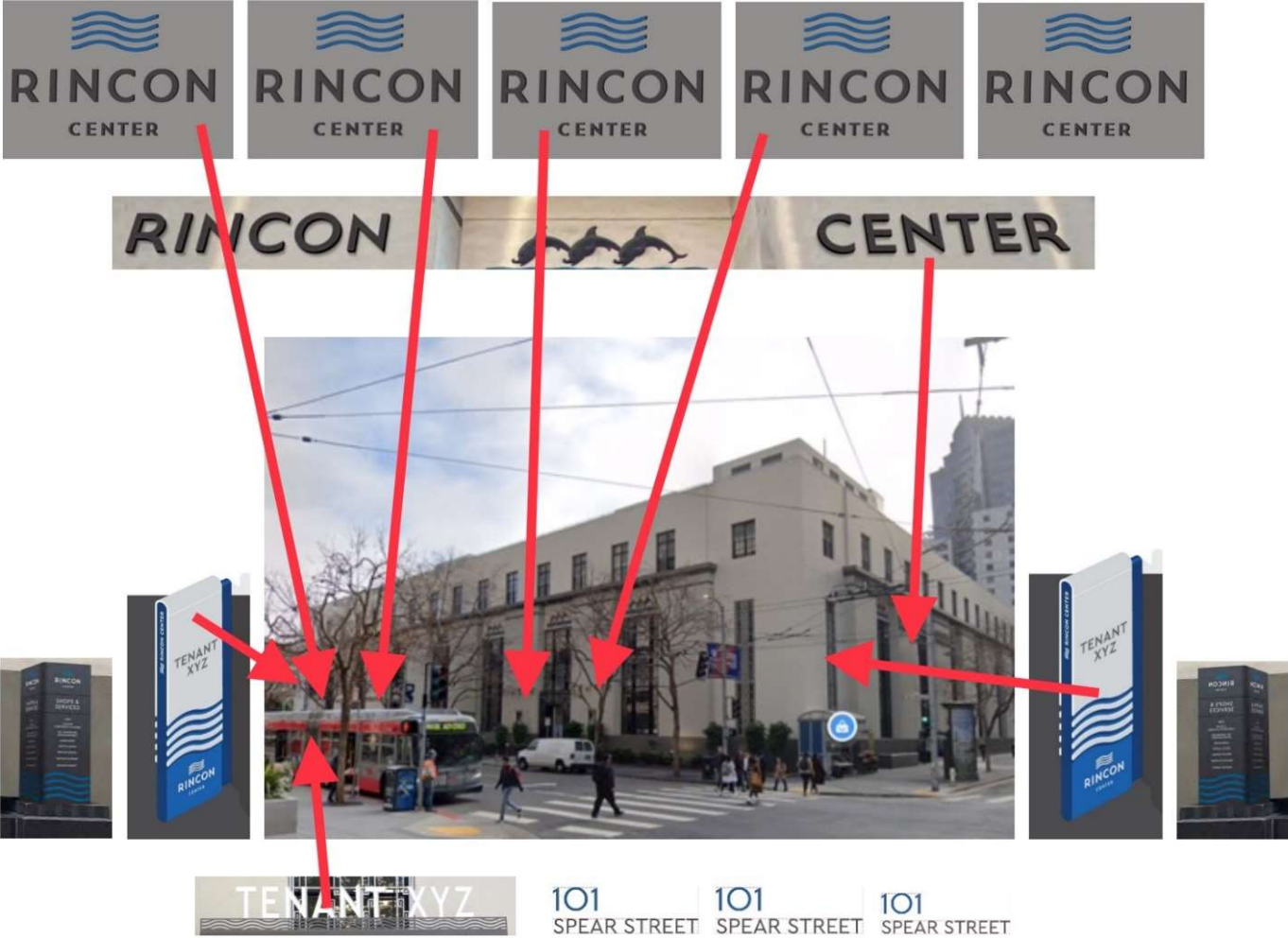
The Rincon Center Tenants Association was formed in the mid-1990s and has a long track record of supporting residents at the building. It is in partnership with the Rincon Point Neighbors Association which monitors neighborhood matters. Both organizations have long been recognized by City Hall, news media, and other organizations. We have hosted at our meetings at Rincon Center Mayor Brown, Matt Haney, Matt Dorsey, and Gavin Newsom among others. We are members of the 51-year-old Coalition for San Francisco Neighborhoods and were members of Mayor Brown's Neighborhoods Advisory Panel for eight years. It has a board, bylaws and website:

[www.rinconneighbors.com](http://www.rinconneighbors.com). Until recently, we were listed on the Planning Department list of recognized neighborhood organizations for many years. Mysteriously, we were removed from the list without notice. We believe this was because we have offered constructive criticism of the Planning Department.

**-- Rincon Center Tenants Association**

## Exhibit 1

14 Newly Permitted Signs – 8 Under Appeal (with red arrows)



14 Signs Approved

8 Signs Being Appealed

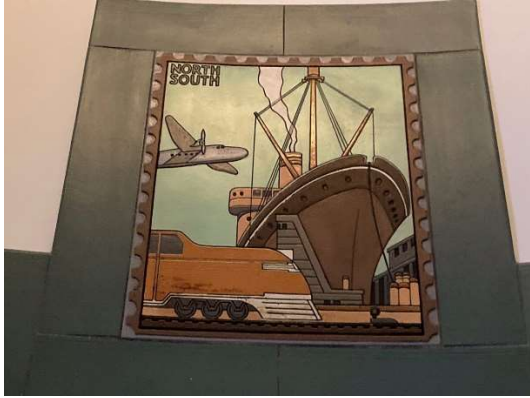
## Exhibit 2



## Exhibit 2

Beautiful and original character-defining elements in the existing landmark that define the great architect's design and the Streamline Moderne architectural style (such as smooth concrete walls, curved metal railings, and minimal ornamentation!)

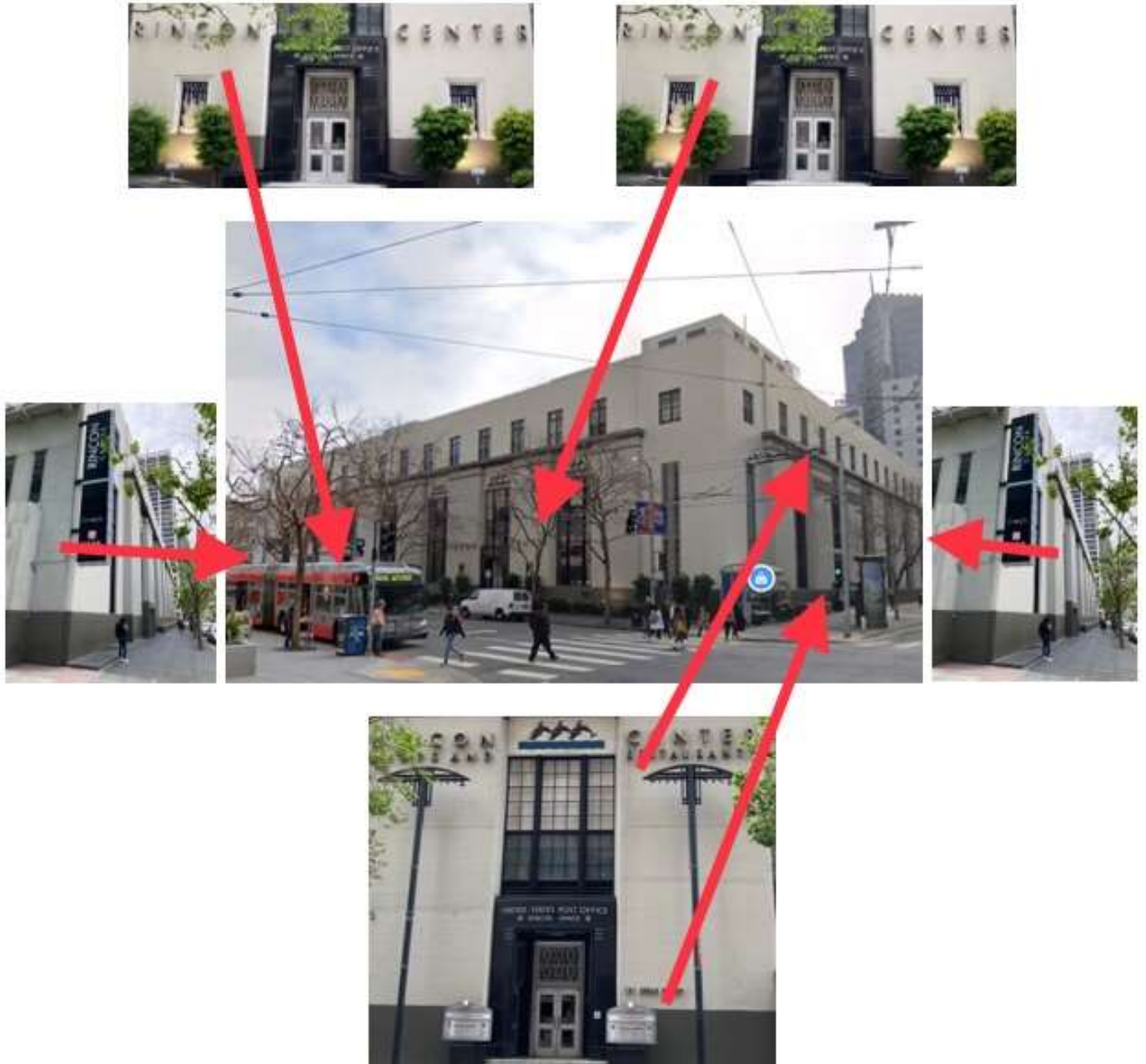




## Exhibit 3

### Exhibit 3

### Current Adequate Signage



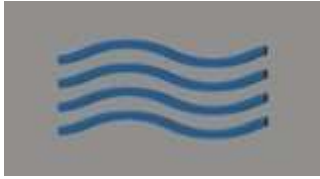
## Exhibit 4

## Exhibit 4

Twenty-first century elements that compete and conflict with the great architect's circa 1940 design and the current landmark's Streamline Moderne architectural style (in violation of 1006.6)



## Exhibit 5



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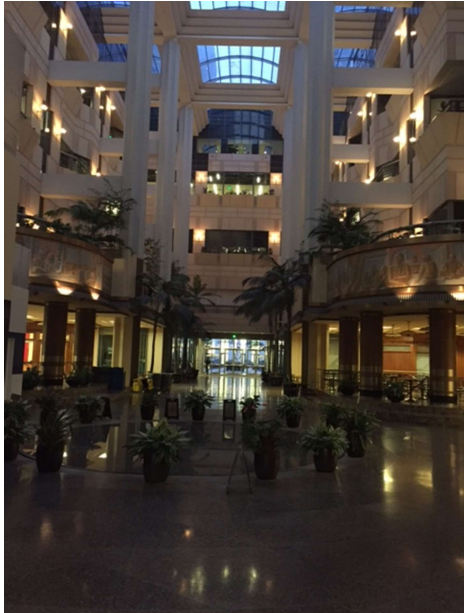
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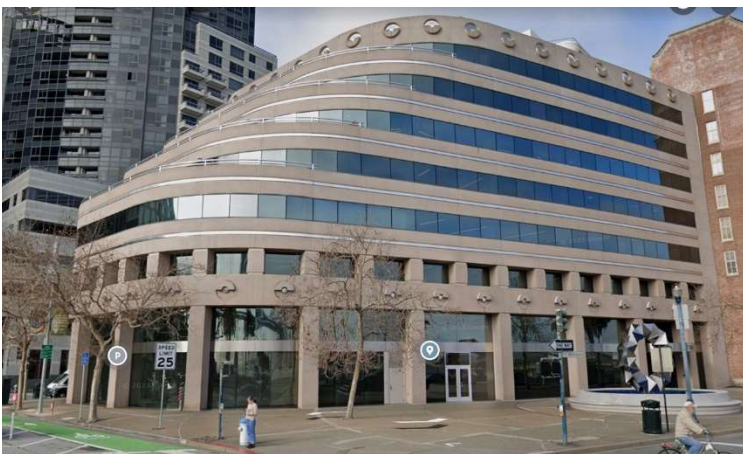


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## **Exhibit 6**

## Exhibit 6

Streamline Moderne in San Francisco (some recent)



## Exhibit 7







## Exhibit 8



## Exhibit 8

### SEC. 1101. FINDINGS AND PURPOSES.

(a) It is hereby found that a substantial number of the buildings in the C-3 District have a special architectural, historical, and aesthetic value. These buildings contribute substantially to San Francisco's reputation throughout the United States as a City of outstanding beauty and physical harmony. A substantial number of these special buildings have been and continue to be unnecessarily destroyed or impaired, despite the feasibility of preserving and continuing their use, and without adequate consideration for the irreplaceable loss to the people of the City of their aesthetic, cultural, historic and economic value.

(b) It is further found that distinct and definable subareas within the C-3 District possess concentrations of buildings that together create a unique historic, architectural, and aesthetic character which contributes to the beauty and attractiveness of the City. The quality of these geographic areas has been and continues to be degraded by the unnecessary demolition of buildings of substantial architectural and aesthetic merit, by their replacement with buildings which conflict with the character and scale of the area, and by alteration of buildings in a manner which conflicts with the character and scale of the area.

(c) It is therefore declared that the protection, enhancement, and perpetuation of buildings and definable subareas of special architectural, historical, and aesthetic interest is necessary to promote the health, safety, prosperity and welfare of the people of the City

Accordingly, the purposes of this Article are:

(1) The protection, enhancement, and perpetuation of structures and subareas of special architectural, historical, and aesthetic character which contribute to the urban environment;

(2) The maintenance and improvement of a healthy economy for the City by enhancing both property values and the City's

attractiveness as a place to do business;

(3) The protection and improvement of the City's attractiveness to tourists and other visitors, and the stimulus to business provided thereby;

(4) The enrichment of the educational, cultural, aesthetic and spiritual life of the inhabitants of the City by fostering knowledge of the heritage of the City's past and retaining the quality of the City's urban environment.

(d) It is further found that the use of Transferable Development Rights ("TDR") as provided herein is necessary to promote the urban planning and design goals of the General Plan by:

(1) maintaining appropriate overall development capacities in each zoning district within the C-3 area, as defined by applicable floor area, height, bulk and other parameters;

(2) encouraging and directing development into the Special Development District in order to maintain a compact downtown financial district; and

(3) facilitating the retention of Significant Buildings and Contributory Buildings, and the compatible replacement or alteration of Unrated buildings in Conservation Districts, as defined in this Article.

(Added by Ord. 414-85, App. 9/17/85; amended by Ord. 95-12, File No. 120301, App. 5/21/2012, Eff. 6/20/2012)

#### AMENDMENT HISTORY

Divisions (d) and (d)(3) amended; Ord. 95-12, Eff. 6/20/2012.

## Exhibit 9

## **SEC. 1111.2. SIGN PERMITS.**

(a) New general advertising signs are prohibited in any Conservation District or on any historic property regulated by this Article 11.

(b) If a permit for a sign is required pursuant to Article 6 of this Code, the requirements of this Section shall apply to such permit in addition to those of Article 6.

(c) In addition to the requirements of Article 6, an application for a business sign, general advertising sign, identifying sign, or nameplate to be located on a Significant or Contributory Building or any building in a Conservation District shall be subject to review pursuant to the provisions of this Article. The HPC, or the Planning Department pursuant to Section 1111.1 of this Code, shall disapprove the application or approve it with modifications to conform to the requirements outlined in Section 1111.6 of this Code, including the proposed location, materials, typeset, size of lettering, means of illumination, method of replacement, or the attachment so that the special architectural, historical or aesthetic significance of the subject building or the Conservation District are preserved. No application shall be denied on the basis of the content of the sign.

(Added by Ord. 414-85, App. 9/17/85; amended by Ord. 95-12, File No. 120301, App. 5/21/2012, Eff. 6/20/2012; Ord. 179-18, File No. 180423, App. 7/27/2018, Eff. 8/27/2018)

### **AMENDMENT HISTORY**

Section header amended; section amended in its entirety; Ord. 95-12, Eff. 6/20/2012. Division (c) amended; Ord. 179-18, Eff. 8/27/2018.

## Exhibit 10

July 5, 2023

Planning Department

Board of Appeals

City Hall, 1 Dr. Carlton B. Goodlett Place San  
Francisco, CA 94103

RE: Osgood vs. DBI, PDA, July 12

Dear Board of Appeals:

I am writing to express support for limiting the installation of signage on the façade of the Rincon Annex, a significant structure listed on the National Register of Historic Places. The proposed alterations, comprising multiple sets of signs on the Streamline Moderne exterior of the building, do not adequately consider the historic character of the structure.

As you are aware, the Rincon Center was designed by architect Gilbert Stanley Underwood, whose contributions to the nation's architectural landscape are recognized nationwide. His works include numerous railroad stations, post offices, and national park lodges such as the Ahwahnee Hotel. The Rincon Center's design reflects his creative genius and should be preserved as such.

Two substantial blade signs, each 25 feet high, have already been installed, thereby altering the aesthetic of this historic building. We believe the proposed signage is incongruous with the original architectural style of Rincon Center. As such, I appeal to you to review these permits carefully and consider the potential impact to the building's historic character.

San Francisco Heritage, our board, staff, and devoted supporters are deeply committed to preserving San Francisco's heritage while fostering vibrant communities for future generations. Thank you for your consideration.

Sincerely,



Christine Madrid French Director of Advocacy

## Exhibit 11



**From:** [Richard A. Walker](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com)  
**Subject:** Osgood vs. DBI, PDA 7-12-23  
**Date:** Friday, June 30, 2023 2:19:07 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Board of Appeals:

I want to express my deep concern about the installation of large signs on the historic Rincon Annex building, which includes the beautiful New Deal post office designed by Gilbert Stanley Underwood and the unparalleled mural series on San Francisco's history by Anton Refrigier. It is appalling that anything should be allowed to deface this important historic structure and national trust landmark. I am also shocked to hear of plans to turn the magnificent post office lobby into a cocktail lounge! What a violation of public space that serves effectively as a museum of New Deal art.

The city government has a duty to protect historic structures such as the Rincon Annex that are part of the city's cultural heritage, particularly buildings and artworks created under the New Deal, which were meant for all the people of San Francisco. That the planning department has sanctioned such dramatic changes to the building and its use without asking for feedback from local citizens is an alarming failure of the public trust.

I speak on behalf of everyone at the Living New Deal, a guardian of America's New Deal legacy and nationally-recognized clearinghouse for New Deal history.

Sincerely,

Richard Walker, Exec Director  
[Living New Deal Project](#)  
Professor Emeritus of Geography  
University of California  
Berkeley 94720 ([my webpage](#))



## Exhibit 12



# Exhibit 12

7:35 PM Tue Jul 11

One Rincon Center - BOA Response Brief Letter (2023.07.06) 2 PDF



## VERTICAL PROJECTING SIGNAGE CONSTRUCTION DETAILS

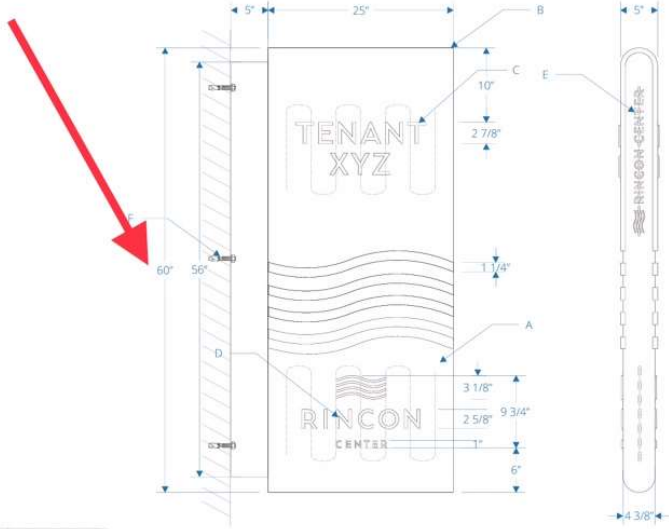
**corporate**  
SIGN SYSTEMS  
408.292.1000  
2064 De La Cruz Blvd., Santa Clara, CA 95050  
www.corporatesigns.com  
CONTRACTORS LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR



FRONT VIEW  
scale: 1/2" = 1'-0"



KEY MAP  
scale: NTS



- SIGN TYPE**  
**D**
- DOUBLE SIDED SIGNAGE** QTY: 2  
**DESCRIPTION**
- A. 87h x 36w x 6d fabricated aluminum cabinet, painted C2 dark blue
  - B. 3/8" thick wavy panel applied to face and back of cabinet, painted C1 white
  - C. 1/4" push through acrylic edge lit tenant name, face applied vinyl color C3 dark gray
  - D. 1/4" push through acrylic logo of "Rincon Center", painted C1 white
  - E. 1/4" push through flush logo to match color C1 white
  - F. mechanically attached to wall with tapcon concrete anchor



**4 ELEVATION**  
scale: 1/4" = 1'-0"

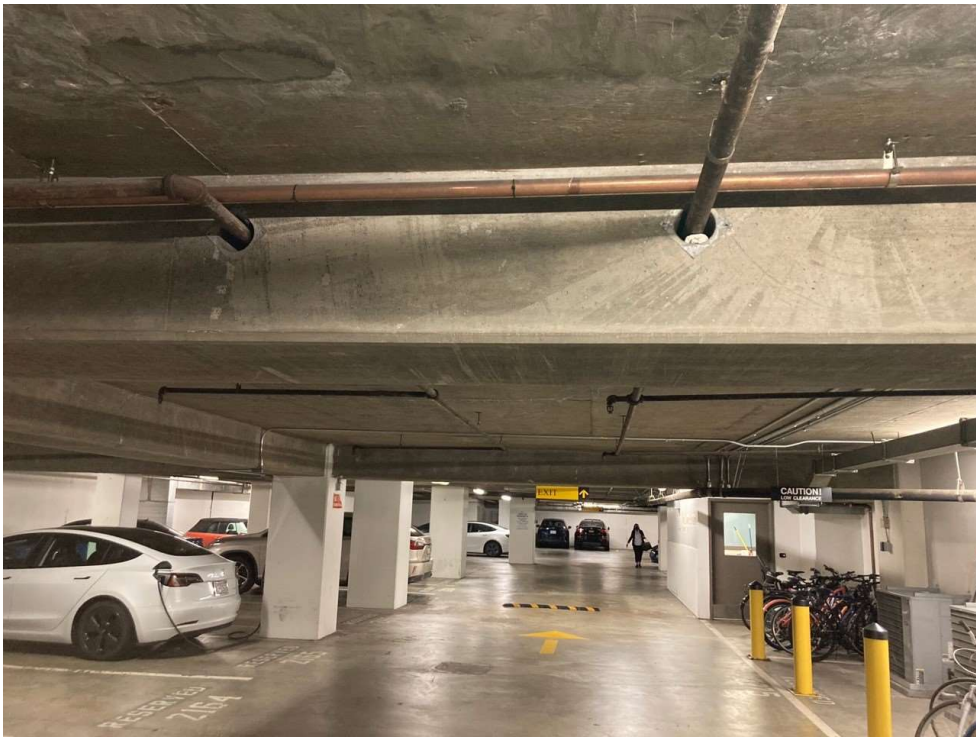
**45% Difference**

**SIGN TYPE D**  
**VERTICAL PROJECTING SIGNAGE**  
**PROPOSED = 21.75 X 2 = 43.5 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable codes. This includes proper mounting and bonding of the sign.

## Exhibit 13

Exhibit 13



Supplemental brief submitted by the permit holder for the  
hearing on 9/6/23

# REUBEN, JUNIUS & ROSE, LLP

August 24, 2023

**Delivered Via E-Mail:** [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org) / [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org)

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue, Suite 1475  
San Francisco, CA 94103

**Re: Response to Board of Appeals Inquiry from 7/12/23 Hearing  
Permit Holder Brief in Opposition of Appeals  
Appeal Nos.: 23-20, 23-21, 23-22, and 23-23  
101 Spear Street / Rincon Center  
2<sup>nd</sup> Hearing Date: September 6, 2023**

Dear President Swig and Commissioners:

Our office represents Hudson Rincon Center LLC, the owner (the “**Owner**”) of 101 Spear Street, known as Rincon Center (the “**Property**”), and holders of BPA Nos: 2021.0525.1011, 2021.0525.1015, 2021.0525.1018, and 2021.0525.1021 (the “**Permits**”). An appeal of the Permits was heard by the Board of Appeals (“**Board**”) on July 12, 2023. At that hearing, the Board requested that the parties provide background information regarding Ordinance No. 179-18 (Board File No. 180423, the “**2018 Legislation**”, attached as **Exhibit A**), whether the issuance of the Permits by the Planning Department (“**Department**”) complied with the 2018 Legislation, and the applicability and conformity with Article 11 of the Planning Code (*see* 7/13/23 email, attached as **Exhibit B**). Upon research and analysis of the 2018 Legislation, it is clear that the intent of the of the Board of Supervisors (“**BOS**”) was for administrative review without written findings of business signage on Article 10 properties, and that the Permits were correctly reviewed and issued. As such, we respectfully request that you uphold the Permits.

This is a supplemental brief to the original submittal on July 6, 2023 (*see* **Exhibit C**).

**A. 2017 MAYOR’S INITIATION OF PERMIT STREAMLINING PROCESSES**

As discussed in the 7/6/23 brief, the Permits were approved under Section 1005(e)(6) of Article 10, which provides that permits to install business signs do not require entitlements under the provisions of Article 10 if they conform to the preservation requirements of Section 1006.6. This change in the review process was enacted in the 2018 Legislation, which itself was a culmination of Mayor Lee’s efforts in 2016-2017 to streamline permit approval times. The mayor issued a directive titled “*Keeping up the Pace of Housing Production*,” which called on city departments to reduce project approval times by developing process improvement plans to better allocate resources (*see* Mayor’s Executive Directive 17-02, attached as **Exhibit D**; *see also* the 2018 Legislation, Section (2)(b), in **Exhibit A**).

In response to this directive, the Department prepared and published its “*Process Improvement Plan*” on December 1, 2017 (“**Improvement Plan**”, attached as **Exhibit E**). The Improvement Plan recommended a broad array of changes to the Planning Code and the Department’s internal procedures to achieve the Directive’s goals. One such change was the proposed removal of the requirement for a Certificate of Appropriateness (“**CoA**”) under Article 10 (and a Permit to Alter “**PTA**” under Article 11) for certain minor scopes of work and instead allow them to be approved by staff administratively over-the-counter (“**OTC**”). With respect to OTC approvals, the Improvement Plan states: “[*m*]any other projects, however, can be reviewed and approved in minutes provided clear regulatory guidance and the attention of experienced planning professionals.” (*See* Section B of **Exhibit E**).

At the time (and in the present day), the Historic Preservation Commission (“**HPC**”) would regularly delegate minor scopes of work to be approved at staff-level by preservation specialists, including business signage (*see* HPC Motion No. 289, 10/5/16, attached as **Exhibit F**). However,

these delegated scopes of work still require a CoA or PTA, both of which have public notice and a request for hearing at the HPC, which can take several months to approve. The Improvement Plan proposed the expansion of OTC approvals and specifically identified business signage, which was already delegated to preservation staff, for removal from the CoA/PTA process. This change was a key measure in better allocating the Department's staff and resources (*see* Sections B.2, and B.2.2 in **Exhibit E**).

The Improvement Plan, including the changes to Articles 10 and 11, was presented to the Planning Commission ("**Commission**") on November 16, 2017, and then transmitted to the Mayor's Office on December 1, 2017.

**B. LEGISLATIVE HISTORY OF THE 2018 LEGISLATION / ORDINANCE NO. 179-18**

The Mayor's Office incorporated many of the Department's recommendations into a final draft ordinance. On April 28, 2018, four months after the publication of the Improvement Plan, the 2018 Legislation was introduced by Mayor Farrell. Note that the longform title specifically included the streamlined approval processes to Article 10 buildings:

"Ordinance amending the Planning Code to streamline affordable housing project review by eliminating a Planning Commission Discretionary Review hearing for 100% affordable housing projects upon delegation by the Planning Commission; **to provide for Planning Department review of large projects located in C-3 (Downtown Commercial) Districts and for certain minor alterations to Historical Landmarks and in Conservation Districts**; to consolidate, standardize, and streamline notification requirements and procedures, including required newspaper notice, in Residential, Commercial, and Mixed-Use Districts; affirming the Planning Department's determination under the California Environmental Quality Act; making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1; and adopting findings of public necessity, convenience, and welfare under Planning Code, Section 302" [**emphasis added**].

While the impetus of the 2018 Legislation was to streamline housing production, it necessarily required systemic reforms to enhance Department coordination and change processes that historically slowed down project review Department-wide. That is, the majority of the 2018

Legislation did not concern housing production directly, but rather sought to fix a variety of policies that led to undue delays, such as the consolidation of the Code's then numerous notification requirements. As for Articles 10 and 11, the 2018 Legislation proposed removing minor scopes of work from the entitlement process that were meant for larger scale projects, and in doing so, eliminate the notice and request for HPC hearing, which would reduce the overall approval time for these permits. This was identified as a key measure in the Improvement Plan. The proposed changes to Articles 10 and 11 were present in the initial draft of the 2018 Legislation (*see* Initial Draft attached as **Exhibit G**) and remained virtually untouched through all six versions.

**1. Approval History of the 2018 Legislation**

Under Charter Section 4.135, because the 2018 Legislation proposed changes to Articles 10 and 11, the HPC had to review and comment on its impact to historic resources (*see* Charter Section 4.135, attached as **Exhibit H**). Changes to the Planning Code are also reviewed by the Commission. Both the HPC and the Commission reviewed and recommended approval of the 2018 Legislation with high support. It was then heard by the Land Use and Transportation Committee ("LUTC"), which recommended approval to the full BOS, which passed the 2018 Legislation unanimously on July 17, 2018.

**a. HPC Hearing of 2018 Legislation - May 16, 2018**

The HPC heard the 2018 Legislation at its regular hearing on May 16, 2018. The presentation was made by Jacob Bintliff, a senior planner with the Department, and consisted of both a visual slideshow and spoken presentation (HPC Slideshow Presentation, pgs. 17-20, attached as **Exhibit I**). Multiple times during the presentation, Mr. Bintliff made it clear that the HPC was hearing the legislation because it would amend Articles 10 and 11. This is apparent in the hearing's SFGovTV recording, where, at 00:55:15, Mr. Bintliff states in his introduction:



“[a]lso, we’ll be discussing with you some proposed amendments to Articles 10 and 11 regarding very minor and routine alterations to historic structures that could be approved with same day approval based on your recommendations.”<sup>1</sup> Further, at 01:06:44, Mr. Blintiff draws attention to the Articles 10 and 11 changes as the primary purpose of the presentation, stating: “[t]he final component, which is the reason we’re here today and is the most germane to you, is there are some amendments to Articles 10 and 11 of the Planning Code that are in this ordinance.” Mr. Blintiff then described the amendments and the existing delegation to staff to review minor scopes of work on historic properties (*see* Charter Section 4.135, **Exhibit H**). Mr. Blintiff noted that, while the initial approval could be made administratively at the time, it was still technically an entitlement that had notice and a request for hearing, preventing same-day approval. He goes on to state that such requests can delay a project’s approval by an additional 3-4 months.

The HPC expressed overwhelming support for the proposals. At 01:20:08, President Wolfram stated, “I think these are great improvements. I’m thrilled that we’re doing things to streamline the process. I think these are all going to be really helpful, so I think it’s a really great package.” At 01:20:23, Commissioner Johnck states, “It sounds like these should have been adopted years ago or something. This is fantastic, what’s being proposed here, so, I thoroughly endorse it.”<sup>2</sup>

The HPC proceeded to recommend approval of the 2018 Legislation by a vote of 6-0-1 (*see* HPC Resolution No. 959, attached as **Exhibit J**).

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<sup>1</sup> *See* [sfgovtv.org](https://sfgovtv.org) 5/16/18 HPC hearing:

[https://sanfrancisco.granicus.com/player/clip/30557?view\\_id=166&redirect=true&h=3547fcadb2640f5e90526a70ea4128f3](https://sanfrancisco.granicus.com/player/clip/30557?view_id=166&redirect=true&h=3547fcadb2640f5e90526a70ea4128f3).

<sup>2</sup> *Ibid.*

**b. Commission Hearing of 2018 Legislation - June 7, 2018**

The Commission heard the 2018 Legislation at its regular hearing on June 7, 2018, and approved it with a vote of 6-1 (see Commission Resolution No. 20198, attached as **Exhibit K**).

**c. Land Use and Transportation Committee Meeting – June 11, 2018**

The 2018 Legislation was then heard by the BOS's LUTC at its regular meeting on June 11, 2018. At that meeting, the Supervisors proposed an amendment regarding notice requirements in Article 3. There was no substantive discussion of the Article 10 and 11 amendments, based on a review of the hearing.<sup>3</sup> The LUTC voted 3-0 to recommend the 2018 Legislation as amended for approval to the full BOS.

**d. Board of Supervisors Meetings**

The BOS heard the 2018 Legislation three times and amended it twice. On June 19, 2018, the BOS heard it for the first time, and the Supervisors proposed additional amendments related to the notice requirements in Article 3. There were no amendments to the Article 10 and 11 changes. The BOS approved the 2018 Legislation as amended with a vote of 11-0.

On June 26, 2018, the BOS heard the 2018 Legislation for a second time, with additional amendments related to Article 3 notice requirements, design guidelines, and dwelling unit demolition being included. The BOS unanimously approved the 2018 Legislation as amended.

On July 10 and July 17, 2018, the BOS finally passed the 2018 Legislation without further changes. Mayor Breed signed it into law on July 27, 2018, with the legislation becoming effective on August 27, 2018.

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<sup>3</sup> See SFGovTV for 6/11/18 LUTC hearing:  
[https://sanfrancisco.granicus.com/player/clip/30721?view\\_id=177&redirect=true&h=874a496d974f7d45f4fdd0dd6bef0fda](https://sanfrancisco.granicus.com/player/clip/30721?view_id=177&redirect=true&h=874a496d974f7d45f4fdd0dd6bef0fda).

**C. 2018 LEGISLATIVE INTENT – NO WRITTEN FINDINGS**

Each legislative body adopted written findings with respect to the intent and purpose of the 2018 Legislation. These findings show an explicit intent to amend Articles 10 and 11 to remove certain minor scopes of work from their respective entitlement processes and allow OTC review.

**1. HPC and Commission Findings**

In their recommendations to the BOS, both the HPC and Commission state that the proposed amendments to Articles 10 and 11 would allow for certain minor scopes of work, which at that time required an entitlement, notice and a request for hearing, to be approved by staff OTC. Inherent in any OTC review was the elimination of detailed written findings by Department staff. These changes would reduce the case load for preservation planners by roughly one-third, freeing staff time for housing projects and other preservation work. The HPC and Commission further found that the changes would reduce approval timelines from 3-4 months to same-day approval (*see* Finding 7, HPC Resolution **Exhibit J**; Finding 7, CPC Resolution **Exhibit K**).

**2. BOS Findings**

The BOS's findings in the 2018 Legislation make it clear that the intent was to streamline Department permitting processes system-wide in order to reduce review and approval timeframes, which included the proposed changes to Articles 10 and 11.

Sections 1(b) and (c) of the 2018 Legislation fully adopt the findings in Commission Resolution No. 20198, including Finding 7 regarding the Amendments to Articles 10 and 11 described above. Sections 2(b) and 2(c) of the findings refer back to Mayor Lee's Executive Directive 17-02 and to the Improvement Plan, which recommended the changes to the Planning Code and internal Department procedures (*see* **Exhibit A**).

### **3. Legislative Intent Conclusions**

The legislative intent of the 2018 Legislation can be determined based on the history of Mayor Lee's Executive Directive, the 2017 Department Improvement Plan, the development of the 2018 Legislation, and the subsequent findings made and adopted by the HPC, Commission, and BOS, as described above. It is clear that the purpose of the 2018 Legislation was to speed up housing production, but the approach itself was through system-wide reform to streamline review procedures across the board. One of these collective changes was the proposed changes to Article 10 and 11 to remove minor scopes of work from their entitlement processes and instead allow for their same-day OTC approval. In doing so, there was a clear intent to remove these scopes of work from the notification and HPC request for hearing processes, which are not applicable with OTC permits. As further described by the findings, the intrinsic goal of these changes was to reduce staff time dedicated to reviewing these projects by allowing OTC review over the course of minutes rather than months.

Further, it is apparent that the legislation did not intend for these approvals to require written findings describing each aspect of compliance, but rather it entrusts the review of minor scopes of work to "*the attention of experienced planning professionals*" to render decisions in short timeframes. The frequent references to "same-day" and "OTC" make this purpose clear. OTC review is generally ministerial and relies on binary yes-no determinations by Department staff, who are well-versed in the Planning Code requirements. There are typically no detailed Planning Code findings for a project, especially with OTC review. If a proposal is fully compliant, it simply receives an approval stamp, which can be considered a holistic written finding that all relevant Code requirements and standards are met. For example, when the Department reviews a housing project with a compliant rear yard, the reviewer does not make a Section 134 finding about the

rear yard; they simply approve the project. While there is some subjectivity in preservation review, the delegation of minor scopes of work by the HPC shows a clear intent to defer to Department staff's judgment to correctly apply the relevant Article 10 preservation standards. This does not change with preservation staff's review of OTC projects. The 2018 Legislation meant to eliminate written findings for OTC projects in order to streamline the approval processes.

**D. PLANNING DEPARTMENT'S IMPLEMENTATION OF 2018 LEGISLATION**

We rely upon the Planning Department's response to provide details of how they implemented the 2018 Legislation. By the time the Owner applied for the Permits in 2023, the Department's processes for business sign approvals had been in place for nearly five years. Based on the review and approval of the Permits themselves, the process is being implemented as intended by the HPC and legislators. In fact, because the Owner chose to develop a Master Sign Plan ("MSP") before seeking the Permits, the process at the Property was more detailed than what is called for in the 2018 Legislation. The Owners met with Department staff in June 2022 and had several follow up reviews on the proposed signage for the entirety of the landmarked portion of the Property. Once the MSP was approved, the individual sign Permits were applied for and approved OTC per the 2018 Legislation. No written findings were required. The Project went above and beyond what was required in the 2018 Legislation for review by preservation staff.

**E. RINCON CENTER'S SIGNS ARE IN COMPLIANCE WITH SECTION 1006**

As discussed in detail in our original brief (see Exhibit C), all exterior work at the Property must be in conformity with Article 10 which specifies that certain scopes of work do not require a CoA. This includes business signs "*provided that signage, awnings, and transparency conform to the requirements outlined in Section 1006.6*" (Planning Code § 1005(e)(6)).

Section 1006.6, titled “Standards for Review of Applications” (see **Exhibit L**), discusses the overall standards that decisionmakers are to be guided by when reviewing projects under Article 10, as well as standards for particular scopes of work and/or landmark type. Subsection (b) states that “the proposed work shall comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (“SOI Standards”) for individual landmarks and contributors within historic districts, as well as any applicable guidelines, local interpretations, bulletins, or other policies.” Subsection (c) goes on to state that for individual landmarks, such as the Property, the work “shall preserve, enhance or restore, and shall not damage or destroy, the exterior architectural features of the landmark and, where specified in the designating ordinance pursuant to Section 1004(c), its major interior architectural features. The proposed work shall not adversely affect the special character or special historical, architectural or aesthetic interest or value of the landmark and its site, as viewed both in themselves and in their setting, nor of the historic district in applicable cases”. The remaining standards of Section 1006.6 discuss historic districts and/or are not applicable to the Permits.

The SOI Standards (*see* Preservation Bulletin No. 21, attached as **Exhibit M**) and Section 1006.6 set forth broad guidelines that essentially consist of preserving historic character, retention of historic features, materials, and craftsmanship, maintaining relationship with the setting, and undertaking work in the least damaging way possible. The SOI Standards allow a great deal of flexibility because they must be adaptable across a large array of landmarks and projects. The Department’s preservation staff have the expertise to apply the SOI Standards when reviewing applications, and the HPC clearly trusts staff’s ability to do so, as evidenced in their delegation to staff of minor scopes of work approvals (*see* **Exhibit F**) and in the findings of the 2018 Legislation.

Staff determined that the Permits comply with Section 1006.6. Because the landmarked façade spans the entirety of Mission Street and extends 275 feet on both Spear and Steuart Streets, the Property's identifying architectural features would remain whole and identifiable under the work proposed by the Permits. The Property's historic significance would not be compromised by the addition of one new tenant sign, and the addition of two adequately spaced signs at either end of the Mission façade would not affect the Property in such a way that its historic character or significance is reduced. Similarly, the replacement of existing signs with new signs of generally the same size and character would have a negligible effect. Also, the Permits would not affect any part of the historic interior-designated lobby. Finally, because the Property is located at the edge of downtown, where signage is common and frequent, the addition and replacement of signage proposed under the Permits does not compromise the Property's relationship to its setting or surroundings. Preservation staff correctly found that the Permits were in compliance with the SOI Standards and Section 1006.6.

**F. ARTICLE 11 APPLICABILITY TO PROPERTY**

Article 11 was enacted in 1985 when the downtown C-3 zoning was expanded, and the city saw a need to formally designate buildings and districts of special historical, architectural, or aesthetic merit. Article 11 provides the framework for such review and designation of properties in the C-3 Districts. Properties designated under Article 11 are included in its appendices.

Article 11 does not apply to the Property for several reasons. First, the Property was designated as an individual landmark in 1980, prior to the enactment of Article 11. Article 10 was the only Article in the Planning Code that addressed historically and architecturally significant buildings at the time. Secondly, while the Property is zoned C-3, it is not automatically included in Article 11. Properties must go through a legislative process to be placed under the jurisdiction

of either Articles 10 and 11 (or both). The Property was never included in Article 11 and is only subject to Article 10. Therefore, any review processes and standards in Article 11 do not apply.

**G. CONCLUSION**

The legislative record for the 2018 Legislation shows a clear intent to allow the OTC review of signage on Article 10 properties. This legislation arose as part of a concerted effort to streamline inefficient Department processes, and it entrusts staff to rely on their experience and expertise in reviewing specific scopes of work OTC. In delegating this review to OTC approval, it is clear that the 2018 Legislation did not envision an extensive process of making written findings, but rather, relies on the preservation planner's skilled judgment to approve a project in accordance with the SOI Standards and Section 1006.6.

The Permits under appeal were approved in accordance with the provisions of Section 1005(e)(6), which, pursuant to the 2018 Legislation, delegate signs on landmarks to OTC review. In fact, the Permits, because of the creation of the MSP, underwent extensive review above and beyond what is required by the 2018 Legislation. The MSP and subsequent Permits were found to conform with all applicable preservation standards and were properly approved.

The Appellant provides no sound reasoning behind this Appeal as to why the Permits were incorrectly approved. In fact, the record shows that the Permits were approved as intended by the 2018 Legislation. Importantly, the Appellant has not shown how the issued Permits adversely affect his personal interests or the public interests, as required under the Charter Section 4.106(b).

For these reasons, we respectfully request that the Board **deny** the appeal and uphold the Issuance of the Permits.

Very truly yours,  
**REUBEN, JUNIUS & ROSE, LLP**



Tara N. Sullivan



## Exhibits List

Exhibit A	Ordinance No. 0279-18, File No. 180423, 7/10/18
Exhibit B	Email from J. Rosenberg at BOA to Planning Department, Project Sponsor, 7/13/23
Exhibit C	Permit Holder Brief in Opposition to Appeals, 7/6/23 (note that Exhibits are excluded; available at the BOA)
Exhibit D	Mayoral Executive Directive No. 17-02, <i>Keeping up the Pace of Housing Production</i> , 9/27/17
Exhibit E	Planning Department Process Improvement Plan, 12/1/17
Exhibit F	Historic Preservation Commission Motion No. 289, 10/5/16
Exhibit G	Excerpts from File No. 180423, V1, 4/18
Exhibit H	San Francisco Charter Section 4.135: Historic Preservation Commission
Exhibit I	Planning Department Presentation to Historic Preservation Commission, 5/16/18
Exhibit J	Historic Preservation Commission Resolution No. 959, 10/5/16
Exhibit K	Planning Commission Resolution No. 20198, 6/18/18
Exhibit L	Planning Code Article 10, Section 1006.6
Exhibit M	Preservation Bulletin No. 21

**EXHIBIT A**

**Ordinance No. 0279-18, File No. 180423, 7/10/18**

1 [Planning Code - Review for Downtown and Affordable Housing Projects; Notification  
2 Requirements; Review of Alterations to Historical Landmarks and in Conservation Districts]

3 **Ordinance amending the Planning Code to streamline affordable housing project**  
4 **review by eliminating a Planning Commission Discretionary Review hearing for 100%**  
5 **affordable housing projects upon delegation by the Planning Commission; to provide**  
6 **for Planning Department review of large projects located in C-3 Districts and for certain**  
7 **minor alterations to Historical Landmarks and in Conservation Districts; to consolidate,**  
8 **standardize and streamline notification requirements and procedures, including**  
9 **required newspaper notice, in Residential, Commercial, and Mixed-Use Districts; and**  
10 **affirming the Planning Department's determination under the California Environmental**  
11 **Quality Act, making findings of consistency with the General Plan and the eight priority**  
12 **policies of Planning Code, Section 101.1, and adopting findings of public necessity,**  
13 **convenience, and welfare under Planning Code, Section 302.**

14 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
15 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
17 **Board amendment additions** are in double-underlined Arial font.  
18 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
19 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
20 subsections or parts of tables.

21 Be it ordained by the People of the City and County of San Francisco:

22 Section 1. General Findings.

23 (a) The Planning Department has determined that the actions contemplated in this  
24 ordinance comply with the California Environmental Quality Act (California Public Resources  
25 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of

1 Supervisors in File No. 180423 and is incorporated herein by reference. The Board affirms  
2 this determination.

3 (b) On June 7, 2018, the Planning Commission, in Resolution No. 20198, adopted  
4 findings that the actions contemplated in this ordinance are consistent, on balance, with the  
5 City's General Plan and eight priority policies of Planning Code Section 101.1. The Board  
6 adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the  
7 Board of Supervisors in File No. 180423, and is incorporated herein by reference.

8 (c) Pursuant to Planning Code Section 302, this Board finds that this Planning Code  
9 Amendment will serve the public necessity, convenience, and welfare for the reasons set forth  
10 in Planning Commission Resolution No. 20198 and the Board incorporates such reasons  
11 herein by reference. A copy of said Resolution is on file with the Board of Supervisors in File  
12 No. 180423.

13 Section 2. Findings about City Approval and Notification Processes.

14 (a) The housing crisis in San Francisco is acute with more than 140,000 jobs added  
15 since the Great Recession and approximately 27,000 housing units approved. The median  
16 single-family home price in San Francisco has reached an all-time high of \$1.6 million in the  
17 first quarter of 2018, affordable to only 12 percent of San Francisco households. The average  
18 rent for a one bedroom apartment in San Francisco in the same quarter is \$3,281, affordable  
19 to less than one-third of San Francisco households.

20 (b) Mayor Edwin M. Lee's Executive Directive 17-02 -- "Keeping up the Pace of  
21 Housing Production" -- called on City departments to reduce project approval timelines by half  
22 and come up with process improvement plans and measures to allocate staff and resources  
23 to meet these goals.

1 (c) The Planning Department Process Improvements Plan on December 1, 2017  
2 recommended a number of internal procedure changes and Planning Code amendments to  
3 achieve the goals of Executive Directive 17-02.

4 (d) Ordinance No. 7-16, "Affordable Housing Review Process," established Section  
5 315, Affordable Housing Project Authorization, which stipulated that an Affordable Housing  
6 Project would be a principally permitted use and would not require conditional use  
7 authorization or a Planning Commission hearing.

8 (e) Ordinance No. 46-96 enacted Section 311 of the Planning Code to establish  
9 procedures for reviewing building permit applications for lots in "R" districts in order to  
10 determine compatibility of the proposal with the neighborhood and for providing notice to  
11 property owners and residents neighboring the site of the proposed project.

12 (f) Ordinance No. 46-96 and 279-00 established the importance of notifying property  
13 owners as well as tenants of proposed projects within a 150-foot radius of their home or  
14 property.

15 (g) Ordinance No. 27-15 established Language Access Requirements for Departments  
16 to serve the more than 10,000 Limited English Persons residing in San Francisco encouraging  
17 multilingual translation services for public notifications to be as widely available as possible.

18 (h) Newspaper circulation is down and digital media consumption is up. Even among  
19 paying subscribers of newspapers, minority populations are more likely to utilize digital media  
20 over print media. The official newspaper of the City and County of San Francisco has print  
21 delivery of 561,004 on Sundays and 841,924 unique page views of their website.

22 (i) The Planning Department was responsible for reviewing over 11,000 building permit  
23 applications and development applications in 2017.  
24  
25

1 (j) Current notification procedures required the production and mailing of over 600,000  
2 pieces of paper, or 3 tons, in 2017 alone, at a cost of over \$250,000 with an additional  
3 \$70,000 spent annually on newspaper advertisements.

4 (k) The Planning Code currently sets forth more than 30 unique combinations of  
5 notification requirements. These varied notification requirements and redundant procedures  
6 are confusing, and amount to an inefficient use of staff time and public resources that would  
7 be better spent on reviewing permits and projects to add housing stock to San Francisco's  
8 housing supply and provide more meaningful public notification.

9  
10 Section 3. The Planning Code is hereby amended by revising Sections 206.4, 309, and  
11 315; adding new Section 315.1; and deleting Section 328, to read as follows:

12  
13 **SEC. 206.4. THE 100 PERCENT AFFORDABLE HOUSING BONUS PROGRAM.**

14 \* \* \* \*

15 (c) **Development Bonuses.** A 100 Percent Affordable Housing Bonus Project shall, at  
16 the project sponsor's request, receive any or all of the following:

17 (1) **Priority Processing.** 100 Percent Affordable Housing Bonus Projects shall  
18 receive Priority Processing.

19 (2) **Form Based Density.** Notwithstanding any zoning designation to the  
20 contrary, density of the 100 Percent Affordable Housing Bonus Project shall not be limited by  
21 lot area but rather by the applicable requirements and limitations set forth elsewhere in this  
22 Code. Such requirements and limitations include, but are not limited to, height, including any  
23 additional height allowed by subsection (c) herein, Bulk, Setbacks, Open Space, Exposure  
24 and unit mix as well as applicable design guidelines, elements and area plans of the General  
25 Plan and design review, including consistency with the Affordable Housing Bonus Program

1 Design Guidelines, referenced in Section ~~328~~ 315.1, as determined by the Planning  
2 Department.

3 (3) **Height.** 100 Percent Affordable Housing Bonus Projects shall be allowed  
4 up to 30 additional feet, not including allowed exceptions per Section 260(b), above the  
5 property's height district limit in order to provide three additional stories of residential use. This  
6 additional height may only be used to provide up to three additional 10-foot stories to the  
7 project, or one additional story of not more than 10 feet in height.

8 (4) **Ground Floor Ceiling Height.** In addition to the permitted height allowed  
9 under subsection (c)(3), 100 Percent Affordable Housing Bonus Projects with active ground  
10 floors as defined in Section 145.1(b)(2) shall receive one additional foot of height, up to a  
11 maximum of an additional five feet at the ground floor, exclusively to provide a minimum 14-  
12 foot (floor to ceiling) ground floor ceiling height.

13 (5) **Zoning Modifications.** 100 Percent Affordable Housing Bonus Projects  
14 may select any or all of the following zoning modifications:

15 (A) **Rear Yard:** The required rear yard per Section 134 or any applicable  
16 special use district may be reduced to no less than 20% of the lot depth or 15 feet, whichever  
17 is greater. Corner properties may provide 20% of the lot area at the interior corner of the  
18 property to meet the minimum rear yard requirement, provided that each horizontal dimension  
19 of the open area is a minimum of 15 feet; and that the open area is wholly or partially  
20 contiguous to the existing midblock open space, if any, formed by the rear yards of adjacent  
21 properties.

22 (B) **Dwelling Unit Exposure:** The dwelling unit exposure requirements  
23 of Section 140(a)(2) may be satisfied through qualifying windows facing an unobstructed open  
24 area that is no less than 15 feet in every horizontal dimension, and such open area is not  
25 required to expand in every horizontal dimension at each subsequent floor.

1 (C) **Off Street Loading:** No off-street loading spaces under Section  
2 152.

3 (D) **Automobile Parking:** Up to a 100% reduction in the minimum off-  
4 street residential and commercial automobile parking requirement under Article 1.5 of this  
5 Code.

6 (E) **Open Space:** Up to a 10% reduction in common open space  
7 requirements if required by Section 135, but no less than 36 square feet of open space per  
8 unit.

9 (F) **Inner Courts as Open Space:** In order for an inner court to qualify  
10 as useable common open space, Section 135(g)(2) requires it to be at least 20 feet in every  
11 horizontal dimension, and for the height of the walls and projections above the court on at  
12 least three sides (or 75% of the perimeter, whichever is greater) to be no higher than one foot  
13 for each foot that such point is horizontally distant from the opposite side of the clear space in  
14 the court. 100 Percent Affordable Housing Bonus Projects may instead provide an inner court  
15 that is at least 25 feet in every horizontal dimension, with no restriction on the heights of  
16 adjacent walls. All area within such an inner court shall qualify as common open space under  
17 Section 135.

18 (d) **Implementation.**

19 (1) **Application.** The following procedures shall govern the processing of a  
20 request for a project to qualify under the 100 Percent Affordable Housing Bonus Program.

21 (A) An application to participate in the 100 Percent Affordable Housing  
22 Bonus Program shall be submitted with the first application for approval of a Housing Project  
23 and processed concurrently with all other applications required for the Housing Project. The  
24 application shall be submitted on a form prescribed by the City and shall include at least the  
25 following information:



1 (i) A full plan set including a site plan, elevations, sections and  
2 floor plans, showing the total number of units, unit sizes and planned affordability levels and  
3 any applicable funding sources;

4 (ii) The requested development bonuses from those listed in  
5 subsection (c);

6 (iii) Unit size and distribution of multi-bedroom units:

7 (iv) Documentation that the applicant has provided written  
8 notification to all existing commercial tenants that the applicant intends to develop the  
9 property pursuant to this section 206.4. Any affected commercial tenants shall be given  
10 priority processing similar to the Department's Community Business Priority Processing  
11 Program, as adopted by the Planning Commission on February 12, 2015 under Resolution  
12 Number 19323 to support relocation of such business in concert with access to relevant local  
13 business support programs. In no case may an applicant receive a site permit or any  
14 demolition permit prior to 18 months from the date of written notification required by this  
15 subsection 206.4(d)(1)(B); and

16 (v) Documentation that the applicant shall comply with any  
17 applicable provisions of the State Relocation Law or Federal Uniform Relocation Act when a  
18 parcel includes existing commercial tenants.

19 (2) **Conditions.** Entitlements of 100 Percent Affordable Housing Bonus Projects  
20 approved under this Section shall be valid for 10 years from the date of *Planning Commission or*  
21 *Planning Department* approval.

22 ~~(3) **Notice and Hearing.** 100 Percent Affordable Housing Bonus Projects shall comply~~  
23 ~~with Section 328 for review and approval.~~

1           (34) **Controls.** Notwithstanding any other provision of this Code, no conditional  
2 use authorization shall be required for a 100 Percent Affordable Housing Bonus Project,  
3 unless such conditional use requirement was adopted by the voters.  
4

5           **SEC. 309. PERMIT REVIEW IN C-3 DISTRICTS.**

6           The provisions and procedures set forth in this Section shall govern the review of  
7 project authorization and building and site permit applications for (1) the construction or  
8 substantial alteration of structures in C-3 Districts, (2) the granting of exceptions to certain  
9 requirements of this Code where the provisions of this Section are invoked, and (3) the  
10 approval of open space and streetscape requirements of the Planning Code. When any action  
11 authorized by this Section is taken, any determination with respect to the proposed project  
12 required or authorized pursuant to CEQA may also be considered. This Section shall not  
13 require additional review in connection with a site or building permit application if review  
14 hereunder was completed with respect to the same proposed structure or alteration in  
15 connection with a project authorization application pursuant to Section 322.

16           (a) **Exceptions.** Exceptions to the following provisions of this Code may be granted  
17 as provided in the code sections referred to below:

18                   (1) Exceptions to the setback, streetwall, tower separation, and rear yard  
19 requirements as permitted in Sections 132.1 and 134(d);

20                   (2) Exceptions to the ground-level wind current requirements as permitted in  
21 Section 148;

22                   (3) Exceptions to the sunlight to public sidewalk requirement as permitted in  
23 Section 146;

24                   (4) Exceptions to the limitation on curb cuts for parking access as permitted in  
25 Section 155(r);

1 (5) Exceptions to the limitations on above-grade residential accessory parking  
2 as permitted in Section 155(s);

3 (6) Exceptions to the freight loading and service vehicle space requirements as  
4 permitted in Section 161(f);

5 (7) Exceptions to the off-street tour bus loading space requirements as  
6 permitted in Section 162;

7 (8) Exceptions to the use requirements in the C-3-O (SD) Commercial Special  
8 Use Subdistrict in Section 248;

9 (9) Exceptions to the height limits for buildings taller than 550 feet in height in  
10 the S-2 Bulk District for allowance of non-occupied architectural, screening, and rooftop  
11 elements that meet the criteria of Section 260(b)(1)(M);

12 (10) Exceptions to the volumetric limitations for roof enclosures and screens as  
13 prescribed in Section 260(b)(1)(F). For existing buildings, exceptions to the volumetric  
14 limitations for roof enclosures and screens shall be granted only if all rooftop equipment that is  
15 unused or permanently out of operation is removed from the building;

16 (11) Exceptions to the height limits for vertical extensions as permitted in  
17 Section 260(b)(1)(G) and for upper tower extensions as permitted in Section 263.9;

18 (12) Exceptions to the height limits in the 80-130F and 80-130X Height and  
19 Bulk Districts as permitted in Section 263.8 and in the 200-400S Height and Bulk District as  
20 permitted in Section 263.10;

21 (13) Exceptions to the bulk requirements as permitted in Sections 270 and 272.

22 (14) Exceptions to the exposure requirements as permitted in Section 140.

23 (15) Exceptions to the usable open space requirements as permitted in Section 135.

24 \* \* \* \*

1           (d) **Notice of Proposed Approval for Projects that do not require Public Hearing.** *If an*  
2 *application does not require a Planning Commission hearing pursuant to Subsection 309(e)(1) below,*  
3 *the application or building or site permit may be reviewed and approved administratively. At the*  
4 *determination of the Planning Director, applications for especially significant scopes of work may be*  
5 *subject to the notification requirements of Section 333 of this Code. If a request for Planning*  
6 *Commission review is made pursuant to subsection 309(f), the application will be subject to the*  
7 *notification and hearing procedures of this Section. If no request for Commission review is made, the*  
8 *Zoning Administrator may approve the project administratively. ~~If, after a review of the Application or~~*  
9 *building or site permit, and (1) the Zoning Administrator determines that an application complies with*  
10 *the provisions of this Code and that no exception is sought as provided in Subsection (a), and (2) the*  
11 *Director of Planning determines that no additional modifications are warranted as provided in*  
12 *Subsection (b), and (3) the project meets the open space and streetscape requirements of the Planning*  
13 *Code or (4) the project sponsor agrees to the modifications as requested by the Director, the Zoning*  
14 *Administrator shall provide notice of the proposed approval of the application by mail to all owners of*  
15 *the property immediately adjacent to the property that is subject of the Application no less than 10 days*  
16 *before final approval, and, in addition, to any person who has requested such notice in writing. If no*  
17 *request for Planning Commission review pursuant to Subsection (g) is made within 10 days of such*  
18 *notice, the Zoning Administrator shall approve the application.*

19           (e) **Hearing and Determination of Applications for Exceptions.**

20           (1) **Hearing.** The Planning Commission shall hold a public hearing on ~~an~~ a  
21 Section 309 application ~~if:~~ for an exception as provided in Subsection (a).

22                           (A) The project would result in a net addition of more than 50,000 square feet of  
23 gross floor area of space, or

24                           (B) The project includes the construction of a new building greater than 75 feet  
25 in height (excluding any exceptions permitted per Section 260(b)), or includes a vertical addition to an

1 existing building with a height of 75 feet or less resulting in a total building height greater than 75 feet;

2 or

3 (C) The project would require an exception as provided in Subsection 309(a).

4 (2) **Notice of Hearing.** Notice of such hearing shall be conducted pursuant to  
5 the provisions of Section 333 of this Code, mailed not less than 10 days prior to the date of the hearing  
6 to the project applicant, to property owners within 300 feet of the project that is the subject of the  
7 application, using for this purpose the names and addresses as shown on the citywide Assessment Roll  
8 in the Assessor's Office, and to any person who has requested such notice. The notice shall state that  
9 the written recommendation of the Director of Planning regarding the request for an exception will be  
10 available for public review at the office of the Planning Department.

11 (3) **Decision and Appeal.** The Planning Commission may, after public hearing and  
12 after making appropriate findings, approve, disapprove or approve subject to conditions, the  
13 application for an exception. The decision of the Planning Commission may be appealed to  
14 the Board of Appeals by any person aggrieved within 15 days after the date of the decision by  
15 filing a written notice of appeal with that Body, setting forth wherein it is alleged that there was  
16 an error in the interpretation of the provisions of this Code or abuse of discretion on the part of  
17 the Planning Commission.

18 (4) **Decision on Appeal.** Upon the hearing of an appeal, the Board of Appeals may,  
19 subject to the same limitations as are placed on the Planning Commission by Charter or by this Code,  
20 approve, disapprove or modify the decision appealed from. If the determination of the Board  
21 differs from that of the Commission it shall, in a written decision, specify the error in  
22 interpretation or abuse of discretion on the part of the Commission and shall specify in the  
23 findings, as part of the written decision, the facts relied upon in arriving at its determination.

24 ~~(f) **Administrative Approval of Design Review.**~~

25 ~~(1) **Recommendations.** If the Director of Planning determines that modifications~~

1 through the imposition of conditions are warranted as provided in Subsection (b), or that the open  
2 space requirements or the streetscape requirements of the Planning Code have not been complied with,  
3 the matter shall be scheduled for hearing before the Planning Commission. If the Director determines  
4 that the open space and streetscape requirements of the Planning Code have been complied with and  
5 the applicant does not oppose the imposition of conditions which the Director has determined are  
6 warranted, the applicant may waive the right to a hearing before the Planning Commission in writing  
7 and agree to the conditions. The Zoning Administrator shall provide notice of the proposed approval of  
8 the application according to the notice given for applications governed by Subsection (d), so that any  
9 person seeking additional modifications or objecting to the open space or streetscape requirements  
10 determination may make such a request for Planning Commission review as provided in Subsection (g).  
11 If no request is made within 10 days of such notice, the Zoning Administrator shall approve the  
12 application subject to the conditions.

13 — ~~(2) Notice.~~ If the proposed application will be heard by the Planning Commission, notice  
14 of such hearing shall be mailed not less than 10 days prior to the hearing to the project applicant, to  
15 property owners immediately adjacent to the site of the application using for this purpose the names  
16 and addresses as shown on the citywide Assessment Roll in the Assessor's Office, and to any person  
17 who has requested such notice. The notice shall state that the Director's written recommendation will  
18 be available for public review at the Planning Department.

19 — ~~(3) Commission Action.~~ The Planning Commission may, after public hearing and after  
20 making appropriate findings, approve, disapprove or approve subject to conditions applications  
21 considered pursuant to Subsection (b) or for compliance with the open space and streetscape  
22 requirements of the Planning Code.

23 **(g.f) Planning Commission Review Upon Request.**

24 (1) **Requests.** Within 10 days after notice of the proposed Zoning Administrator  
25 approval has been given, as provided in Subsection (d), any person may request in writing

1 that the Planning Commission impose additional modifications on the project as provided in  
2 Subsection (b) or consider the application for compliance with the open space and  
3 streetscape requirements of the Planning Code. The written request shall state why additional  
4 modifications should be imposed notwithstanding its compliance with the requirements of this  
5 Code and shall identify the policies or objectives that would be promoted by the imposition of  
6 conditions, or shall state why the open space and streetscape requirements have not been  
7 complied with.

8 (2) **Commission Consideration.** The Planning Commission shall consider at a public  
9 hearing each written request for additional modifications and for consideration of the open  
10 space and streetscape requirements of the Planning Code compliance and may, by majority  
11 vote, direct that a hearing be conducted to consider such modifications or compliance, which  
12 hearing may be conducted at the same meeting that the written request is considered and  
13 decided. Notice of such hearing shall be ~~mailed to the project applicant, to property owners~~  
14 ~~immediately adjacent to the site of the application using for this purpose the names and addresses as~~  
15 ~~shown on the Citywide Assessment Roll in the Assessor's Office~~ provided pursuant to the requirements  
16 of Section 333 of this Code, provided that mailed notice shall also be provided to any person who  
17 has requested such notice, and to any person who has submitted a request for additional  
18 requirements. In determining whether to conduct such a hearing, the Planning Commission  
19 shall determine whether, based upon a review of the project, reasonable grounds exist  
20 justifying a public hearing in order to consider the proposed additional modifications and the  
21 open space and streetscape requirements of the Planning Code compliance.

22 (3) **Commission Action.** If the Planning Commission determines to conduct a hearing  
23 to consider the imposition of additional modifications or the open space and streetscape  
24 requirements compliance, it may, after such hearing and after making appropriate findings,  
25 approve, disapprove, or approve subject to conditions the building or site permit or project

1 authorization application. If the Planning Commission determines not to conduct a hearing,  
2 the Zoning Administrator shall approve the application subject to any conditions imposed by  
3 the Director of Planning to which the applicant has consented.

4 ~~(h) **Mandatory Planning Commission Hearing for Projects Over 50,000 Square Feet of**~~  
5 ~~**Gross Floor Area or Over 75 Feet in Height.** The Planning Commission shall hold a public hearing~~  
6 ~~not otherwise required by this Section on all building and site permit and Section 309 applications for~~  
7 ~~projects which will result in a net addition of more than 50,000 square feet of gross floor area of space~~  
8 ~~or which will result in a building that is greater than 75 feet in height. Notice of such hearing shall be~~  
9 ~~mailed not less than 10 days prior to the date of the hearing to the project applicant, to property~~  
10 ~~owners immediately adjacent to the site of the application using for this purpose the names and~~  
11 ~~addresses as shown on the citywide Assessment Roll in the Assessor's Office, and to any person who~~  
12 ~~has requested such notice.~~

13 \* \* \* \*

14  
15 **SEC. 315. AFFORDABLE HOUSING PROJECT AUTHORIZATION.**

16 (a) **Purpose.** The purpose of this Section 315 is to ensure that any project where the  
17 principal use is affordable housing, defined in subsection (b) as an Affordable Housing  
18 Project, is reviewed in coordination with relevant priority processing and design guidelines.

19 (b) **Applicability.** Notwithstanding anything to the contrary contained in this Planning  
20 Code, this Section 315 shall apply to any project where the principal use is housing comprised  
21 solely of housing that is restricted for a minimum of 55 years as affordable for "persons and  
22 families of low or moderate income," as defined in California Health & Safety Code Section  
23 50093 (an "Affordable Housing Project"). The Affordable Housing Project shall be considered  
24 a principally permitted use and shall comply with the administrative review procedures set  
25 forth in this Section and shall not require conditional use authorization or a Planning



1 Commission hearing that otherwise may be required by the Planning Code, provided that the  
2 site is not designated as public open space, is not under the jurisdiction of the Recreation and  
3 Park Department, is not located in a zoning district that prohibits residential uses, or is not  
4 located in an RH zoning district.

5 (1) If a conditional use authorization or other Planning Commission approval is  
6 required for provision of parking, where the amount of parking provided exceeds the base  
7 amount permitted as accessory in Planning Code Article 1.5, such requirement shall apply.

8 (2) If an Affordable Housing Project proposes demolition or change in use of a  
9 general grocery store or movie theatre, this Section shall not apply.

10 (3) If a non-residential use contained in any proposed project would require  
11 conditional use authorization, such requirement shall apply unless the non-residential use is  
12 accessory to and supportive of the affordable housing on-site.

13 (c) **Review Process.**

14 (1) In lieu of any otherwise required Planning Commission authorization and  
15 associated hearing, the Planning Department shall administratively review and evaluate the  
16 physical aspects of an Affordable Housing Project and review such projects in coordination  
17 with relevant priority processing and design guidelines. The review of an Affordable Housing  
18 Project shall be conducted as part of, and incorporated into, a related building permit application or  
19 other required project authorizations, and no additional application fee shall be required. An  
20 Affordable Housing Project may seek exceptions to Planning Code requirements that ~~may be~~  
21 are available through the Planning Code, ~~including but not limited to sections 253, 303, 304, 309,~~  
22 ~~and 329, without a Planning Commission hearing, and the Planning Department may permit such~~  
23 ~~exceptions if it makes the findings otherwise required by the Planning Code. This includes, but is not~~  
24 limited to, those exceptions permitted through Sections 253, 303, 304, 309, and 329. The Planning  
25 Department may grant such exceptions if it makes the findings as required in subsection (c)(2) below.

1 An Affordable Housing Project may seek exceptions from other Code requirements that could otherwise  
2 be granted to a Planned Unit Development as set forth in Section 304, irrespective of the zoning district  
3 in which the property is located and irrespective of lot size requirements set forth in Section 304, and  
4 provided further that conditional use authorization shall not be required.

5 100 Percent Affordable Housing Bonus Projects seeking density bonuses,  
6 zoning modifications, or Planning Code exceptions pursuant to Section 206.4 of this Code shall be  
7 subject to the provisions and review process pursuant to Section 315.1 of this Code.

8 (2) This administrative review shall be identical in purpose and intent to any  
9 Planning Commission review that would otherwise be required by the Planning Code,  
10 including but not limited to Sections 253, 303, 304, 309, or 329, but shall not be considered a  
11 conditional use authorization. and an Affordable Housing Project may seek the exceptions set forth in  
12 the Planning Code. If an Affordable Housing Project would otherwise be subject to such  
13 Planning Code provisions, the Planning Department shall consider all the criteria set forth in  
14 such Planning Code sections and shall make all required findings in writing when it approves,  
15 modifies, conditions, or disapproves an Affordable Housing Project. If the project is seeking  
16 exceptions solely as provided in this Section 315, the Department shall only make those required  
17 findings set forth in Section 303(c) of this Code.

18 (3) **Decision and Imposition of Conditions.** The Planning Department, after  
19 making appropriate findings, may approve, disapprove or approve subject to conditions the  
20 Affordable Housing Project and any associated requests for exceptions as part of a related  
21 building permit application or other required project authorizations. As part of its review and  
22 decision, the Planning Department may impose additional conditions, requirements,  
23 modifications, and limitations on a proposed Affordable Housing Project in order to achieve  
24 the objectives, policies, and intent of the General Plan or the Planning Code. Such ~~approval or~~

1 ~~disapproval determination~~ shall be made in writing and mailed to the project sponsor and  
2 individuals or organizations who so request.

3 (4) **Change of Conditions.** Once a project is approved, authorization of a  
4 change in any condition previously imposed by the Planning Department shall require  
5 approval by the Planning Director subject to the procedures set forth in this Section 315.

6 (5) **Discretionary Review.** As long as the Planning Commission has delegated its  
7 authority to the Planning Department to review applications for an Affordable Housing Project, the  
8 Planning Commission shall not hold a public hearing for discretionary review of an Affordable  
9 Housing Project that is subject to this Section 315. This Section 315 is not intended to alter the  
10 procedures for requests for Discretionary Review by the Planning Commission.

11 (d) Appeals. The Planning Department's administrative determination regarding an Affordable  
12 Housing Project pursuant to this Section 315 shall be considered part of a related building permit. Any  
13 appeal of such determination shall be made through the associated building permit.

14  
15 **SEC. 315.1 100 PERCENT AFFORDABLE HOUSING BONUS PROJECT AUTHORIZATION.**

16 (a) Purpose. The purpose of this Section 315.1 is to ensure that all 100 Percent Affordable  
17 Housing Bonus projects pursuant to Planning Code Section 206.4 are reviewed in coordination with  
18 Priority Processing available for certain projects with 100% affordable housing. While most projects  
19 in the 100 Percent Affordable Housing Bonus Program will likely be somewhat larger than their  
20 surroundings in order to facilitate higher levels of affordable housing, the Planning Director and  
21 Department shall review each project for consistency with the Affordable Housing Bonus Design  
22 Guidelines and any other applicable design guidelines, as adopted and periodically amended by the  
23 Planning Commission, so that projects respond to their surrounding context, while still meeting the  
24 City's affordable housing goals.

1           (b) **Applicability.** This Section 315.1 applies to all 100 Percent Affordable Housing Bonus  
2 Projects that meet the requirements described in Section 206.4.

3           (c) **Design Review.** The Planning Department shall review and evaluate all physical aspects of  
4 a 100 Percent Affordable Housing Bonus Project as follows.

5           (1) The Planning Director may, consistent with the Affordable Housing Bonus Program  
6 Design Guidelines and any other applicable design guidelines, make minor modifications to a project  
7 to reduce the impacts of a 100 Percent Affordable Housing Bonus Project on surrounding buildings.  
8 The Planning Director may also apply the standards of Section 261.1 to bonus floors for all projects on  
9 narrow streets and alleys in order to ensure that these streets do not become overshadowed, including  
10 potential upper story setbacks, and special consideration for the southern side of East-West streets, and  
11 Mid-block passages, as long as such setbacks do not result in a smaller number of residential units.

12           (2) As set forth in subsection (d) below, the Planning Director may also grant minor  
13 exceptions to the provisions of this Code. However, such exceptions should only be granted to allow  
14 building mass to appropriately shift to respond to surrounding context, and only when such  
15 modifications do not substantially reduce or increase the overall building envelope permitted by the  
16 Program under Section 206.4. All modifications and exceptions should be consistent with the  
17 Affordable Housing Bonus Program Design Guidelines and any other applicable design guidelines. In  
18 case of a conflict with other applicable design guidelines, the Affordable Housing Bonus Program  
19 Design Guidelines shall prevail.

20           (3) The Planning Director may require these or other modifications or conditions in  
21 order to achieve the objectives and policies of the Affordable Housing Bonus Program or the purposes  
22 of this Code. This review shall be limited to design issues including the following:

23           (A) whether the bulk and massing of the building is consistent with the  
24 Affordable Housing Bonus Design Guidelines.

1 (B) whether building design elements including, but not limited to, architectural  
2 treatments, facade design, and building materials, are consistent with the Affordable Housing Bonus  
3 Program Design Guidelines and any other applicable design guidelines.

4 (C) whether the design of lower floors, including building setback areas,  
5 commercial space, townhouses, entries, utilities, and parking and loading access is consistent with the  
6 Affordable Housing Bonus Program Design Guidelines, and any other applicable design guidelines.

7 (D) whether the required streetscape and other public improvements such as  
8 tree planting, street furniture, and lighting are consistent with the Better Streets Plan, and any other  
9 applicable design guidelines.

10 (d) **Exceptions.** As a component of the review process under this Section 315.1, the Planning  
11 Director may grant minor exceptions to the provisions of this Code as provided below, in addition to  
12 the development bonuses granted to the project in Section 206.4(c). Such exceptions, however, should  
13 only be granted to allow building mass to appropriately shift to respond to surrounding context, and  
14 only when the Planning Director finds that such modifications do not substantially reduce or increase  
15 the overall building envelope permitted by the Program under Section 206.4, and the project, with the  
16 modifications and exceptions, is consistent with the Affordable Housing Bonus Design Guidelines.

17 These exceptions may include:

18 (1) Exception from residential usable open space requirements per Section 135, or any  
19 applicable special use district.

20 (2) Exception from satisfaction of loading requirements per Section 152.1, or any  
21 applicable special use district.

22 (3) Exception for rear yards, pursuant to the requirements of Section 134, or any  
23 applicable special use district.

24 (4) Exception from dwelling unit exposure requirements of Section 140, or any  
25 applicable special use district.

1                   (5) Exception from satisfaction of accessory parking requirements per Section 152.1,  
2 or any applicable special use district.

3                   (6) Where not specified elsewhere in this subsection (d), modification of other Code  
4 requirements that could otherwise be modified as a Planned Unit Development (as set forth in Section  
5 304), irrespective of the zoning district in which the property is located, and without requiring  
6 conditional use authorization.

7                   (e) **Required Findings.** In reviewing any project pursuant to this Section 315.1, the Planning  
8 Director shall make the following findings:

9                   (1) the use complies with the applicable provisions of this Code and is consistent with  
10 the General Plan;

11                   (2) the use provides development that is in conformity with the stated purpose of the  
12 applicable Use District; and,

13                   (3) the use contributes to the City's affordable housing goals as stated in the General  
14 Plan.

15                   (4) If a 100 Percent Affordable Housing Bonus Project otherwise would require a  
16 conditional use authorization due only to (1) a specific land use or (2) a use size limit, the Planning  
17 Director shall make all findings and consider all criteria required by this Code for such use or use size  
18 as part of this 100 Percent Affordable Housing Bonus Project Authorization and no conditional use  
19 authorization shall be required.

20                   (f) **Decision and Imposition of Conditions.** The Planning Director may authorize, disapprove  
21 or approve subject to conditions, the project and any associated requests for exceptions and shall make  
22 appropriate findings. The Director may impose additional conditions, requirements, modifications, and  
23 limitations on a proposed project in order to achieve the objectives, policies, and intent of the General  
24 Plan or of this Code. This administrative review shall be identical in purpose and intent to any  
25 Planning Commission review that would otherwise be required by Section 206.4 of the Planning Code.

1           (g) Discretionary Review. As long as the Planning Commission has delegated its authority to  
2 the Planning Department to review applications for an Affordable Housing Project, the Planning  
3 Commission shall not hold a public hearing for discretionary review of a 100 Percent Affordable  
4 Housing Bonus project that is subject to this Section.

5           (h) Appeals. The Planning Director's administrative determination regarding a 100 Percent  
6 Affordable Housing Bonus Project pursuant to this Section 315.1 shall be considered part of a related  
7 building permit. Any appeal of such determination shall be made through the associated building  
8 permit.

9  
10 **~~SEC. 328. 100 PERCENT AFFORDABLE HOUSING BONUS PROJECT AUTHORIZATION.~~**

11           ~~—(a) Purpose. The purpose of this Section 328 is to ensure that all 100 Percent Affordable~~  
12 ~~Housing Bonus projects under Section 206.4 are reviewed in coordination with priority processing~~  
13 ~~available for certain projects with 100 Percent affordable housing. While most projects in the 100~~  
14 ~~Percent Affordable Housing Bonus Program will likely be somewhat larger than their surroundings in~~  
15 ~~order to facilitate higher levels of affordable housing, the Planning Commission and Department shall~~  
16 ~~ensure that each project is consistent with the Affordable Housing Bonus Design Guidelines and any~~  
17 ~~other applicable design guidelines, as adopted and periodically amended by the Planning Commission,~~  
18 ~~so that projects respond to their surrounding context, while still meeting the City's affordable housing~~  
19 ~~goals.~~

20           ~~—(b) Applicability. This Section 328 applies to all qualifying 100 Percent Affordable Housing~~  
21 ~~Bonus Projects that meet the requirements described in Section 206.4.~~

22           ~~—(c) Planning Commission Design Review. The Planning Commission shall review and~~  
23 ~~evaluate all physical aspects of a 100 Percent Affordable Housing Bonus Project at a public hearing.~~  
24 ~~The Planning Commission recognizes that most qualifying projects will need to be larger in height and~~  
25 ~~mass than surrounding buildings in order to achieve the 100% Affordable Housing Bonus Program's~~

1 ~~affordable housing goals. However, the Planning Commission may, consistent with the Affordable~~  
2 ~~Housing Bonus Program Design Guidelines, and any other applicable design guidelines, and upon~~  
3 ~~recommendation from the Planning Director, make minor modifications to a project to reduce the~~  
4 ~~impacts of such differences in scale. The Planning Commission, upon recommendation of the Planning~~  
5 ~~Director, may also apply the standards of Section 261.1 to bonus floors for all projects on narrow~~  
6 ~~streets and alleys in order to ensure that these streets do not become overshadowed, including potential~~  
7 ~~upper story setbacks, and special consideration for the southern side of East-West streets, and Mid-~~  
8 ~~block passages, as long as such setbacks do not result in a smaller number of residential units.~~

9 ~~—Additionally, as set forth in subsection (d) below, the Planning Commission may grant~~  
10 ~~minor exceptions to the provisions of this Code. However, such exceptions should only be granted to~~  
11 ~~allow building mass to appropriately shift to respond to surrounding context, and only when such~~  
12 ~~modifications do not substantially reduce or increase the overall building envelope permitted by the~~  
13 ~~Program under Section 206.4. All modifications and exceptions should be consistent with the~~  
14 ~~Affordable Housing Bonus Program Design Guidelines and any other applicable design guidelines. In~~  
15 ~~case of a conflict with other applicable design guidelines, the Affordable Housing Bonus Program~~  
16 ~~Design Guidelines shall prevail.~~

17 ~~—The Planning Commission may require these or other modifications or conditions, or~~  
18 ~~disapprove a project, in order to achieve the objectives and policies of the Affordable Housing Bonus~~  
19 ~~Programs or the purposes of this Code. This review shall limited to design issues including the~~  
20 ~~following:~~

21 ~~—(1) whether the bulk and massing of the building is consistent with the Affordable Housing~~  
22 ~~Bonus Design Guidelines.~~

23 ~~—(2) whether building design elements including, but not limited to architectural treatments,~~  
24 ~~facade design, and building materials, are consistent with the Affordable Housing Bonus Program~~  
25 ~~Design Guidelines and any other applicable design guidelines.~~



1           —(3) ~~whether the design of lower floors, including building setback areas, commercial~~  
2 ~~space, townhouses, entries, utilities, and parking and loading access is consistent with the Affordable~~  
3 ~~Housing Bonus Program Design Guidelines, and any other applicable design guidelines.~~

4           —(4) ~~whether the required streetscape and other public improvements such as tree planting,~~  
5 ~~street furniture, and lighting are consistent with the Better Streets Plan, and any other applicable~~  
6 ~~design guidelines.~~

7           —(d) ~~**Exceptions.** As a component of the review process under this Section 328, the Planning~~  
8 ~~Commission may grant minor exceptions to the provisions of this Code as provided for below, in~~  
9 ~~addition to the development bonuses granted to the project in Section 206.4(e). Such exceptions,~~  
10 ~~however, should only be granted to allow building mass to appropriately shift to respond to~~  
11 ~~surrounding context, and only when the Planning Commission finds that such modifications do not~~  
12 ~~substantially reduce or increase the overall building envelope permitted by the Program under Section~~  
13 ~~206.4, and also are consistent with the Affordable Housing Bonus Design Guidelines. These exceptions~~  
14 ~~may include:~~

15           —(1) ~~Exception from residential usable open space requirements per Section 135, or any~~  
16 ~~applicable special use district.~~

17           —(2) ~~Exception from satisfaction of loading requirements per Section 152.1, or any~~  
18 ~~applicable special use district.~~

19           —(3) ~~Exception for rear yards, pursuant to the requirements of Section 134, or any~~  
20 ~~applicable special use district.~~

21           —(4) ~~Exception from dwelling unit exposure requirements of Section 140, or any applicable~~  
22 ~~special use district.~~

23           —(5) ~~Exception from satisfaction of accessory parking requirements per Section 152.1, or~~  
24 ~~any applicable special use district.~~

1           —(6) ~~Where not specified elsewhere in this subsection (d), modification of other Code~~  
2 ~~requirements that could otherwise be modified as a Planned Unit Development (as set forth in Section~~  
3 ~~304), irrespective of the zoning district in which the property is located.~~

4           —(e) ~~**Required Findings.** In its review of any project pursuant to this Section 328, the~~  
5 ~~Planning Commission shall make the following findings:~~

6           —(1) ~~the use as proposed will comply with the applicable provisions of this Code and is~~  
7 ~~consistent with the General Plan;~~

8           —(2) ~~the use as proposed will provide development that is in conformity with the stated~~  
9 ~~purpose of the applicable Use District; and,~~

10          —(3) ~~the use as proposed will contribute to the City's affordable housing goals as stated in~~  
11 ~~the General Plan.~~

12          —(f) ~~If a 100 Percent Affordable Housing Bonus Project otherwise requires a conditional use~~  
13 ~~authorization due only to (1) a specific land use, (2) use size limit, or (3) requirement adopted by the~~  
14 ~~voters, then the Planning Commission shall make all findings and consider all criteria required by this~~  
15 ~~Code for such use or use size as part of this 100 Percent Affordable Housing Bonus Project~~  
16 ~~Authorization.~~

17          —(g) ~~**Hearing and Decision.**~~

18          —(1) ~~Hearing.~~ ~~The Planning Commission shall hold a public hearing for all projects that are~~  
19 ~~subject to this Section 328.~~

20          —(2) ~~Notice of Hearing.~~ ~~Notice of such hearing shall be provided pursuant to the same~~  
21 ~~requirements for Conditional Use requests, as set forth in Section 306.3 and 306.8.~~

22          —(3) ~~Director's Recommendations on Modifications and Exceptions.~~ ~~At the hearing, the~~  
23 ~~Planning Director shall review for the Commission key issues related to the project based on the~~  
24 ~~review of the project pursuant to subsection (c) and recommend to the Commission modifications, if~~  
25

1 any, to the project and conditions for approval as necessary. The Director shall also make  
2 recommendations to the Commission on any proposed exceptions pursuant to subsection (d).

3 ~~—(4) Decision and Imposition of Conditions. The Commission, after public hearing and,~~  
4 ~~after making appropriate findings, may approve, disapprove or approve subject to conditions, the~~  
5 ~~project and any associated requests for exceptions. As part of its review and decision, the Planning~~  
6 ~~Commission may impose additional conditions, requirements, modifications, and limitations on a~~  
7 ~~proposed project in order to achieve the objectives, policies, and intent of the General Plan or of this~~  
8 ~~Code.~~

9 ~~—(5) Appeal. The decision of the Planning Commission may be appealed to the Board of~~  
10 ~~Supervisors by any person aggrieved within 30 days after the date of the decision by filing a written~~  
11 ~~notice of appeal with the Board of Supervisors, setting forth wherein it is alleged that there was an~~  
12 ~~error in the interpretation of the provisions of this Section or abuse of discretion on the part of the~~  
13 ~~Planning Commission. The procedures and requirements for conditional use appeals in Section~~  
14 ~~308.1(b) and (c) shall apply to appeals to the Board of Supervisors under this Section 328.~~

15 ~~—(6) Discretionary Review. No requests for discretionary review shall be accepted by the~~  
16 ~~Planning Department or heard by the Planning Commission for projects subject to this Section.~~

17 ~~—(7) Change of Conditions. Once a project is approved, authorization of a change in any~~  
18 ~~condition previously imposed by the Planning Commission shall require approval by the Planning~~  
19 ~~Commission subject to the procedures set forth in this Section.~~

20  
21 Section 4. The Planning Code is hereby amended by revising Sections 202.5, 302,  
22 303, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311, 317, 329, 330.7, 1006.3, and 1111.4;  
23 deleting Sections 306.10 and 312; and adding new Section 333 to read as follows:

24  
25 **SEC 202.5. CONVERSION OF AUTOMOTIVE SERVICE STATIONS.**

1 \* \* \* \*

2 (e) **Criteria for Zoning Administrator Conversion Determination.** The Zoning  
3 Administrator shall approve the application and authorize the service station conversion if the  
4 Zoning Administrator determines from the facts presented that the owner of the subject  
5 property is not earning a Fair Return on Investment, as defined in Section 102. The owner  
6 shall bear the burden of proving that the owner is not earning a Fair Return on Investment.

7 (1) **Application.** A property owner's application under this Section shall be  
8 signed by the owner or an authorized representative of the owner and, under penalty of  
9 perjury, declared to contain true and correct information. The application shall be  
10 accompanied by:

11 (A) An independent appraisal of the property stating its value;

12 (B) A written statement from an independent Certified Public Accountant  
13 summarizing the applicant's financial records, including the property appraisal and stating the  
14 return on investment calculated pursuant to Section 102;

15 (C) A certified statement from the Certified Public Accountant identifying  
16 the owner of the property and the owner of the service station business;

17 (D) Such other financial information as the Zoning Administrator may  
18 reasonably determine is necessary to make the determination provided for in this Section.

19 (2) **Rebuttable Presumption.** There shall be a rebuttable presumption that the  
20 property owner is earning a Fair Return on Investment if the property owner has earned at  
21 least a ~~nine-percent~~ 9% return on the property owner's total investment in the property for the  
22 24-month period immediately preceding the filing of the application, or in the case of a service  
23 station business that ceased operations after October 12, 1989, for the 24-month period  
24 immediately preceding the date the service station ceased operations. The property owner  
25 may rebut this presumption by offering evidence demonstrating that because of special facts

1 regarding his or her property the property owner is not earning a Fair Return on Investment or  
2 that because of special demonstrated circumstances the applicant would not earn a fair return  
3 on investment from service station use during that 12-month period after the filing of the  
4 service station conversion application.

5 (3) **Notice of Hearing.** Prior to conducting the hearing required by §subsection  
6 (c)(1), the Zoning Administrator shall provide ~~written notice~~ public notification of the hearing  
7 pursuant to the requirements of Section 333 of this Code. to each property owner within 300 feet in  
8 every direction from the service station, as shown in the last equalized assessment roll, such notice to  
9 be mailed at least 10 days before the hearing. The applicant also shall provide posted notice in a  
10 visible location on the service station site at least 20 days before the hearing.

11 (4) **Determination.** The Zoning Administrator shall render written determination  
12 within 60 days of the hearing.

13 (5) **Consultation With Other City Departments.** If necessary, the Zoning  
14 Administrator shall have the authority to consult with or retain the assistance of the staffs of  
15 the Department of Public Works, Real Estate Department, and Mayor's Office of Workforce  
16 and Economic Development in the review of applications for service station conversion.

17 \* \* \* \*

## 18 19 **SEC. 302. PLANNING CODE AMENDMENTS.**

20 (a) **General.** Whenever the public necessity, convenience and general welfare  
21 require, the Board of Supervisors may, by ordinance, amend any part of this Code. Such  
22 amendments may include reclassifications of property (changes in the Zoning Map), changes  
23 in the text of the Code, or establishment, abolition or modification of a setback line. The  
24 procedures for amendments to the Planning Code shall be as specified in this Section and in  
25 Sections 306 through 306.6, *and in Section 333.*

1 \* \* \* \*

2 (d) **Referral of Proposed Text Amendments to the Planning Code Back to**  
3 **Planning Commission.** In acting upon any proposed amendment to the text of the Code, the  
4 Board of Supervisors may modify said amendment but shall not take final action upon any  
5 material modification that has not been approved or disapproved by the Planning  
6 Commission. Should the Board adopt a motion proposing to modify the amendment while it is  
7 before said Board, said amendment and the motion proposing modification shall be referred  
8 back to the Planning Commission for its consideration. In all such cases of referral back, the  
9 amendment and the proposed modification shall be heard by the Planning Commission  
10 according to the requirements for a new proposal, except that ~~newspaper~~ online notice required  
11 under Section ~~306.3333~~ need be given only 10 days prior to the date of the hearing. The  
12 motion proposing modification shall refer to, and incorporate by reference, a proposed  
13 amendment approved by the City Attorney as to form.

14  
15 **SEC. 303. CONDITIONAL USES.**

16 \* \* \* \*

17 (f) **Conditional Use Abatement.** The Planning Commission may consider the  
18 possible revocation of a Conditional Use or the possible modification of or placement of  
19 additional conditions on a Conditional Use when the Planning Commission determines, based  
20 upon substantial evidence, that the applicant for the Conditional Use had submitted false or  
21 misleading information in the application process that could have reasonably had a substantial  
22 effect upon the decision of the Commission or the Conditional Use is not in compliance with a  
23 Condition of Approval, is in violation of law if the violation is within the subject matter  
24 jurisdiction of the Planning Commission, or operates in such a manner as to create  
25 hazardous, noxious, or offensive conditions enumerated in Section 202(c) if the violation is

1 within the subject matter jurisdiction of the Planning Commission and these circumstances  
2 have not been abated through administrative action of the Director, the Zoning Administrator  
3 or other City authority. Such consideration shall be the subject of a public hearing before the  
4 Planning Commission but no fee shall be required of the applicant or the subject Conditional  
5 Use operator.

6 (1) **Public Hearing.** The Director of Planning or the Planning Commission may  
7 schedule a public hearing on Conditional Use abatement when the Director or Commission  
8 has obtained or received (A) substantial evidence submitted within one year of the effective  
9 date of the Conditional Use authorization that the applicant for the Conditional Use had  
10 submitted false or misleading information in the application process that could have  
11 reasonably had a substantial effect upon the decision of the Commission or (B) substantial  
12 evidence, submitted or received at any time while the Conditional Use authorization is  
13 effective, of a violation of conditions of approval, a violation of law, or operation which creates  
14 hazardous, noxious or offensive conditions enumerated in Section 202(c).

15 (2) **Notification.** The notice for the public hearing on a Conditional Use  
16 abatement shall be subject to the notification procedure described in Sections 306.3 and 306.8  
17 333 of this Code. ~~except that notice to the property owner and the operator of the subject~~  
18 ~~establishment or use shall be mailed by regular and certified mail.~~

19 \* \* \* \*

## 20 **SEC 303.1 FORMULA RETAIL USES.**

21 \* \* \* \*

22 (g) **Neighborhood Notification and Design Review.** Any application for a Formula  
23 Retail use as defined in this section shall be subject to the notification and review procedures  
24 of ~~subsections 312(d) and (e)~~ Sections 311 or 333, as applicable, of this Code. ~~A Conditional Use~~  
25

1 *hearing on an application for a Formula Retail use may not be held less than 30 calendar days after*  
2 *the date of mailed notice.*

3 \* \* \* \*

4 **SEC. 305.1 REQUESTS FOR REASONABLE MODIFICATION – RESIDENTIAL USES.**

5 \* \* \* \*

6 (e) **All Other Requests for Reasonable Modification – Zoning Administrator**  
7 **Review and Approval.**

8 (1) **Standard Variance Procedure – With Hearing.** Requests for reasonable  
9 modifications that do not fall within ~~S~~subsection (d) shall be considered by the Zoning  
10 Administrator, who will make the final decision through the existing variance process  
11 described in Section 305.

12 (2) **Public Notice of a Request for Reasonable Modification.** Notice for  
13 reasonable modifications that fall with subsection (e)(1) are subject to the notice requirements  
14 of Section ~~306-333~~ *of this Code*. If the request for reasonable modification is part of a larger  
15 application, then the noticing can be combined.

16 \* \* \* \*

17  
18 **SEC 306.3. NOTICE OF HEARINGS.**

19 (a) Except as indicated in subsection (b) below, notice of the time, place and purpose  
20 of the hearing on action for an amendment to the Planning Code or General Plan, Conditional  
21 Use or a Variance shall be given by the Zoning Administrator *pursuant to the requirements of*  
22 *Section 333 of this Code, as follows:*

23 ~~—————(1) By mail to the applicant or other person or agency initiating the action;~~

24 ~~—————(2) By mail, except in the case of proposed amendments to change the text of the Code,~~  
25 ~~not less than 20 days prior to the date of the hearing to the owners of all real property within the area~~



1 ~~that is the subject of the action and within 300 feet of all exterior boundaries of such area, using for~~  
2 ~~this purpose the names and addresses of the owners as shown on the latest citywide assessment roll in~~  
3 ~~the Office of the Tax Collector. Failure to send notice by mail to any such property owner where the~~  
4 ~~address of such owner is not shown on such assessment roll shall not invalidate any proceedings in~~  
5 ~~connection with such action;~~

6 ~~—————(3) By publication, except in Variance cases, at least once in a newspaper of general~~  
7 ~~circulation in the City not less than 20 days prior to the date of the hearing;~~

8 ~~—————(4) Such other notice as the Zoning Administrator shall deem appropriate.~~

9 (b) In the case of Variance applications involving a less than 10% deviation as  
10 described in Section 305(c), the Zoning Administrator need give only such notice as the  
11 Zoning Administrator deems appropriate in cases in which a hearing is actually held.

12 ~~(2) In the case of amendments to reclassify land on the basis of general zoning studies~~  
13 ~~for one or more zoning districts, which studies either are citywide in scope or cover a major subarea of~~  
14 ~~the City, as determined by the Planning Commission, and where the total area of land so proposed for~~  
15 ~~reclassification, excluding the area of public streets and alleys, is 30 acres or more, the notice given~~  
16 ~~shall be as described in Subsection (a) above, except that:~~

17 ~~—————(A) The newspaper notice shall be published as an advertisement in all editions of such~~  
18 ~~newspaper, and need contain only the time and place of the hearing and a description of the general~~  
19 ~~nature of the proposed amendment together with a map of the area proposed for reclassification.~~

20 ~~—————(B) The notice by mail need contain only the time and place of the hearing and a~~  
21 ~~general description of the boundaries of the area proposed for reclassification.~~

22 ~~—————(3) In the case of amending the General Plan, notice shall be given by an~~  
23 ~~advertisement at least once in a newspaper of general circulation in the City not less than 20 days prior~~  
24 ~~to the hearing. The advertisement shall contain the time and place of the hearing and a description of~~  
25 ~~the general nature of the proposed amendment and, if applicable, a map of the affected area.~~

1           ~~(e) In addition to any other information required by the Planning Department, the Zoning~~  
2 ~~Administrator and the Planning Commission, any notice required by this Section of an application for a~~  
3 ~~Conditional Use or Variance which proposes a Commercial Use for the subject property shall disclose~~  
4 ~~the name under which business will be, or is expected to be, conducted at the subject property, as~~  
5 ~~disclosed in the permit application pursuant to Section 306.1(c), if the business name is known at the~~  
6 ~~time notice is given. If the business name becomes known to the applicant during the notice period, the~~  
7 ~~applicant promptly shall amend the notice to disclose such business name and the Department shall~~  
8 ~~disseminate all the various required hearing notices again with the disclosed name and allow the~~  
9 ~~prescribed time between the date of the notice and the date of the hearing.~~

#### 11   **SEC 306.7. INTERIM ZONING CONTROLS.**

12           \* \* \* \*

13           (g) **Notice.** Notice of the time and place of a public hearing on interim zoning controls  
14 before the Planning Commission if the Planning Commission initiates the controls, or before  
15 the Board of Supervisors or a committee of the Board if a member of the Board initiates the  
16 controls, shall be provided pursuant to the requirements of Section 333 of this Code, and such other  
17 notice as the Clerk of the Board or the Zoning Administrator may deem appropriate. . . as follows:

18           ~~(1) By publication at least once in an official newspaper of general circulation in the City not~~  
19 ~~less than nine days prior to the date of hearing;~~

20           ~~(2) By posting at the office of the Board of Supervisors and the Planning Department nine days~~  
21 ~~prior to the date of hearing; and~~

22           ~~(3) By mail to the applicant or other person or agency initiating the proposed interim control;~~  
23 ~~and~~

24           ~~(4) By mail, if the area is 30 acres or less, exclusive of streets, alleys, and other public property,~~  
25 ~~sent at least 10 days prior to the date of the hearing, to the owners of real property within the area that~~

1 *is the subject of the proposed interim zoning controls and within 300 feet of the exterior boundaries of*  
2 *that area when the controls would reclassify land or establish, abolish or modify a setback line, using*  
3 *for this purpose the names and addresses of the owners shown on the latest citywide assessment roll in*  
4 *the Assessor's office. Failure to send notice by mail to any such property owner where the address of*  
5 *such owner is not shown on such assessment roll shall not invalidate any proceedings in connection*  
6 *with the position of interim zoning controls;*

7 *(5) Such other notice as the Clerk of the Board or the Zoning Administrator may deem*  
8 *appropriate.*

9 Notice of a public hearing by the Board of Supervisors or a committee of the Board for  
10 the ratification or disapproval of interim controls imposed by the Planning Commission shall  
11 be given pursuant to *Subsections (1), (2), (3) and (5) of the requirements of this §*subsection.

12 *Notices posted or published pursuant to the provisions of this ordinance shall contain a*  
13 *description of the general nature of the proposed interim zoning controls, and a description of the*  
14 *boundaries of the affected area if the controls would not be applicable citywide, and the time and place*  
15 *of the hearing.* The body imposing the interim zoning controls may not enlarge the area  
16 affected by the proposed amendment or modify the proposed amendment in a manner that  
17 places greater restrictions on the use of property unless notice is first provided in accordance  
18 with the provisions of this §subsection and a hearing is provided on the modifications. Notice  
19 may be provided pursuant to the provisions of this §subsection (g) prior to the completion of  
20 the environmental review process.

21 \* \* \* \*

22  
23 **SEC. 306.8. POSTING OF SIGNS REQUIRED.**

24 (a) **Hearings for Which Notice Required.** In addition to the requirements for notice  
25 provided elsewhere in this Code, the requirements for notice set forth in this Section shall

1 apply to hearings before the Planning Commission or the Zoning Administrator (1) on an  
2 application for a conditional use or variance, (2) for every amendment to reclassify property  
3 initiated by application as permitted in Section 302(b) where the area sought to be reclassified  
4 is ½ acre or less (exclusive of streets, alleys and other public property) and where the  
5 applicant owns all or a portion of the property to be reclassified or is a resident or commercial  
6 lessee thereof, (3) for any permit application or project authorization application reviewed  
7 pursuant to Sections 309 or 322, and (4) for any application for a building or site permit  
8 authorizing a new building the consideration or approval of which is scheduled before the  
9 Planning Commission. This Section shall not apply to variance applications involving a less  
10 than 10% percent deviation as described in Section 305(c) or to hearings or actions relating to  
11 environmental review.

12 (b) **Signposting Requirements.** *Hearings that are required to be noticed pursuant to this*  
13 *section 306.8 shall provide notice pursuant to the requirements of Section 333 of this Code. At least 20*  
14 *days prior to a hearing governed by this section (other than a hearing on a reclassification, which shall*  
15 *not be subject to this subsection), the applicant shall post a sign on the property that is the subject of*  
16 *the application through the date of the hearing; provided, however, that if the date of the hearing is*  
17 *continued four weeks or more, the sign need not remain posted and the applicant will thereafter be*  
18 *subject only to such posting requirements as directed by the Zoning Administrator; and, provided*  
19 *further, that signs for applications described in Subsection (a)(4) need only be posted at least 10 days*  
20 *prior to the hearing, subject to the provisions regarding continued hearings set forth herein. The sign*  
21 *shall meet the following requirements:*

22 (1) *It shall be posted inside of windows which are no more than six feet back from the property*  
23 *line, where the windows are of sufficient size to accommodate the sign. The bottom of the sign shall be*  
24 *no lower than four feet above grade and the top of the sign shall be no higher than eight feet six inches*  
25

1 ~~above grade. The sign shall not be obstructed by awnings, landscaping, or other impediment and shall~~  
2 ~~be clearly visible from a public street, alley or sidewalk.~~

3 ~~(2) In the absence of windows meeting the above criteria, where the building facade is no more~~  
4 ~~than nine feet back from the property line, the sign shall be affixed to the building, with the bottom of~~  
5 ~~the sign being at least five feet above grade and the top of the sign being no more than seven feet six~~  
6 ~~inches above grade. The sign shall be protected from the weather as necessary. The sign shall not be~~  
7 ~~obstructed by awnings, landscaping, or other impediment, and shall be clearly visible from a public~~  
8 ~~street, alley or sidewalk.~~

9 ~~(3) Where the structure is more than nine feet from the property line, the sign shall be posted~~  
10 ~~at the property line with the top of the sign no more than six feet and no less than five feet above grade.~~  
11 ~~Such signs shall be attached to standards and shall be protected from the weather as necessary.~~

12 ~~The requirements of Subsections (1) through (3) of this subsection may be modified upon a~~  
13 ~~determination by the Zoning Administrator that a different location for the sign would provide better~~  
14 ~~notice or that physical conditions make this requirement impossible or impractical, in which case the~~  
15 ~~sign shall be posted as directed by the Zoning Administrator.~~

16 ~~(e) Contents and Size of Signs. The sign shall be at least 30 inches by 30 inches, unless the~~  
17 ~~application relates to a vacant site or vacant building, in which case the Zoning Administrator may~~  
18 ~~require a sign up to eight feet wide and four feet high upon a determination that the larger sign will~~  
19 ~~provide better public notice. The sign shall be entitled NOTICE OF ZONING HEARING. The lettering~~  
20 ~~shall be at least 1 1/4 inch capital letters for the title. All other letters shall be at least 3/4 inch uppercase~~  
21 ~~and 1/2 inch lower case. The sign shall provide notice of the case number, the time, date, location and~~  
22 ~~purpose of the public hearing, a description of the proposed project, and the procedure for obtaining~~  
23 ~~additional information.~~

24 ~~Every person subject to the requirements of this Section shall obtain from the Planning~~  
25 ~~Department the sign on submission of application which is to be posted, and shall provide such~~

1 additional information on the sign as required by this Section and any written directions provided by  
2 the Zoning Administrator; provided, however, that where the Zoning Administrator requires a sign  
3 larger than 30 by 30 inches, the applicant shall provide the sign. The Department shall charge a fee to  
4 applicants in an amount determined appropriate to cover the cost of providing the sign.

5 When the application is for a planned unit development, the sign shall contain a plot plan of the  
6 property containing the following information:

7 (i) ~~The names of all immediately adjacent streets or alleys;~~

8 ~~(ii) A building footprint of the proposed project (new construction cross-hatched) outlined in  
9 bold lines so as to clearly identify the location in relation to the property lines;~~

10 ~~(iii) An arrow indicating north.~~

11 **(dc) Notice of Reclassification by Zoning Administrator.** The Zoning Administrator  
12 shall post signs providing notice of proposed reclassifications that are subject to this section  
13 pursuant to the requirements of sSection 333 of this Code. ~~at least 10 days prior to the hearing. The~~  
14 ~~signs shall be posted in the area of the proposed reclassification and within 300 feet of such area. The~~  
15 ~~signs shall identify the applicant and the current and proposed zoning classification and shall contain a~~  
16 ~~map with the proposed reclassification area outlined in bold lines so as to clearly identify its~~  
17 ~~boundaries and with the names of all streets or alleys immediately adjacent to the proposed~~  
18 ~~reclassification area identified. The signs so posted shall be at least 8½ by 10½ inches. Compliance~~  
19 ~~with this subsection shall be met if at least one notice is posted in proximity to each street intersection~~  
20 ~~in the area that is the subject of the proposed reclassification and within 300 feet of such area. The~~  
21 ~~Zoning Administrator shall determine the cost to the City in providing the notice required by this~~  
22 ~~subsection and shall notify the applicant upon making that determination. The notice required by this~~  
23 ~~subsection shall be provided by the Zoning Administrator only upon payment of such costs by the~~  
24 ~~applicant.~~

1           (*ed*) **Declaration Required; Failure to Comply.** The applicant, other than an  
2 applicant for a reclassification, shall submit at the time of the hearing a declaration signed  
3 under penalty of perjury stating that the applicant has complied with the provisions of this  
4 Section. If any person challenges the applicant's compliance with this Section, the  
5 Commission or, as to variance hearings the Zoning Administrator, shall determine whether the  
6 applicant has substantially complied and, if not, shall continue the hearing for that purpose. A  
7 challenge may be raised regarding compliance with the provisions of this Section by any  
8 person after the hearing by filing a written statement with the Zoning Administrator, or such  
9 challenge may be raised by the Zoning Administrator, but no challenge may be filed or raised  
10 later than 30 days following Commission action, or as to variance hearings 10 days following  
11 the decision. If no challenge is filed within the time required, it shall be deemed conclusive  
12 that the applicant complied with the provisions of this Section. If it is determined, after a  
13 hearing for which at least five days' notice has been given to the person filing the challenge  
14 and the applicant, that the applicant has not substantially complied with the provisions of this  
15 Section, the action of the Planning Commission or the Zoning Administrator shall be deemed  
16 invalid and the matter shall be rescheduled for hearing after the required notice has been  
17 given. Notwithstanding any other provision of this Section, an application may be denied if  
18 continuance or delay of action on the application would result in an application being deemed  
19 approved pursuant to Government Code Sections 65920 *et seq.*

20           (*ef*) **Permission to Enter Property.** Every person who has possession of property  
21 which is the subject of an application subject to this Section shall permit entry at a reasonable  
22 time to an applicant who is seeking entry in order to allow the posting of the sign required  
23 herein and no such person shall remove or cause the removal of such sign during the period  
24 of time that posing is required herein and without reasonable cause to believe that such  
25 removal is necessary in order to protect persons or property from injury.

1           **(f g) Rights Affected.** The requirements of this Section are not intended to give any  
2 right to any person to challenge in any administrative or judicial proceeding any action if such  
3 person would not otherwise have the legal right to do so.

4           **SEC. 306.9. NOTICE OF APPLICATIONS FOR BUILDING PERMITS FOR SUTRO TOWER.**

5           \* \* \* \*

6           **(c) Notification.** Upon determination that an application is in compliance with the  
7 requirements of the Planning Code, the Planning Department shall provide public notification  
8 pursuant to the requirements of Section 333 of this Code, except that no posted notice shall be  
9 required, and that the mailed notice shall be mailed to all owners and, to the extent practicable,  
10 occupants of properties within a 1,000 foot radius of the property line of the Sutro Tower site. ~~cause a~~  
11 written notice of the proposed project to be sent in the manner described below. This notice shall be  
12 in addition to any notices required by the Building Code and in addition to other requirements  
13 for notice provided elsewhere in this Code.

14           ~~The notice shall have a format and content determined by the Zoning Administrator. At a~~  
15 ~~minimum, it shall describe the proposed project and the project review process, and shall set forth the~~  
16 ~~mailing date of the notice.~~

17           ~~Written notice shall be sent to all property owners and to each residential unit within a 1,000~~  
18 ~~foot radius of the property line of the Sutro Tower site. The latest city-wide Assessor's roll for names~~  
19 ~~and addresses of owners shall be used for said notice. Notice shall also be sent to any neighborhood~~  
20 ~~organization on record with the Department as requesting notice of building permits for Sutro Tower.~~

21  
22           ~~**SEC. 306.10. MULTIPLE LANGUAGE REQUIREMENT FOR NOTICES.**~~

23           ~~(a) Applicability.~~ ~~In addition to the notice requirements set forth elsewhere in this~~  
24 ~~Code, the requirements of this section shall apply to the mailed notices that are required by the~~  
25 ~~following sections of the Planning Code: Sections 202.5(e)(3), 304.5(d), 306.3, 306.7(g), 306.9(e).~~



1 309(e) through 309(h), 311, 312, 313.4(b), 314.4(a), 330.7, and any other section of the Planning Code  
2 that requires a notice to be mailed or personally served to property owners or occupants adjacent to or  
3 near a property for which Planning Department development approval is sought.

4 ~~(b) **Definitions.** The following definitions shall apply for the purposes of this section:~~

5 ~~——(1) **Dedicated Telephone Number** means a telephone number for a recorded message in a~~  
6 ~~Language of Limited English Proficient Residents. The recorded message shall advise callers as to~~  
7 ~~what information they should leave on the message machine so that the Department may return the call~~  
8 ~~with information about the notice in the requested language.~~

9 ~~——(2) **Language of Limited English Proficient Residents** means each of the two languages other~~  
10 ~~than English spoken most commonly by San Francisco residents of limited English proficiency as~~  
11 ~~determined by the Planning Department based on its annual review of United States census and other~~  
12 ~~data as required by San Francisco Administrative Code Section 91.2(f).~~

13 ~~(c) **Multiple Language Statement in Notices.** The Planning Department shall~~  
14 ~~prepare a cover sheet as specified below and include it with each notice of the type listed in subsection~~  
15 ~~(a). The cover sheet shall contain the following statement, printed in each Language of Limited English~~  
16 ~~Proficient Residents and, to the extent available Department resources allow, such other languages~~  
17 ~~that the Department determines desirable, with the name of the language in which the statement is~~  
18 ~~made, the time period for a decision on the matter and the Dedicated Telephone Number for the~~  
19 ~~language of the statement inserted in the appropriate blank spaces:~~

20 ~~——"The attached notice is provided under the Planning Code. It concerns property located at the~~  
21 ~~address shown on the attached notice. A hearing may occur, a right to request review may expire or a~~  
22 ~~development approval may become final unless appealed within [insert days until a hearing or~~  
23 ~~deadline for requesting review or appealing decision]. To obtain information about this notice in~~  
24 ~~[insert name of language], please call [insert Dedicated Telephone Number]. Please be advised that~~  
25 ~~the Planning Department will require at least one business day to respond to any call. Provision of~~

1 information in [insert name of language] is provided as a service by the Planning Department and does  
2 not grant any additional rights or extend any time limits provided by applicable law."

3 —~~The Department shall maintain a Dedicated Telephone Number for each Language of Limited  
4 English Proficient Residents. The Department shall place a return telephone call by the end of the  
5 following business day to each person who leaves a message concerning a neighborhood notice at a  
6 Dedicated Telephone Number, and when the caller is reached, provide information to the caller about  
7 the notice in the language spoken by the caller.~~

8  
9 **SEC. 311. RESIDENTIAL PERMIT REVIEW PROCEDURES FOR RH, RM, AND RTO**  
10 **DISTRICTS.**

11 (a) **Purpose.** The purpose of this Section is to establish procedures for reviewing  
12 building permit applications ~~for lots in R Districts in order~~ to determine compatibility of the  
13 proposal with the neighborhood and for providing notice to property owners and residents on  
14 the site and neighboring the site of the proposed project and to interested neighborhood  
15 organizations, so that concerns about a project may be identified and resolved during the  
16 review of the permit.

17 (b) **Applicability.** Except as indicated herein, all building permit applications in  
18 Residential, NC, NCT, and Eastern Neighborhoods Districts for a change of use; establishment of a  
19 Micro Wireless Telecommunications Services Facility; establishment of a Formula Retail Use;  
20 demolition, and/or new construction, and/or alteration of residential buildings; and including the  
21 removal of an authorized or unauthorized residential unit, in RH, RM, and RTO Districts shall be  
22 subject to the notification and review procedures required by this Section 311. Subsection 311(e)  
23 regarding demolition permits and approval of replacement structures shall apply to all R Districts. In  
24 addition, all building permit applications that would establish Cannabis Retail or Medical Cannabis  
25 Dispensary Uses, regardless of zoning district, shall be subject to the review procedures required by

1 this Section 311. Notwithstanding the foregoing or any other requirement of this Section 311, a change  
2 of use to a Child Care Facility, as defined in Section 102, shall not be subject to the review  
3 requirements of this Section 311.

4 (I) **Change of Use.** For the purposes of this Section 311, a change of use is defined as  
5 follows:

6 (A) **Residential, NC and NCT Districts.** For all Residential, NC, and NCT  
7 Districts, a change of use is defined as a change to, or the addition of, any of the following land uses as  
8 defined in Section 102 of this Code: Adult Business, Bar, Cannabis Retail, General Entertainment,  
9 Group Housing, Limited Restaurant, Liquor Store, Massage Establishment, Medical Cannabis  
10 Dispensary, Nighttime Entertainment, Outdoor Activity Area, Post-Secondary Educational Institution,  
11 Private Community Facility, Public Community Facility, Religious Institution, Residential Care  
12 Facility, Restaurant, School, Tobacco Paraphernalia Establishment, Trade School, and Wireless  
13 Telecommunications Facility. A change of use from a Restaurant to a Limited-Restaurant shall  
14 not be subject to the provisions of this Section 311. Any accessory massage use in the  
15 Ocean Avenue Neighborhood Commercial Transit District shall be subject to the provisions of  
16 this Section 311.

17 (B) **Eastern Neighborhood Districts.** In all Eastern Neighborhood Districts a  
18 change of use shall be defined as a change in, or addition of, a new land use category. A "land use  
19 category" shall mean those categories used to organize the individual land uses that appear in the use  
20 tables, immediately preceding a group of individual land uses, including but not limited to the  
21 following: Residential Use; Institutional Use; Retail Sales and Service Use; Assembly, Recreation, Arts  
22 and Entertainment Use; Office Use; Live/Work Units Use; Motor Vehicle Services Use; Vehicle  
23 Parking Use; Industrial Use; Home and Business Service Use; or Other Use.

24 (2+) **Alterations.** For the purposes of this Section, an alteration ~~in RH and RM~~  
25 Districts shall be defined as an increase to the exterior dimensions of a building except those features

1 listed in Section 136(c)(1) through Section 136(c)(24) and 136(c)(26). in districts where those  
2 sections apply where the existing structure has not been expanded in the prior 3 years. ~~any~~  
3 ~~change in use.~~ In addition, an alteration in RH, RM, and RTO Districts shall also include the removal  
4 of more than 75% percent of a residential building's existing interior wall framing or the  
5 removal of more than 75% percent of the area of the existing framing, ~~or an increase to the~~  
6 ~~exterior dimensions of a residential building except those features listed in Section 136(e)(1)~~  
7 ~~through 136(e)(24) and 136(e)(26).~~ Notwithstanding the foregoing or any other requirement of this  
8 Section 311, a change of use to a Child Care Facility, as defined in Section 102, shall not be subject to  
9 the notification requirements of this Section 311.

10 (2) ~~For the purposes of this Section, an alteration in RTO Districts shall be defined as a~~  
11 ~~change of use described in Section 312(e), removal of more than 75 percent of a building's existing~~  
12 ~~interior wall framing or the removal of more than 75 percent of the area of the existing framing, or an~~  
13 ~~increase to the exterior dimensions of a building except those features listed in Section 136(e)(1)~~  
14 ~~through 136(e)(24) and 136(e)(26).~~ Notwithstanding the foregoing or any other requirement of this  
15 Section 311, a change of use to a Child Care Facility, as defined in Section 102, shall not be subject to  
16 the notification requirements of this Section 311.

17 (3) Micro Wireless Telecommunications Services Facilities. Building permit  
18 applications for the establishment of a Micro Wireless Telecommunications Services Facility, other  
19 than a Temporary Wireless Telecommunications Services Facility, shall be subject to the review  
20 procedures required by this Section. Pursuant to Section 205.2, applications for Temporary Wireless  
21 Telecommunications Facilities to be operated for commercial purposes for more than 90 days shall  
22 also be subject to the review procedures required by this Section.

23 (c) **Building Permit Application Review for Compliance and Notification.** Upon  
24 acceptance of any application subject to this Section, the Planning Department shall review  
25 the proposed project for compliance with the Planning Code and any applicable design

1 guidelines approved by the Planning Commission. Applications determined not to be in  
2 compliance with the standards of Articles 1.2, 1.5, 2 and 2.5 of the Planning Code, Residential  
3 Design Guidelines, including design guidelines for specific areas adopted by the Planning  
4 Commission, or with any applicable conditions of previous approvals regarding the project,  
5 shall be held until either the application is determined to be in compliance, is disapproved or a  
6 recommendation for cancellation is sent to the Department of Building Inspection.

7 (1) **Residential-Design Guidelines.** The construction of new residential  
8 buildings and alteration of existing residential buildings in R-Districts shall be consistent with  
9 the design policies and guidelines of the General Plan and with the "Residential Design  
10 Guidelines" and all other applicable design guidelines as adopted and periodically amended  
11 for specific areas or conditions by the Planning Commission. The design for new buildings  
12 with residential uses in RTO Districts shall also be consistent with the design standards and  
13 guidelines of the "Ground Floor Residential Units Design Guidelines" as adopted and  
14 periodically amended by the Planning Commission. The Planning Director may require  
15 modifications to the exterior of a proposed new residential building or proposed alteration of  
16 an existing residential building in order to bring it into conformity with the "Residential-Design  
17 Guidelines" ~~and with the General Plan~~ applicable design guidelines. These modifications may  
18 include, but are not limited to, changes in siting, building envelope, scale texture and detailing,  
19 openings, and landscaping.

20 (2) ***Removal of Residential Units.*** When removal or elimination of an authorized or  
21 unauthorized residential unit is proposed, the Applicant shall provide notice as required in this  
22 Section 311, and shall include contact information for the appropriate City agency or resource  
23 for assistance in securing tenant counseling or legal services, as applicable. The Applicant  
24 shall post a notice of the application at least 30 inches by 30 inches in a conspicuous common  
25 area of the subject property, and such sign shall be posted no later than the start date of the

1 notification period required by this Section 311 and shall remain posted until the conclusion of  
2 any hearings on the permit before the Planning Commission, the Zoning Administrator, the  
3 Board of Supervisors or the Board of Appeals, Section 333 of this Code. The Zoning  
4 Administrator shall determine any additional notification procedures to be applied in such a case.

5 (3) **Replacement Structure Required.** Unless the building is determined to pose a  
6 serious and imminent hazard as defined in the Building Code, an application authorizing demolition in  
7 any R-District of an historic or architecturally important building or of a dwelling shall not be  
8 approved and issued until the City has granted final approval of a building permit for construction of  
9 the replacement building. A building permit is finally approved if the Board of Appeals has taken final  
10 action for approval on an appeal of the issuance or denial of the permit or if the permit has been issued  
11 and the time for filing an appeal with the Board has lapsed with no appeal filed.

12 (A) The demolition of any building, including but not limited to historically and  
13 architecturally important buildings, may be approved administratively when the Director of the  
14 Department of Building Inspection, the Chief of the Bureau of Fire Prevention and Investigation, or the  
15 Director of Public Works determines, after consultation with the Zoning Administrator, that an  
16 imminent safety hazard exists, and the Director of the Department of Building Inspection determines  
17 that demolition or extensive alteration of the structure is the only feasible means to secure the public  
18 safety.

19 (2d) **Notification.** Upon determination that an application is in compliance with the  
20 development standards of the Planning Code, the Planning Department shall provide notice of  
21 the proposed project pursuant to the requirements of Section 333 of this Code cause a notice  
22 to be posted on the site pursuant to rules established by the Zoning Administrator and shall  
23 cause a written notice describing the proposed project to be sent in the manner described  
24 below. This notice shall be in addition to any notices required by the Building Code and shall  
25 have a format and content determined by the Zoning Administrator. It shall include a

1 description of the proposal compared to any existing improvements on the site with  
2 dimensions of the basic features, elevations and site plan of the proposed project including  
3 the position of any adjacent buildings, exterior dimensions and finishes, and a graphic  
4 reference scale, existing and proposed uses or commercial or institutional business name, if  
5 known. The notice shall describe the project review process and shall set forth the mailing  
6 date of the notice and the expiration date of the notification period.

7 (1) Written notice shall be mailed to the notification group which shall include  
8 the project sponsor, tenants of the subject property, relevant neighborhood organizations as  
9 described in subsection 311(d)(4), all individuals having made a written request for  
10 notification for a specific parcel or parcels and all owners and, to the extent practical,  
11 occupants, of properties in the notification area. For the purposes of Section 311(c)(2),  
12 written notice shall also be mailed to tenants of the subject property in unauthorized  
13 residential units.

14 (A2) The notification area shall be all properties within 150 feet of the subject  
15 lot in the same Assessor's Block and on the block face across from the subject lot. When the  
16 subject lot is a corner lot, the notification area shall further include all property on both block  
17 faces across from the subject lot, and the corner property diagonally across the street.

18 (B3) The latest City-wide Assessor's roll for names and addresses of owners  
19 shall be used for said notice.

20 (G4) The Planning Department shall maintain a list, available for public review,  
21 of neighborhood organizations which that have indicated in writing an interest in specific  
22 properties or areas. The Such organizations having indicated an interest in the subject lot or  
23 its area shall be included in the notification group for the proposed project. Notice to these  
24 groups shall be verified by a declaration of mailing signed under penalty of perjury. In the  
25

1 event that such an organization is not included in the notification group for a proposed project  
2 as required under this subsection, the proposed project must be re-noticed.

3 (35) Notification Period. All building permit applications shall be held for a  
4 period of 30 calendar days from the date of the mailed notice to allow review by residents and  
5 owners of neighboring properties and by neighborhood groups.

6 (46) Elimination of Duplicate Notice. The notice provisions of this Section may  
7 be waived by the Zoning Administrator for building permit applications for projects that have  
8 been, or before approval will be, the subject of a duly noticed public hearing before the  
9 Planning Commission or Zoning Administrator, provided that the nature of work for which the  
10 building permit application is required is both substantially included in the hearing notice and  
11 is the subject of the hearing.

12 (57) Notification Package. The notification package for a project subject to  
13 notice under this Section 311 shall include a written notice and reduced-size drawings of the  
14 project.

15 (A) The written notice shall compare the proposed project to the existing  
16 conditions at the development lot. Change to basic features of the project that are quantifiable  
17 shall be disclosed on the written notice. The basic features of existing and proposed  
18 conditions shall include, where applicable, front setback, building depth, rear yard depth side  
19 setbacks, building height, number of stories, dwelling unit count and use of the building.

20 (B) The written notice shall describe whether the project is a demolition,  
21 new construction or alteration project. If the project is an alteration, the type of alteration shall  
22 be described: horizontal, vertical or both horizontal and vertical additions and where the  
23 alteration is located.



1                   (C) Written project description shall be part of the notice. In addition, the  
2 notice shall describe the project review process, information on how to obtain additional  
3 information and the contact information of the Planning Department.

4                   (D) The building permit application number(s) shall be disclosed in the  
5 written notice. The start and expiration dates of the notice shall be stated. A description about  
6 the recipient's rights to request additional information, to request Discretionary Review by the  
7 Planning Commission and to appeal to other boards or commissions shall be provided.

8                   (E) 11x17 sized or equivalent drawings to scale shall be included with  
9 the Section 311 written notice. The drawings shall illustrate the existing and proposed  
10 conditions in relationship to the adjacent properties. All dimensions and text throughout the  
11 drawings shall be legible. The drawings shall include a site plan, floor plans and elevations  
12 documenting dimensional changes that correspond to the basic features included in the  
13 written notice.

14                   (F) The existing and proposed site plan shall illustrate the project  
15 including the full lots and structures of the directly adjacent properties.

16                   (G) The existing and proposed floor plans shall illustrate the location and  
17 removal of interior and exterior walls. The use of each room shall be labeled. Significant  
18 dimensions shall be provided to document the change proposed by the project.

19                   (H) The existing and proposed elevations shall document the change in  
20 building volume: height and depth. Dimensional changes shall be documented, including  
21 overall building height and also parapets, penthouses and other proposed vertical and  
22 horizontal building extensions. The front and rear elevations shall include the full profiles of  
23 the adjacent structures including the adjacent structures' doors, windows and general  
24 massing. Each side elevation shall include the full profile of the adjacent building in the  
25

1 foreground of the project, and the adjacent windows, lightwells and general massing shall be  
2 illustrated.

3 (8) Language Access.

4 (A) All forms of public notice provided pursuant to this Section 311 shall  
5 comply with the requirements of the Language Access Ordinance, Chapter 91 of the  
6 Administrative Code, to provide vital information about the Department's services or programs  
7 in the languages spoken by a Substantial Number of Limited English Speaking Persons, as  
8 defined in Chapter 91.

9 (B) The notices required by this Section 311 shall contain the information  
10 set forth in Section 311(d)(7)(A)-(D) in the languages spoken by a Substantial Number of  
11 Limited English Speaking Persons, as defined in Administrative Code Chapter 91.

12 (9) Online Notice. For the entire duration of the Notification Period established  
13 herein, the following notification materials shall be provided on a publicly accessible website  
14 that is maintained by the Planning Department:

15 (A) A digital copy formatted to print on 11 x 17 inch paper of the posted  
16 notice including the contents set forth in subsection 311(d)(7) for the hearing or application;  
17 and

18 (B) Digital copies of any architectural and/or site plans that are scaled  
19 and formatted to print on 11 x 17 inch paper, are consistent with Plan Submittal Guidelines  
20 maintained and published by the Planning Department, and that describe and compare, at a  
21 minimum, the existing and proposed conditions at the subject property, the existing and  
22 proposed conditions in relationship to adjacent properties, and that may include a site plan,  
23 floor plans, and elevations documenting dimensional changes required to describe the  
24 proposal.

1           ~~(de)~~ **Requests for Planning Commission Review.** A request for the Planning  
2 Commission to exercise its discretionary review powers over a specific building permit  
3 application shall be considered by the Planning Commission if received by the Planning  
4 Department no later than 5:00 p.m. of the last day of the notification period as described  
5 under in this Section 311 ~~Subsection (e)(3) above~~, subject to guidelines adopted by the Planning  
6 Commission. The project sponsor of a building permit application may request discretionary  
7 review by the Planning Commission to resolve conflicts between the Director of Planning and  
8 the project sponsor concerning requested modifications to comply with the Residential Design  
9 Guidelines, or other applicable design guidelines.

10           (1) **Scheduling of Hearing.** The Zoning Administrator shall set a time for  
11 hearing requests for discretionary review by the Planning Commission within a reasonable  
12 period.

13           (2) **Notice.** Mailed notice of the discretionary review hearing by the Planning  
14 Commission shall be given pursuant to the requirements of Section 333 of this Code. ~~this Section~~  
15 ~~314, not less than 10 days prior to the date of the hearing to the notification group as described in~~  
16 ~~Paragraph 311(e)(2) above. Posted notice of the hearing shall be made as provided under Planning~~  
17 ~~Code Section 306.8.~~

18           ~~—(e)—Demolition of Dwellings, Approval of Replacement Structure Required. Unless the~~  
19 ~~building is determined to pose a serious and imminent hazard as defined in the Building Code an~~  
20 ~~application authorizing demolition in any R-District of an historic or architecturally important building~~  
21 ~~or of a dwelling shall not be approved and issued until the City has granted final approval of a building~~  
22 ~~permit for construction of the replacement building. A building permit is finally approved if the Board~~  
23 ~~of Appeals has taken final action for approval on an appeal of the issuance or denial of the permit or if~~  
24 ~~the permit has been issued and the time for filing an appeal with the Board has lapsed with no appeal~~  
25 ~~filed.~~

1           —(1) ~~The demolition of any building whether or not historically and architecturally~~  
2 ~~important may be approved administratively where the Director of the Department of Building~~  
3 ~~Inspection or the Chief of the Bureau of Fire Prevention and Public Safety determines, after~~  
4 ~~consultation with the Zoning Administrator, that an imminent safety hazard exists, and the Director of~~  
5 ~~the Department of Building Inspection determines that demolition or extensive alteration of the~~  
6 ~~structure is the only feasible means to secure the public safety.~~

7           —(f) ~~**Micro Wireless Telecommunications Services Facilities, Notification and Review**~~  
8 ~~**Required.** Building permit applications for new construction of a Micro Wireless Telecommunications~~  
9 ~~Services Facility, other than a Temporary Wireless Telecommunications Services Facility,~~  
10 ~~under Article 2 of the Planning Code in RH and RM Districts shall be subject to the notification and~~  
11 ~~review procedures required by this Section. Pursuant to Section 205.2, applications for building~~  
12 ~~permits in excess of 90 days for Temporary Wireless Telecommunications Facilities to be operated for~~  
13 ~~commercial purposes in RH, RM, and RTO Districts shall also be subject to the notification and review~~  
14 ~~procedures required by this Section.~~

15           —(g) ~~**Removal of Residential Units.** When removal or elimination of a residential unit is~~  
16 ~~proposed, the Applicant shall provide notice to occupants of the subject property by complying with the~~  
17 ~~following notification procedures:~~

18           —(1) ~~The Applicant shall provide a list of all existing residential units in the subject property~~  
19 ~~to the Zoning Administrator, including those units that may be unauthorized residential units.~~

20           —(2) ~~The Applicant shall post a notice of the application at least 30 inches by 30 inches in a~~  
21 ~~conspicuous common area of the subject property, with the content as described in Subsections~~  
22 ~~(e)(5)(A)-(D) above, and including the phone numbers of the agencies to contact regarding building~~  
23 ~~permit issuance and appeal. The sign shall also indicate the appropriate City agency or resource to~~  
24 ~~contact for assistance in securing tenant counseling or legal services that can provide assistance to~~  
25 ~~tenants with understanding and participating in the City's processes. The sign shall be posted no later~~

1 *than the start date of the notice required under Subsection (cd)(53) and shall remain posted until the*  
2 *conclusion of any hearings on the permit before the Planning Commission, the Zoning Administrator,*  
3 *the Board of Supervisors or the Board of Appeals. Such notice shall also include contact information*  
4 *for translation services into Spanish, Chinese, and Russian.*

5 *—(3) The Planning Department shall cause notice to be mailed to all residential units in the*  
6 *building, including any unauthorized residential units.*

7 *—(4) If an application proposes the kind of work set forth in Section 311(b) above, the*  
8 *Applicant shall comply with the notification requirements set forth in Section 311(ed) above, in*  
9 *addition to the on-site notification requirements set forth in this Section 311(g), but this Section 311(g)*  
10 *shall not require compliance with such notification requirements if they are otherwise not required.*

11  
12 ***SEC. 312. PERMIT REVIEW PROCEDURES FOR ALL NC AND EASTERN***  
13 ***NEIGHBORHOODS MIXED-USE DISTRICTS AND FOR CANNABIS RETAIL AND MEDICAL***  
14 ***CANNABIS DISPENSARY USES IN ALL NON-RESIDENTIAL ZONING DISTRICTS.***

15  
16 *—(a) Purpose. The purpose of this Section is to establish procedures for reviewing building permit*  
17 *applications for lots in NC and Eastern Neighborhoods Mixed Use Districts and for proposed*  
18 *Cannabis Retail and Medical Cannabis Dispensary Uses in C, PDR, M, and Mixed Use Districts, in*  
19 *order to determine compatibility of the proposal with the neighborhood and for providing notice to*  
20 *property owners, occupants and residents on the site and neighboring the site of the proposed project*  
21 *and to interested neighborhood organizations, so that concerns about a project may be identified and*  
22 *resolved during the review of the permit.*

23 *—(b) Applicability. Except as indicated herein, all building permit applications for demolition, new*  
24 *construction, the removal of an authorized or unauthorized Dwelling Unit, changes in use to a Formula*  
25 *Retail use as defined in Section 303.1 of this Code, alterations that expand the exterior dimensions of a*

1 *building, and all building permit applications for proposed Cannabis Retail or Medical Cannabis*  
2 *Dispensary Uses shall be subject to the notification and review procedures required by subsection*  
3 *312(d). Subsection 312(f) regarding demolition permits and approval of replacement structures shall*  
4 *apply to all NC and Eastern Neighborhoods Mixed Use Districts. For the purposes of this Section,*  
5 *addition to a building of the features listed in Section 136(c)(1) through 136(c)(24) and 136(e)(26)*  
6 *shall not be subject to notification under this Section.*

7 ~~*(e) Changes of Use.*~~

8 ~~*(1) NC Districts. In NC Districts, all building permit applications for a change of use to, or the*~~  
9 ~~*establishment of, the following uses shall be subject to the provisions of subsection 312(d) except as*~~  
10 ~~*stated below:*~~

- 11 ~~*— Adult Business*~~
- 12 ~~*— Bar*~~
- 13 ~~*— Cannabis Retail*~~
- 14 ~~*— General Entertainment*~~
- 15 ~~*— Group Housing*~~
- 16 ~~*— Limited Restaurant*~~
- 17 ~~*— Liquor Store*~~
- 18 ~~*— Massage Establishment*~~
- 19 ~~*— Medical Cannabis Dispensary*~~
- 20 ~~*— Nighttime Entertainment*~~
- 21 ~~*— Outdoor Activity Area*~~
- 22 ~~*— Post-Secondary Educational Institution*~~
- 23 ~~*— Private Community Facility*~~
- 24 ~~*— Public Community Facility*~~
- 25 ~~*— Religious Institution*~~

1 ~~— Residential Care Facility~~

2 ~~— Restaurant~~

3 ~~— School~~

4 ~~— Tobacco Paraphernalia Establishment~~

5 ~~— Trade School~~

6 ~~— However, a change of use from a Restaurant to a Limited-Restaurant shall not be subject to the~~  
7 ~~provisions of subsection 312(d). In addition, any accessory massage use in the Ocean Avenue~~  
8 ~~Neighborhood Commercial Transit District shall be subject to the provisions of subsection 312(d).~~

9 ~~— (2) Eastern Neighborhoods Districts. In all Eastern Neighborhoods Mixed Use Districts all~~  
10 ~~building permit applications for a change of use from any one land use category to another land use~~  
11 ~~category, including but not limited to applications for a change of use to or for the establishment of a~~  
12 ~~new Cannabis Retail or Medical Cannabis Dispensary Use shall be subject to the provisions of~~  
13 ~~subsection 312(d). For the purposes of this subsection (c), “land use category” shall mean those~~  
14 ~~categories used to organize the individual land uses which appear in the use tables in Article 8,~~  
15 ~~immediately preceding a group of individual land uses, including but not limited to the following:~~  
16 ~~Residential Use; Institutional Use; Retail Sales and Service Use; Assembly, Recreation, Arts and~~  
17 ~~Entertainment Use; Office Use; Live/Work Units Use; Motor Vehicle Services Use; Vehicle Parking~~  
18 ~~Use; Industrial Use; Home and Business Service Use; or Other Use.~~

19 ~~— (3) C, PDR, M, and Mixed Use Districts. In C, PDR, M, and Mixed Use Districts, all building~~  
20 ~~permit applications for a change of use to or the establishment of a Cannabis Retail or Medical~~  
21 ~~Cannabis Dispensary Use shall be subject to the provisions of subsection 312(d).~~

22 ~~— (d) Building Permit Application Review for Compliance and Notification. Upon acceptance of any~~  
23 ~~application subject to this Section, the Planning Department shall review the proposed project for~~  
24 ~~compliance with the Planning Code and any applicable design guidelines approved by the Planning~~  
25 ~~Commission. Applications determined not to be in compliance with the standards of Articles 1.2, 1.5, 2~~

1 ~~and 2.5 of the Planning Code, including design guidelines for specific areas adopted by the Planning~~  
2 ~~Commission, or with any applicable conditions of previous approvals regarding the project, shall be~~  
3 ~~held until either the application is determined to be in compliance, is disapproved or a~~  
4 ~~recommendation for cancellation is sent to the Department of Building Inspection.~~

5 ~~—(1) **Neighborhood Commercial Design Guidelines.** The construction of new buildings and~~  
6 ~~alteration of existing buildings in NC Districts shall be consistent with the design policies and~~  
7 ~~guidelines of the General Plan as adopted and periodically amended for specific areas or conditions by~~  
8 ~~the Planning Commission. The Director of Planning may require modifications to the exterior of a~~  
9 ~~proposed new building or proposed alteration of an existing building in order to bring it into~~  
10 ~~conformity with the General Plan. These modifications may include, but are not limited to, changes in~~  
11 ~~siting, building envelope, scale texture and detailing, openings, and landscaping.~~

12 ~~—(2) **Notification.** Upon determination that an application is in compliance with the development~~  
13 ~~standards of the Planning Code, the Planning Department shall cause a notice to be posted on the site~~  
14 ~~pursuant to rules established by the Zoning Administrator and shall cause a written notice describing~~  
15 ~~the proposed project to be sent in the manner described below. This notice shall be in addition to any~~  
16 ~~notices required by the Building Code and shall have a format and content determined by the Zoning~~  
17 ~~Administrator. It shall include a description of the proposal compared to any existing improvements on~~  
18 ~~the site with dimensions of the basic features, elevations and site plan of the proposed project including~~  
19 ~~the position of any adjacent buildings, exterior dimensions and finishes, a graphic reference scale,~~  
20 ~~existing and proposed uses and commercial or institutional business name, if known. The notice shall~~  
21 ~~describe the project review process and shall set forth the mailing date of the notice and the expiration~~  
22 ~~date of the notification period.~~

23 ~~—Written notice shall be mailed to the notification group which shall include the project sponsor,~~  
24 ~~tenants of the subject property, relevant neighborhood organizations as described in Subparagraph~~  
25 ~~312(d)(2)(C) below, all individuals having made a written request for notification for a specific parcel~~



1 ~~or parcels and all owners and, to the extent practical, occupants, of properties in the notification area.~~  
2 ~~For the purposes of Section 312(h) below, written notice shall also be mailed to tenants of the subject~~  
3 ~~property in unauthorized residential units.~~

4 ~~— (A) The notification area shall be all properties within 150 feet of the subject lot in the same~~  
5 ~~Assessor's Block and on the block face across from the subject lot. When the subject lot is a corner lot,~~  
6 ~~the notification area shall further include all property on both block faces across from the subject lot,~~  
7 ~~and the corner property diagonally across the street.~~

8 ~~— (B) The latest City-wide Assessor's roll for names and addresses of owners shall be used for said~~  
9 ~~notice.~~

10 ~~— (C) The Planning Department shall maintain a list, updated every six months with current~~  
11 ~~contact information, available for public review, and kept at the Planning Department's Planning~~  
12 ~~Information Counter, and reception desk, as well as the Department of Building Inspection's Building~~  
13 ~~Permit Counter, of neighborhood organizations which have indicated an interest in specific properties~~  
14 ~~or areas. The organizations having indicated an interest in the subject lot or its area shall be included~~  
15 ~~in the notification group for the proposed project. Notice to these groups shall be verified by a~~  
16 ~~declaration of mailing signed under penalty of perjury. In the event that such an organization is not~~  
17 ~~included in the notification group for a proposed project as required under this subsection, the~~  
18 ~~proposed project must be re-noticed.~~

19 ~~— (3) **Notification Period.** All building permit applications shall be held for a period of 30 calendar~~  
20 ~~days from the date of the mailed notice to allow review by residents, occupants, owners of neighboring~~  
21 ~~properties and by neighborhood groups.~~

22 ~~— (4) **Elimination of Duplicate Notice.** The notice provisions of this Section may be waived by the~~  
23 ~~Zoning Administrator for building permit applications for projects that have been, or before approval~~  
24 ~~will be, the subject of a duly noticed public hearing before the Planning Commission or Zoning~~  
25

1 ~~Administrator, provided that the nature of work for which the building permit application is required is~~  
2 ~~both substantially included in the hearing notice and is the subject of the hearing.~~

3 ~~—(e) Requests for Planning Commission Review. A request for the Planning Commission to exercise~~  
4 ~~its discretionary review powers over a specific building permit application shall be considered by the~~  
5 ~~Planning Commission if received by the Planning Department no later than 5:00 p.m. of the last day of~~  
6 ~~the notification period as described under Subsection (d)(3) above, subject to guidelines adopted by the~~  
7 ~~Planning Commission.~~

8 ~~—The project sponsor of a building permit application may request discretionary review by the~~  
9 ~~Planning Commission to resolve conflicts between the Director of Planning and the project sponsor~~  
10 ~~concerning requested modifications to comply with relevant design guidelines of the General Plan.~~

11 ~~—(1) Scheduling of Hearing. The Zoning Administrator shall set a time for hearing requests for~~  
12 ~~discretionary review by the Planning Commission within a reasonable period.~~

13 ~~—(2) Notice. Mailed notice of the discretionary review hearing by the Planning Commission shall be~~  
14 ~~given not less than 10 days prior to the date of the hearing to the notification group as described in~~  
15 ~~Paragraph 312(d)(2) above. Posted notice of the hearing shall be made as provided under Planning~~  
16 ~~Code Section 306.8.~~

17 ~~—(f) Demolition of Dwellings, Approval of Replacement Structure Required. Unless the building is~~  
18 ~~determined to pose a serious and imminent hazard as defined in the Building Code an application~~  
19 ~~authorizing demolition in any NC or Eastern Neighborhoods Mixed Use District of an historic or~~  
20 ~~architecturally important building or of a dwelling shall not be approved and issued until the City has~~  
21 ~~granted final approval of a building permit for construction of the replacement building. A building~~  
22 ~~permit is finally approved if the Board of Appeals has taken final action for approval on an appeal of~~  
23 ~~the issuance or denial of the permit or if the permit has been issued and the time for filing an appeal~~  
24 ~~with the Board has lapsed with no appeal filed.~~

1 —The demolition of any building whether or not historically and architecturally important may be  
2 approved administratively where the Director of the Department of Building Inspection or the Chief of  
3 the Bureau of Fire Prevention and Public Safety determines, after consultation with the Zoning  
4 Administrator, that an imminent safety hazard exists, and the Director of the Department of Building  
5 Inspection determines that demolition or extensive alteration of the structure is the only feasible means  
6 to secure the public safety.

7 ~~—(g) **Micro Wireless Telecommunications Services Facilities, Notification and Review Required.**~~  
8 ~~Building permit applications for new construction of a Micro Wireless Telecommunications Services~~  
9 ~~Facility under Article 7 or 8 of the Planning Code in all NC or Eastern Neighborhoods Mixed Use~~  
10 ~~Districts shall be subject to the notification and review procedures required by this Section. Pursuant~~  
11 ~~to Section 205.2, applications for building permits in excess of 90 days for Temporary Wireless~~  
12 ~~Telecommunications Facilities to be operated for commercial purposes in NC and Eastern~~  
13 ~~Neighborhood Mixed Use Districts shall also be subject to the notification and review procedures~~  
14 ~~required by this Section.~~

15 ~~—(h) **Removal of Residential Units.** When removal or elimination of a residential unit is proposed,~~  
16 ~~the Applicant shall comply with the following notification procedures.~~

17 ~~—(1) The Applicant shall provide a list of all residential units in the subject property to the Zoning~~  
18 ~~Administrator, including those units that may be unauthorized residential units.~~

19 ~~—(2) The Applicant shall post a notice of the application at least 30 inches by 30 inches in a~~  
20 ~~conspicuous common area of the subject property, with the content as described in Subsection (d)(2)~~  
21 ~~above, and including the phone numbers of the agencies to contact regarding building permit issuance~~  
22 ~~and appeal. The sign shall also indicate the appropriate City agency or resource to contact for~~  
23 ~~assistance in securing tenant counseling or legal services that can provide assistance to tenants with~~  
24 ~~understanding and participating in the City's processes. The sign shall be posted no later than the~~  
25 ~~mailing date of the notice required under Subsection (d)(2) above and shall remain posted until the~~

1 *conclusion of any hearings on the permit before the Planning Commission, the Zoning Administrator,*  
2 *the Board of Supervisors or the Board of Appeals. Such notice shall also include contact information*  
3 *for translation services into Spanish, Chinese, and Russian.*

4 ~~—(3) The Planning Department shall cause notice to be mailed to all residential units in the~~  
5 ~~building, including any unauthorized residential units.~~

6 ~~—(4) If an application proposes the kind of work set forth in Section 312(b) above, the Applicant~~  
7 ~~shall comply with the notification requirements set forth in Section 312(d) above, in addition to the on-~~  
8 ~~site notification requirements set forth in this Section 312(h), but this Section 312(h) shall not require~~  
9 ~~compliance with such notification requirements if they are otherwise not required.~~

10  
11 **SEC. 317. LOSS OF RESIDENTIAL AND UNAUTHORIZED UNITS THROUGH**  
12 **DEMOLITION, MERGER AND CONVERSION.**

13 \* \* \* \*

14 (h) **Notice of Conditional Use Hearing.** *At least twenty days prior to* For any hearing to  
15 consider a Conditional Use authorization required under §subsections (g)(2), (g)(3), (g)(4), or  
16 (g)(5), the Zoning Administrator shall ~~cause a written~~ provide notice as required by Section 333 of  
17 this Code containing the following information to be mailed to all Residential Units and if known any  
18 Unauthorized Units in the building, including an explanation of the process for demolishing,  
19 merging, or converting Residential Units or Unauthorized Units, and including a description of  
20 subsequent permits that would be required from the Planning Department and Department of  
21 Building Inspection and how they could be appealed, in addition to any other notice required  
22 under this Code.;

23 ~~(1) Notice of the time, place, and purpose of the hearing; and~~  
24  
25

1                   ~~(2) An explanation of the process for demolishing, merging, or converting Residential~~  
2 ~~Units or Unauthorized Units, including a description of subsequent permits that would be required~~  
3 ~~from the Planning Department and Department of Building Inspection and how they could be appealed.~~

4                   \* \* \* \*

5  
6                   **SEC. 329. LARGE PROJECT AUTHORIZATION IN EASTERN NEIGHBORHOODS MIXED**  
7 **USE DISTRICTS.**

8                   \* \* \* \*

9                   **(e) Hearing and Decision.**

10                   (1) **Hearing.** The Planning Commission shall hold a public hearing for all  
11 projects that are subject to this Section.

12                   (2) **Notice of Hearing.** Notice of such hearing shall be provided as required by  
13 Section 333 of this Code. ~~pursuant to the same requirements for Conditional Use requests, as set forth~~  
14 ~~in Section 306.3 and 306.8.~~

15                   (3) **Director's Recommendations on Modifications and Exceptions.** At the  
16 hearing, the Planning Director shall review for the Commission key issues related to the  
17 project based on the review of the project pursuant to Subsection (c) and recommend to the  
18 Commission modifications, if any, to the project and conditions for approval as necessary. The  
19 Director shall also make recommendations to the Commission on any proposed exceptions  
20 pursuant to Subsection (d).

21                   (4) **Decision and Imposition of Conditions.** The Commission, after public  
22 hearing and, after making appropriate findings, may approve, disapprove or approve subject  
23 to conditions, the project and any associated requests for exception. As part of its review and  
24 decision, the Planning Commission may impose additional conditions, requirements,  
25

1 modifications, and limitations on a proposed project in order to achieve the objectives,  
2 policies, and intent of the General Plan or of this Code.

3 (5) **Appeal.** The decision of the Planning Commission may be appealed to the  
4 Board of Appeals by any person aggrieved within 15 days after the date of the decision by  
5 filing a written notice of appeal with that body, setting forth wherein it is alleged that there was  
6 an error in the interpretation of the provisions of this Code or abuse of discretion on the part of  
7 the Planning Commission.

8 (6) **Discretionary Review.** No requests for discretionary review shall be  
9 accepted by the Planning Department or heard by the Planning Commission for projects  
10 subject to this Section.

11 (7) **Change of Conditions.** Once a project is approved, authorization of a  
12 change in any condition previously imposed by the Planning Commission shall require  
13 approval by the Planning Commission subject to the procedures set forth in this Section.

14  
15 **SEC. 330.7. PUBLIC NOTICE.**

16 In addition to the notice standards of Sections 306 through 306.5 in this Code, and any  
17 other notice requirement by the Building Code or any other notice required by the Municipal  
18 Code, the Zoning Administrator shall ~~mail notice~~ provide notice of a Coastal Zone Permit  
19 Application ~~as required by Section 333 of this Code. to residents within 100 feet of the subject~~  
20 ~~property, and mail notice to any person or group who specifically requests notice. The notice shall~~  
21 ~~identify the nature of the project, its location within the coastal zone, the time and date of hearing if~~  
22 ~~any, and appeal procedures.~~

23  
24 **SEC. 333. PUBLIC NOTIFICATION PROCEDURES**

1           **(a) Purpose.** *The purpose of this section is to establish procedures for all public*  
2 *notifications required by this Code, except for those requirements set forth in Section 311.*

3           **(b) Applicability.** *The requirements of this Section 333 shall apply to any hearing before the*  
4 *Planning Commission, Historic Preservation Commission and/or the Zoning Administrator for which*  
5 *public notice is required in this Code, except that the requirements set forth in Section 311 shall*  
6 *be applicable to certain applications as set forth in Section 311. The Zoning Administrator shall*  
7 *determine the means of delivering all forms of public notice, in a manner consistent with the*  
8 *Planning Commission's policy on notification, pursuant to this Code, provided that the*  
9 *requirements of this Section 333 are satisfied.*

10           **(c) Notification Period.** *For the purposes of this section 333, the Notification Period shall*  
11 *mean no fewer than 20 calendar days prior to the date of the hearing, or in the case of a Building*  
12 *Permit Application a period of no fewer than 20 calendar days prior to any Planning Department*  
13 *approval of the application.*

14           **(d) Content of Notice.**

15           **(1) All notices provided pursuant to this section 333 shall have a format and content**  
16 *determined by the Zoning Administrator, and shall at a minimum include the following:*

17                   **(A) the address and block/lot number(s) of the subject project; and**

18                   **(B) the Planning Department case number or Building Permit Application**  
19 *number, as applicable, for the subject project; and*

20                   **(C) the basic details of the project, including whether the project is a demolition,**  
21 *new construction, alteration, or change of use; and basic details comparing the existing and proposed*  
22 *conditions at the property including building height, number of stories, dwelling unit count, number of*  
23 *parking spaces, and the use of the building; and*

24                   **(D) instructions on how to access the online notice and plan sets for the project,**  
25 *including how to obtain paper copies of the plan sets, and additional information as follows:*

1                                   —(i) for Building Permit Applications subject to section 311 of this  
2 Code: the beginning and end dates of the notification period along with instructions on how to  
3 contact the project planner, and for how to file an application for Discretionary Review; and  
4 contact information for the appropriate City agency or resource to contact for assistance in  
5 securing tenant counseling or legal services, as applicable; or

6                                   —(ii) for any public hearings required by the Planning Code and for which  
7 public notification is required for a development application: the date, time and location of the  
8 hearing; instructions for how to submit comments on the proposed project to the hearing body; and an  
9 explanation as to why the hearing is required.

10                                   (2) Multiple Language Requirement – Language Access.

11                                   (A) All forms of public notice provided pursuant to this Section 333 shall  
12 comply with the requirements of the Language Access Ordinance, Chapter 91 of the  
13 Administrative Code, to provide vital information about the Department's services or programs  
14 in the languages spoken by a Substantial Number of Limited English Speaking Persons, as  
15 defined in Chapter 91. Definitions. The following definitions shall apply for the purposes of this  
16 subsection:

17                                   \_\_\_\_\_ (i) Dedicated Telephone Number means a telephone number for a  
18 recorded message in a Language of Limited English Proficient Residents. The recorded  
19 message shall advise callers as to what information they should leave on the message  
20 machine so that the Department may return the call with information about the notice in the  
21 requested language.

22                                   \_\_\_\_\_ (ii) Language of Limited English Proficient Residents means each  
23 of the two languages other than English spoken most commonly by San Francisco residents  
24 of limited English proficiency as determined by the Planning Department based on its annual  
25



1 review of United States census and other data as required by San Francisco Administrative  
2 Code Section 91.2.

3 (B) The notices required by this Section 333 shall contain the information  
4 set forth in Section 333(d)(1) in the languages spoken by a Substantial Number of Limited  
5 English Speaking Persons, as defined in Administrative Code Chapter 91. All forms of  
6 required notice established in this sSection 333 shall include a statement, provided in each  
7 Language of Limited English Proficient Residents and, to the extent available Department  
8 resources allow, such other languages that the Department determines desirable, providing a  
9 Dedicated Telephone Number at which information about the notice may be obtained in the  
10 language in question. The Department shall maintain a Dedicated Telephone Number for  
11 each Language of Limited English Proficient Residents. The Department shall place a return  
12 telephone call by the end of the following business day to each person who leaves a  
13 message, and when the caller is reached, provide information to the caller about the notice in  
14 the language spoken by the caller.

15 (e) **Required Notices.** Except as provided in subsection 333(f) below, all notices provided  
16 pursuant to this section 333 shall be provided in the following formats:

17 (1) **Posted Notice.** A poster or posters with minimum dimensions of 11 x 17 inches,  
18 including the content set forth in subsection 333(d) above, shall be placed by the project applicant at  
19 the subject property and for the entire duration of the Notification Period as set forth herein. This  
20 notice shall be in addition to any notices required by the Building Code, other City codes or State law.  
21 One poster shall be required for each full 25 feet of each street frontage of the subject property. For  
22 example, 2 posters would be required for a 50 foot street frontage; 3 posters would be required for  
23 either a 75 foot frontage or a 99 foot frontage. Multiple posters shall be spread along the subject street  
24 frontage as regularly as possible. All required posters shall be placed as near to the street frontage of  
25 the property as possible, in a manner to be determined by the Zoning Administrator that is visible and

1 legible from the sidewalk or nearest public right-of-way. The requirements of this Subsection 333(e)(1)  
2 may be modified upon a determination by the Zoning Administrator that a different location for the sign  
3 would provide better notice or that physical conditions make this requirement impossible or  
4 impractical, in which case the sign shall be posted as directed by the Zoning Administrator.

5 (2) **Mailed Notice.** Written notice with minimum dimensions of 4-1/4 x 6 5-1/2 x 8-1/2  
6 inches, including the contents set forth in subsection 333(d), shall be mailed to all of the following  
7 recipients in a timely manner pursuant to the Notification Period established herein:

8 (A) Neighborhood organizations that have registered with the Planning  
9 Department, to be included in a list that shall be maintained by the Planning Department and available  
10 for public review for the purpose of notifying such organizations of hearings and applications in  
11 specific areas; and

12 (B) Individuals who have made a specific written request for to be notified of  
13 hearings and applications at a subject lot; and

14 (C) All owners and, to the extent practicable, occupants of properties, within no  
15 less than 150 feet of the subject property, including the owner(s) and occupant(s) of the subject  
16 property, including any occupants of unauthorized dwelling units. Names and addresses of property  
17 owners shall be taken from the latest Citywide Assessor's Roll. Failure to send notice by mail to any  
18 such property owner where the address of such owner is not shown on such assessment roll shall not  
19 invalidate any proceedings in connection with such action. The Zoning Administrator shall determine  
20 the appropriate methodology for satisfying this requirement. If applicable State law requires notice to  
21 be provided in a different manner, such notice will be provided consistent with applicable State  
22 requirements.

23 (3) **Online Notice.** For the entire duration of the Notification Period established  
24 herein, the following notification materials shall be provided on a publicly accessible website that is  
25 maintained by the Planning Department:

1                   (A) A digital copy formatted to print on 11 x 17 inch paper of the posted  
2 notice including the contents set forth in subsection 333(d) for the hearing or application; and

3                   (B) Digital copies of any architectural and/or site plans that are scaled and  
4 formatted to print on 11 x 17 inch paper, are consistent with Plan Submittal Guidelines maintained and  
5 published by the Planning Department, and that describe and compare, at a minimum, the existing and  
6 proposed conditions at the subject property, the existing and proposed conditions in relationship to  
7 adjacent properties, and that may include a site plan, floor plans, and elevations documenting  
8 dimensional changes required to describe the proposal.

9                   (f) **Notice of Hearings for Legislative Actions.** Notwithstanding the foregoing, for all  
10 hearings required for consideration of legislation, including but not limited to a Planning Code  
11 Amendment, Zoning Map Amendment, General Plan Amendment, or Interim Zoning Controls, an  
12 online notice shall be provided for the entire duration of the Notification Period established herein on a  
13 publicly accessible website that is maintained by the Planning Department, and shall include the date,  
14 time, and location of the hearing; the case number for the subject action; a general description of the  
15 subject and purpose of the hearing; and instructions for how to contact the planner assigned to the case  
16 and provide comment to the hearing body. For any legislative proposal to reclassify property through a  
17 Zoning Map Amendment, or to establish Interim Zoning Controls, if the area to be reclassified or the  
18 area in which the interim controls are applicable is 30 acres or less in total area, excluding the area of  
19 public streets and alleys, the information specified in this ~~S~~subsection (f) shall be provided in a mailed  
20 notice consistent with the requirements of subsection 333(d) above, and the notices shall also include  
21 a map or general description of the area proposed for reclassification or action. For any legislative  
22 proposal to reclassify property through a Zoning Map Amendment, if the area to be reclassified  
23 comprises a single development lot or site, the required information shall also be provided in a posted  
24 notice consistent with the requirements of subsection 333(d) above.

1           (g) Elimination of Duplicate Notice. *The notice provisions of this Section may be waived by*  
2 *the Zoning Administrator for applications that have been, or prior to any approval will be, the subject*  
3 *of an otherwise duly noticed public hearing before the Planning Commission or Zoning Administrator,*  
4 *provided that the nature of work for which the application is required is both substantially included in*  
5 *the hearing notice and was the subject of the hearing.*

6           (h) Newspaper Notice. *If newspaper notice is required by applicable State law, the City*  
7 *shall provide such newspaper notice.*

### 9   **SEC. 1006.3. SCHEDULING AND NOTICE OF HEARING.**

10           (a) If a public hearing before the HPC on a Certificate of Appropriateness is required,  
11 a timely appeal has been made of an Administrative Certificate of Appropriateness, or the  
12 HPC has timely requested review of an Administrative Certificate of Appropriateness, the  
13 Department shall set a time and place for said hearing within a reasonable period. Notice of  
14 the time, place and purpose of the hearing shall be ~~given~~ provided as required by Section 333 of  
15 this Code. by the Department as follows:

16                   ~~(1) By mail to the applicant not less than 20 days prior to the date of the~~  
17 ~~hearing;~~

18                   ~~(2) By mail to any interested parties who so request in writing to the~~  
19 ~~Department;~~

20                   ~~—— (3) For landmark sites: by mail not less than 20 days prior to the date of the hearing to~~  
21 ~~all owners and occupants of the subject property and owners and occupants of properties within 150~~  
22 ~~feet of the subject property;~~

23                   ~~—— (4) For buildings located in historic districts: by mail not less than 20 days prior to the~~  
24 ~~date of the hearing to all owners and occupants of the subject property, all owners of properties within~~  
25 ~~300 feet of the subject property, and all occupants of properties within 150 feet of the subject property.~~

1 ~~(5) By posting notice on the site not less than 20 days prior to the date of the~~  
2 ~~hearing; and~~

3 ~~(6) Such other notice as the Department deems appropriate.~~

4 ~~(b) For the purposes of mailed notice, the latest citywide assessment roll for names and~~  
5 ~~addresses of owners shall be used, and all efforts shall be made to the extent practical, to notify~~  
6 ~~occupants of properties in the notification area. Failure to send notice by mail to any such property~~  
7 ~~owner where the address of such owner is not shown on such assessment roll shall not invalidate any~~  
8 ~~proceedings in connection with such action.~~

9  
10 **SEC. 1111.4. SCHEDULING AND NOTICE OF HISTORIC PRESERVATION COMMISSION**  
11 **HEARINGS.**

12 (a) If a public hearing before the HPC is required under this Section 1111, the  
13 Department shall set a time and place for the hearing within a reasonable period. Notice of the  
14 ~~time, place, and purpose of the hearing shall be given by the Department provided as required in~~  
15 ~~Section 333 of this Code. not less than 20 days prior to the date of the hearing as follows:~~

16 ~~—————(1) By mail to the owner of the subject property;~~

17 ~~—————(2) By mail to the applicant;~~

18 ~~—————(3) By mail to any interested parties who make a request in writing to the Department;~~

19 ~~—————(4) For applications for a building located in a Conservation District, by mail to the~~  
20 ~~owners of all real property within 300 feet of the subject property;~~

21 ~~—————(5) For applications for a building not located in a Conservation District, by mail to~~  
22 ~~the owners of all real property within 150 feet of the subject property;~~

23 ~~—————(6) By posting notice on the site; and~~

24 ~~—————(7) By any other means as the Department deems appropriate.~~

1           ~~(b) Notice for HPC review of Minor Permits to Alter. A hearing for the HPC to exercise its~~  
2 ~~review powers over a Minor Permit to Alter shall be noticed:~~

3           ~~—————(1) By mail not less than 10 days prior to the date of the hearing to the applicant, all~~  
4 ~~owners within 150 feet of the subject property, as well as to any other interested parties who so request~~  
5 ~~in writing to the Department; and~~

6           ~~—————(2) By posted notice on the site not less than 10 days prior to the date of the hearing.~~  
7

8           Section 5. The Planning Code is hereby amended by revising Sections 1005, 1111.1,  
9 and 1111.2 to read as follows:

10  
11       **SEC. 1005. CONFORMITY AND PERMITS**

12           \* \* \* \*

13           (e) After receiving a permit application from the Central Permit Bureau in accordance  
14 with the preceding subsection, the Department shall ascertain whether a Certificate of  
15 Appropriateness is required or has been approved for the work proposed in such permit  
16 application. If a Certificate of Appropriateness is required and has been issued, and if the  
17 permit application conforms to the work approved in the Certificate of Appropriateness, the  
18 permit application shall be processed without further reference to this Article 10. If a  
19 Certificate of Appropriateness is required and has not been issued, of or if the permit  
20 application does not conform to what was approved, the permit application shall be  
21 disapproved or held by the Department until such time as conformity does exist either through  
22 modifications to the proposed work or through the issuance of an amended or new Certificate  
23 of Appropriateness. Notwithstanding the foregoing, in the following cases the Department  
24 shall process the permit application without further reference to this Article 10:  
25

1 (1) When the application is for a permit to construct on a landmark site where  
2 the landmark has been lawfully demolished and the site is not within a designated historic  
3 district;

4 (2) When the application is for a permit to make interior alterations only on a  
5 privately-owned structure or on a publicly-owned structure, unless the designating ordinance  
6 requires review of such alterations to the privately- or publicly-owned structure pursuant to  
7 Section 1004(c) hereof. Notwithstanding the foregoing, if any proposed interior alteration  
8 requiring a permit would result in any significant visual or material impact to the exterior of the  
9 subject building, a Certificate of Appropriateness shall be required to address such exterior  
10 effects;

11 (3) When the application is for a permit to do ordinary maintenance and repairs  
12 only. For the purpose of this Article 10, "ordinary maintenance and repairs" shall mean any  
13 work, the sole purpose and effect of which is to correct deterioration, decay or damage of  
14 existing materials, including repair of damage caused by fire or other disaster;

15 (4) When the application is for a permit to maintain, repair, rehabilitate, or  
16 improve streets and sidewalks, including sidewalk widening, accessibility, and bulb-outs,  
17 unless such streets and sidewalks have been explicitly called out in a landmark's or district's  
18 designating ordinance as character defining features of the landmark or district;

19 (5) When the application is for a permit to alter a landing or install a power-assist  
20 operator to provide an accessible entrance to a landmark or district, provided that the improvements  
21 conform to the requirements outlined in Section 1006.6;

22 (6) When the application is for a permit to install business signs or awnings as defined  
23 in Section 602 of this Code to a landmark or district, provided that signage, awnings, and transparency  
24 conform to the requirements outlined in Section 1006.6;  
25

1           (7) When the application is for a permit to install non-visible rooftop appurtenances to  
2 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
3 1006.6; or

4           (8) When the application is for a permit to install non-visible, low-profile skylights,  
5 provided that the improvements conform to the requirements outlined in Section 1006.6; or

6           (9) When the application is for a permit to install a City-sponsored Landmark plaque to  
7 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
8 1006.6 of this Code.

9           \* \* \* \*

10  
11 **SEC. 1111.1. DETERMINATION OF MINOR AND MAJOR ALTERATIONS.**

12           \* \* \* \*

13           (c) All applications for a Permit to Alter that are not Minor Alterations delegated to  
14 Department staff shall be scheduled for a hearing by the HPC pursuant to the procedures in  
15 Section 1111.4 and 1111.5 below. Notwithstanding the foregoing, in the following cases the  
16 Department shall process the permit application without further reference to the Permit to Alter  
17 procedures outlined herein:

18           (1) When the application is for a permit to make improvements to provide an accessible  
19 entrance to a Significant or Contributory building or any building within a Conservation District  
20 provided that the improvements conform to the requirements outlined in Section 1111.6 of this Code;

21           (2) When the application is for a permit to install business signs to a Significant or  
22 Contributory building or any building within a Conservation District provided that signage and  
23 transparency conform to the requirements outlined in Section 1111.6 of this Code; or  
24  
25



1                   (3) When the application is for a permit to install non-visible rooftop appurtenances to  
2 a Significant or Contributory building or any building within a Conservation District provided that the  
3 improvements conform to the requirements outlined in Section 1111.6 of this Code.  
4

5                   **SEC. 1111.2. SIGN PERMITS.**

6                   (a) New general advertising signs are prohibited in any Conservation District or on  
7 any historic property regulated by this Article 11.

8                   (b) If a permit for a sign is required pursuant to Article 6 of this Code, the  
9 requirements of this Section shall apply to such permit in addition to those of Article 6.

10                  (c) In addition to the requirements of Article 6, an application for a business sign,  
11 general advertising sign, identifying sign, or nameplate to be located on a Significant or  
12 Contributory Building or any building in a Conservation District shall be subject to review *by the*  
13 *HPC* pursuant to the provisions of this Article. The HPC, or the Planning Department pursuant to  
14 Section 1111.1 of this Code, shall disapprove the application or approve it with modifications to  
15 conform to the requirements outlined in Section 1111.6 of this Code, including if the proposed  
16 location, materials, typeset, size of lettering, means of illumination, method of replacement, or  
17 the attachment ~~would adversely affect so that~~ the special architectural, historical or aesthetic  
18 significance of the subject building or the Conservation District are preserved. No application  
19 shall be denied on the basis of the content of the sign.  
20

21                  ~~Section 6. Planning Commission Policy Requiring Pre-Application Meetings.~~

22                  ~~This Section is uncodified. The Planning Commission shall adopt a policy to require a~~  
23 ~~Pre-Application meeting between the applicant and adjacent neighbors for all applications for~~  
24 ~~work excepted from the definition of Alterations under Section 311(b)(2) that include features~~  
25

1 ~~described in Section 136(c)(25) before an application for the limited rear yard addition may be~~  
2 ~~submitted.~~

3  
4 Section ~~7~~6. Effective Date. This ordinance shall become effective 30 days after  
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
7 of Supervisors overrides the Mayor's veto of the ordinance.

8  
9 Section ~~8~~7. Operative Dates.

10 (a) The Amendments contained in Sections 3 and 5 of this ordinance, including  
11 revisions to Planning Code Sections 206.4, 309, 315, 1005, 1111.1, and 1111.2; the addition  
12 of new Planning Code Section 315.1; and deletion of Planning Code Section 328, shall  
13 become operative on the Effective Date.

14 (b) The Amendments contained in Section 4 of this ordinance, including amendments  
15 to Planning Code Sections 202.5, 302, 303, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311,  
16 317, 329, 330.7, 1006.3, and 1111.4, deletions of Planning Code Sections 306.10 and 312,  
17 and addition of new Planning Code Section 333, shall become operative on January 1, 2019.

18  
19 Section ~~9~~8. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
20 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
21 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
22 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

By:   
KATE H. STACY  
Deputy City Attorney

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# City and County of San Francisco

## Tails Ordinance

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 180423

**Date Passed:** July 17, 2018

Ordinance amending the Planning Code to streamline affordable housing project review by eliminating a Planning Commission Discretionary Review hearing for 100% affordable housing projects upon delegation by the Planning Commission; to provide for Planning Department review of large projects located in C-3 (Downtown Commercial) Districts and for certain minor alterations to Historical Landmarks and in Conservation Districts; to consolidate, standardize, and streamline notification requirements and procedures, including required newspaper notice, in Residential, Commercial, and Mixed-Use Districts; affirming the Planning Department's determination under the California Environmental Quality Act; making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1; and adopting findings of public necessity, convenience, and welfare under Planning Code, Section 302.

June 11, 2018 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

June 11, 2018 Land Use and Transportation Committee - RECOMMENDED AS AMENDED

June 19, 2018 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

June 26, 2018 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

June 26, 2018 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 10, 2018 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Cohen, Breed, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 10, 2018 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

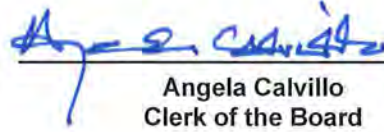
Ayes: 11 - Cohen, Breed, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 17, 2018 Board of Supervisors - FINALLY PASSED

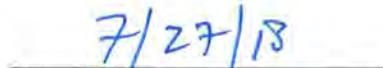
Ayes: 11 - Cohen, Brown, Fewer, Kim, Mandelman, Peskin, Ronen, Safai, Stefani, Tang and Yee

File No. 180423

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
7/17/2018 by the Board of Supervisors of  
the City and County of San Francisco.

  
Angela Calvillo  
Clerk of the Board

  
London N. Breed  
Mayor

  
Date Approved

**EXHIBIT B**

**Email from J. Rosenburg at BOA to Planning Department, Project Sponsor, 7/13/23**

## Tara N. Sullivan

---

**From:** Rosenberg, Julie (BOA) <julie.rosenberg@sfgov.org>  
**Sent:** Thursday, July 13, 2023 9:59 AM  
**To:** Tara N. Sullivan; Tam, Tina (CPC)  
**Cc:** Longaway, Alec (BOA)  
**Subject:** Supplemental briefs for Appeal Nos. 23-020, 23-021, 23-022 & 23-023 @ 101 Spear St.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender.

Good Morning: Below are bullet points with the information the Board would like to see in the briefs. I have already emailed this to the appellant.

The Board continued the matter to September 6, 2023 so that the department and parties can submit briefs addressing the following topics:

- How the Planning Department arrived at its decision to approve the permits, including the determinations it made; and whether the Planning Department could provide written findings of a determination under Planning Code section 1006.6, including any resource implications that would have for the Department.
- The applicability and conformity of these permits with Article 11 of the Planning Code.
- Whether the issuance of the permits complies with the 2018 legislation (Planning Code section 1005(e)(6)).

The briefs by the parties must be double-spaced and can be a maximum of 12 pages with unlimited exhibits. The briefs are due by 4:30 p.m. on August 24, 2023.

The City Attorney will provide an opinion to the Board on the legal issues raised by these topics.

Thank you,  
Julie

Julie Rosenberg  
Executive Director  
San Francisco Board of Appeals  
49 South Van Ness Avenue, Suite 1475  
San Francisco, CA 94103  
Phone: 628-652-1151  
Email: [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org)

**EXHIBIT C**

**Permit Holder Brief in Opposition to Appeals, 7/6/23 (note that Exhibits are excluded;  
available at the BOA)**



# REUBEN, JUNIUS & ROSE, LLP

July 6, 2023

**Delivered Via E-Mail:** [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org) / [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org)

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue, Suite 1475  
San Francisco, CA 94103

**Re: Permit Holder Brief in Opposition of Appeals**  
**Appeal Nos.: 23-20, 23-21, 23-22, and 23-23**  
**101 Spear Street / Rincon Center**  
**Permit Nos.: 2021.0525.1011, 2021.0525.1015, 2021.0525.1018, 2021.0525.1021**  
**Hearing Date: July 12, 2023**

Dear President Swig and Commissioners:

Our office represents Hudson Rincon Center LLC, the owner of the property (the “**Owner**”) located at 101 Spear Street, commonly known as Rincon Center (the “**Property**”), and holders of Building Permit Applications: 2021.0525.1011, 2021.0525.1015, 2021.0525.1018, and 2021.0525.1021 (the “**Permits**”). This is a consolidated response to the Appeals of the above-mentioned Permits filed on May 26, 2023, by David Osgood (the “**Appellant**”). We request that the Board of Appeals **deny** the Appeal and uphold the issuance of the Permits. The Permits, which are for the alteration of signs at the Property, conform with the Property’s approved Master Sign Plan and the applicable provisions of the City’s Planning Code. The Appellant’s arguments are speculative at best and based on his subjective opinion about what “looks better” at the Property. He has not provided any legitimate grounds on which to base the Appeal or to overturn the Permits.

## **A. PROPERTY DESCRIPTION**

101 Spear Street, also known as Rincon Center, is a large mixed-use development that encompasses the full block bounded by Mission Street to the north, Stuart Street to the east,

Howard Street to the south, and Spear Street to the west. Centered around the historic Rincon Annex Post Office, the complex consists of two components: the historic post office structure constructed in 1939 that fronts on Mission Street and wraps halfway down Spear and Stuart Streets, and a mixed-use development that was constructed in 1989, consisting of office space, residential apartment towers, and extensive retail focused on a central atrium, as well as an on-site parking garage.

In 1980, the historic Rincon Annex Post Office was designated as City Landmark No. 107 under Article 10 of the Planning Code (see designating ordinance attached as **Exhibit A**). The designating ordinance identifies the exterior post-office structure designed by Gilbert S. Underwood, and the interior lobby of the post office, including the murals that were painted by Anton Refregier as the aspects of historic significance. In the late 1980's the remainder of the block was developed into the current mixed-use complex present today. Two new stories were added to the top of the Rincon Annex Post Office building, which opened up to the central atrium, and two 23-story tall towers that front Howard Street were constructed. The current signage was installed by previous owners in the late 1980's-early 1990's.

## **B. PERMIT HISTORY**

In the summer of 2022, the Owner desired to upgrade the signage throughout the Property and initiated the review of a Master Sign Program (“**MSP**”) with the Planning Department. Due to the Property containing a designated landmark, any proposed exterior changes, including signs, required preservation review. There was an initial Project Review meeting with Planning Department staff on June 13, 2022, where the Owner and their architects went through their proposal(s). Over the next several months, the Owner worked with Planning staff to refine the proposal, including modifications to materials, finish, and other details. On September 20, 2022,

the 101 Spear Street MSP (see MSP attached as **Exhibit B**) was found to be compliant with the preservation standards of Article 10 and approved (see approval e-mail attached as **Exhibit C**). Per Planning Department procedures, the MSP was uploaded into the city's databases for reference when the building permits to install the signs were reviewed by Planning staff.

The four Permits at issue were applied for under the MSP. The Permits were reviewed by Planning staff and found to conform with the MSP on May 11, 2023, with the final permits being issued on the same day (see final permits attached as **Exhibit D**).

On May 23, 2023, the Appellant filed this Appeal with the Board, requesting that the subject Permits be revoked.

### **C. PLANNING CODE REQUIREMENTS FOR SIGN PERMITS**

#### ***1. Article 6 City-Wide Sign Regulations***

Signs are regulated by Article 6 of the Planning Code, which grants the Planning Department very limited discretion in reviewing permit applications for signs. The sign regulations provide that a permit for sign work that conforms with the provisions of Article 6 “shall be approved by the Planning Department without modification or disapproval by the Planning Department or the Planning Commission...” (San Francisco Planning Code § 604(a)).

The provisions of Article 6 apply to all sign work, including the erection, alteration, reconstruction, replacement, or change of copy (San Francisco Planning Code §§ 604(a), (b), and (f)). The only exceptions to this limited authority are signs that are regulated by the historic preservation provisions of Article 10 (Landmarks and Historic Districts) and Article 11 (Significant Buildings and Conservation Districts in the C-3 Districts) (San Francisco Planning Code §§ 604(a), 1005, 1110).

## ***2. Article 10 Landmark & Historic District Sign Controls***

Because the Property contains a designated Landmark, the provisions of Article 10 apply. Section 1005 states that all exterior work on sites containing a designated landmark (and work to designated interiors) shall be in conformity with Article 10 and obtain approval for a Certificate of Appropriateness (San Francisco Planning Code § 1005(a)). Article 10 provides exceptions from these requirements for specific types of work that do not impact the integrity of the landmark site. One example is signage. Section 1005(e)(6) provides in pertinent part:

*“...in the following cases the Department shall process the permit application without further reference to this Article 10 ... (6) when the application is for a permit to install business signs or awnings as defined in Section 602 of this Code to a landmark or district, provided that signage, awnings, and transparency conform to the requirements outlined in Section 1006.6”* (emphasis added).

The requirements outlined in Section 1006.6 generally require that any such work aims to preserve the integrity of the landmark site, such as by following the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (“SOI Standards”) or any other specified requirements under Article 10.

Taken together, these provisions exempt the installation of business signs from obtaining a Certificate of Appropriateness if they conform to the SOI Standards. This does not eliminate signage from preservation review; rather, it removes the entitlement process. A permit is still required for signs on landmark sites. Such sign work is simply reviewed by Planning Department’s preservation staff to conform with the standards of Section 1006.6. Unless a proposal is found to comply with these standards, no permits can be issued.

**D. THE MASTER SIGN PLAN**

A Master Sign Plan (“MSP”) is a preliminary plan that details proposed signage for an entire site. Used on both landmarked and non-landmarked sites, the purpose of an MSP is to allow the Planning Department to review the totality of proposed signage for larger sites that may install signs in phases or require the installation of signage at varying times across the life of the project. An MSP is particularly effective for large developments like the Property, which have multiple street frontages, numerous tenants, and considerations related to the landmarked Rincon Annex Post Office structure. Because sign permits are subject to very limited discretion, an MSP acts in like a site permit, giving a general outline of all planned signage under which individual permits are later sought as the work is ready to be performed. The MSP allows Planning to review the entire signage plan for consistency and conformity to Article 6, and to give comments and suggestions on the entire context of the proposal that may otherwise be overlooked if each individual sign is reviewed separately. For a project sponsor, an MSP gives certainty and allows them to finalize a consistent and uniform signage plan. Further, it allows for quicker review of sign permits because conformance with the MSP means those permits already conform with Article 6 and other regulations under which the MSP was reviewed and approved.

Here, the Owner initiated an MSP with the Planning Department in June 2022. After review, comments, and revisions by Planning’s preservation staff, the MSP was adopted on September 20, 2022 (see **Exhibit C**). The MSP was uploaded to, and is publicly accessible from, the Property’s page on the City’s Property Information Map,<sup>1</sup> and is known as the “101 Spear St Sign Program”.

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<sup>1</sup> <https://sfplanninggis.org/pim/>

**E. APPELLANT PROVIDES NO BASIS FOR DENYING THE PERMITS**

The Appellant provides no sound reasoning behind this Appeal. His arguments are purely subjective – a difference of opinion about what is “appropriate” at the Property. He assumes to have more knowledge than qualified preservation professionals, even more than the Board of Supervisors. He distains the current requirements of Article 6 and Article 10, which allow for administrative review and approval of signage on landmark sites. Further, the Appellant has not shown how the issued permits adversely affect his personal interests or the public interests, as required under the SF Charter Section 4.106(b).

Appellant alleges that the “building permits were issued in secret, behind closed doors, and over-the-counter by the San Francisco Planning Department.” This is simply untrue. The Owner initiated review of the MSP in June 2022 at a meeting with Planning staff. The meeting details are publicly available on the city’s websites. Over the next several months, there was regular correspondence with Planning staff about the MSP. Throughout this time the Owner was fully aware of the public nature of their conversations with Planning. Further, the MSP for the Property was accepted in September 2022, and the Permits were not issued until May 2023 – eight months later. The MSP has been publicly accessible on the City’s Property Information Map since September 2022, where anyone can view it. It is not a “secret” document.

Most permits in the city, including sign permits, are issued “over-the-counter;” meaning if they meet the applicable Code regulations, then they are approved by Planning staff. This is not “secret” or “behind closed doors.” As previously described, sign permits must be approved if they comply with Article 6 of the Planning Code, and they are subject to very limited review other than compliance with the established standards in that Article.

The MSP was referenced on each Permit's application. The Permits were reviewed against the adopted MSP and applicable Planning Code regulations and approved in line with standard practice. There is nothing irregular or nefarious about this process as Appellant seems to imply.

Appellant further complains that there was "no neighborhood notice, hearing, or opportunity for comment." Said processes are not required for sign permits, which are subject to very limited discretion and approved more or less ministerially. The Appellant bemoans the current review process, arguing that it has allowed Planning staff to 'degrade' preservation standards. This is not the case. The Board of Supervisors in 2018 purposely passed legislation to allow signage that would be subject to Article 10 and 11 requirements to be approved ministerially (see excerpts of Ord. 179-18, attached as **Exhibit E**). It did not remove preservation review of signage; it just removed the cumbersome and time-consuming entitlement process. The Board made findings that administrative review was in the best interests of the city, met the city's General Plan's goals and policies, and that it would not adversely harm the public. If the Appellant has an issue with the current review process, they should seek change at the legislative level, not with the Permits that were reviewed and approved correctly. Disagreement with city procedures is not an adequate basis for revoking the Issuance of the Permits.

The Appellant admits that historic preservation is "somewhat subjective" and says that the MSP does not "show good judgement" (*see* Appellant's Brief, pg. 3). Both Article 6 and Article 10 require that historic preservation professionals review signage against the SOI Standards. Those are the base requirements that landmarked properties must meet. They are not rule-based; rather, they provide a framework for professionals to use when evaluating alterations to landmarks. The Planning Department has qualified staff that meets the Secretary of the Interior's *Professional*

*Qualifications Standards for Preservation.*<sup>2</sup> The Owner worked with preservation staff throughout the MSP process, and it was preservation staff that approved the final MSP. Surely professionals that meet the national requirements for preservation review are knowledgeable about what would or would not be appropriate at the Property. That he disagrees with what Planning staff approved is just a difference of opinion. It is not a reason for overturning the Issuance of the Permits.

The Owner and Planning Department followed all legal requirements for sign permits on landmark structures, and there were no errors with the issuance of the permits. Importantly, the MSP was found to meet all applicable preservation standards and not to have an adverse impact to the Landmark.

#### **1. APPEAL 23-020**

Appellant appeals Permit 2021.0525.1018 on the basis that “two-sided blade signs are eyesores and have been restricted for decades.” This basis is misstated and insufficient. The only regulations on blade signs within the applicable C-3-O(SD) zoning district are that they do not project out from the building more than 75% of the distance between the property line and the curb line, but in no case more than 6 feet from the property line. (San Francisco Planning Code § 607(g) (see Planning’s Chart of C-3 Sign Regulations attached as **Exhibit F**). Their height is restricted to be no higher than 100 feet above the ground. (San Francisco Planning Code § 607(h)(1)). The signs under this permit conform with these standards and provide no reason to overturn the permit. Whether Appellant considers the design an “eyesore” is irrelevant to the approval of the permit.

The rest of Appellant’s arguments against this permit are strictly his personal opinion. He states “new [blade signs] should be prohibited everywhere (whatever their size).” This is ultimately

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<sup>2</sup> See <https://www.nps.gov/articles/sec-standards-prof-quals.htm>



a legislative question and beyond the scope of the appeal. The Code allows the new signage at the size and placement proposed. The Permit was reviewed and approved in conformance with the City's current sign regulations. Appellant cannot fairly insist this permit and the other Permits be revoked based on what he thinks the law "should be". If he wants to see blade signs prohibited or other changes in the law relevant here, he should pursue changes through the legislative process.

## **2. APPEAL 23-021**

Appellant appeals Permit 2021.0525.1021 for a tenant business sign on the basis that it would be "totally out of place on this landmark." He mentions that it could read "Nick's Gyros" but that there is nothing keeping it from being changed to "Bud Lite." These are First Amendment issues that the city cannot opine on. The worthiness of a sign does not, and cannot, depend on the name of the subject tenant. The City has extremely limited authority in regulating the contents of a sign—especially one that simply names an on-site business. Appellant's argument provides absolutely no basis to deny this permit.

Appellant further argues that the sign's directional benefits are nominal because it only names the tenant occupying the space and would only serve to increase the income of the Owner. This argument makes little sense considering the point of a sign is to attract and direct business to the holder of the sign. A sign that increases commercial activity and foot traffic to a tenant business is arguably the primary purpose of a sign and is more of a direct benefit to the tenant business and its prospective customers.

The remainder of Appellant's arguments against this permit are highly subjective and his personal opinions, such as it being "totally out of place", "demonstrates a lack of respect for the historic design", and "is of no importance." We again reiterate that the sign is consistent with all applicable regulations and was approved by Planning under the MSP, which considered the context

of the entire site. Further, the proposed sign is merely lettering, and so long as it comports with the size, placement, and other regulations of the Code (it does), the City cannot regulate the content of the sign or approve/disapprove a sign based on a potential tenant. One could argue that the sign's thin, angular font does in fact complement the Art Deco style of the building, but doing so goes well beyond the consideration of all relevant and currently enacted regulations.

### **3. APPEAL 23-022**

Appellant appeals Permit 2021.0525.1015 to change four existing "Rincon Center" identifying signs (currently arranged as two separate "Rincon" and two separate "Center" signs placed to read "Rincon Center") on various subjective design bases. His arguments center on the addition of words, the use of a logo, "poor symbolism," and "excessive clutter." None of these reasons are sufficient grounds to revoke the Issuance of the Permits.

We would highlight the fact that this permit replaces four signs with four signs, that the font on the new signs is smaller overall, and that, although the new signs are taller in the vertical dimension, they are narrower in the horizontal dimension. On balance, the replacement signs occupy roughly the same physical area as the existing signs (although sign area is not explicitly regulated in the applicable C-3-O(SD) zoning district). Appellant's arguments as to the utility and use of symbolism of these signs is irrelevant to the Issuance of the Permits. As has been stated throughout this brief, the Permits conform with the applicable regulations and the MSP, and the City properly approved them. The MSP itself underwent review by the city and the Owner implemented several revisions at the City's suggestion.

The Appellant's second argument is that changing the signs will require new bolt holes in the historic façade and the patching of the old bolt holes. He states, "[t]here is nothing to guarantee that these holes would be patched and painted correctly." This argument is an insufficient basis for

revoking the permit. All work on the historic façade would strictly follow required standards for work on landmarked buildings, including any adopted or recommended methods and treatments for such work. A permit cannot be overturned simply on the unsupported allegation that the work may be performed incorrectly. If there are any issues with the work once completed, there are available channels to report and correct any incorrectly done work.

#### **4. APPEAL 23-023**

Appellant appeals Permit 2021.0525.1011 on the basis that the signs would change very little, and thus should not be changed. The two current signs are read together as “Rincon Center Shops And Restaurants” with the left sign reading “Rincon” over “Shops And” and the right sign reading “Center” over “Restaurants”. The Permit would remove the “Shops And Restaurants” portions, and the new sign would read “Rincon Center” split across the two signs. The lettering and materials would be updated to conform with the rest of the signage plan.

Although this permit would remove three words and reduce the overall size of the two signs in both the vertical and horizontal dimensions—seemingly implementing changes the Appellant has pushed in his other appeals—the Appellant now takes issue with making such changes to these signs. He provides no reasoning for this position except it is “important that they not be changed”.

The Appellant also repeats his arguments from Appeal 23-022 regarding new bolt holes and the patching of old bolt holes, arguing that “[t]here is nothing to guarantee the quality of the work.” As we stated above, the potential risk of work being performed incorrectly is not a valid basis to deny a permit. There are adopted and required standards and methods for doing work on landmarked buildings, and such standards will be followed. If any work is not completed correctly, there are appropriate channels to report and correct such work.

**F. CONCLUSION**

The Appellant has provided no substantial basis for overturning the Permits. Under the provisions of the Planning Code, the City has very limited discretion in denying a permit that conforms with Article 6. Further, permits for signs on designated landmarks are generally exempt from the provisions of Article 10, so long as the signs preserve the integrity of an underlying landmark. There is no separate entitlement required for the installation of signage; the Department simply checks that the work complies with the preservation standards of Section 1006.6. All such review for the Permits was conducted under the Property's adopted MSP.

Given that the Permits conform to the MSP and also conform with the applicable regulations of Article 6 and Article 10, the Permits were properly approved. The Planning Department, which is charged with implementing the City's historic preservation policies, reviewed the Permits and found them to comply.

For these reasons, we respectfully request that the Board **deny** the appeal and uphold the Issuance of the Permits.

Very truly yours,

**REUBEN, JUNIUS & ROSE, LLP**



Tara N. Sullivan

cc: Jose Lopez, Vice-President  
Alex Lemberg, Commissioner  
John Trasviña, Commissioner  
J.R. Epper, Commissioner  
Julie Rosenburg, Executive Director

Exhibits

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Exhibit A: LM107

Exhibit B: Approved 32855 Rincon Center MSP 9-15-22.

Exhibit C: Planning MSP Approval 09-06-22

Exhibit D: Permits and Plans

Exhibit E: BOS 0179-18 – admin for signs

Exhibit F: C-3 Sign Regulations

**EXHIBIT D**

**Mayoral Executive Directive No. 17-02, *Keeping up the Pace of Housing Production*, 9/27/17**

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## Office of the Mayor

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### Executive Directive 17-02

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**Posted Date:** Wednesday, September 27, 2017

#### Keeping up the Pace of Housing Production

The lack of housing affects everyone in our City. Years of failing to build homes has resulted in families and long-term residents leaving San Francisco in search of more affordable places to live.

We have thrown up obstacle after obstacle to the creation of new housing in our City and failed to meet the demands of our growing workforce. As we recovered from the Great Recession, we added more than 140,000 jobs to San Francisco, but only approved 15,000 housing units.

In recent years, City departments have increased their efforts and worked together to approve housing in a more efficient manner. But we need to do more.

The general livability of our City is greatly enhanced when teachers, first responders, artists, restaurant workers and all others can build their homes and communities close to their workplaces. We must continue to prioritize the production of housing in a smart, thoughtful manner that adds homes for residents of all economic levels.

For the past 30 years, San Francisco created an average of roughly 1,900 units annually. In 2014, we challenged ourselves to produce 30,000 new and rehabilitated units by 2020. Since then, we have created more than 17,000 units, of which 35 percent are affordable. During these past three years, we have increased our annual output to 5,000 new and rehabilitated homes, so we are on track to meet our 30,000 goal. But we must always look to the future. The mistakes of the past should not be repeated.

We must commit to delivering at least 5,000 units of new or rehabilitated housing every year for the foreseeable future. We will continue to focus on making sure that as many as possible of these new units are affordable to low, moderate and middle income San Franciscans.

The time for excuses, delays and bureaucracy is over. We must work on reducing entitlement times and ensure that building permits, subdivision maps and other post-entitlement permits are issued swiftly. City departments need to continue working effectively together to reduce approval times at all stages of the building process. Collectively, we can reduce project approval timelines by nearly half.

We will continue to foster community input on our housing plans. This Executive Directive is not intended to constrain the ability of the public to formally comment on projects.

While this Directive applies to City staff, we need to continue to rely on our partnership with nonprofit and for-profit developers to speed up housing production in the City. I call upon developers to work with City staff to create expedited schedules for housing development approvals and to make sure that project sponsors meet deadlines for submission of applications and materials, so that together we can build more housing faster.

### **Structure of this Executive Directive:**

This Directive is structured to result in faster approvals for housing development projects at both the **entitlement stage** and the **post-entitlement permitting stage**. It includes **approval deadlines** for entitlement and permitting of housing development projects to ensure that enough units are approved each year; **accountability measures** to ensure deadlines are being observed; key **process improvements** which City departments will detail in forthcoming plans; and **staffing and resources** measures which will help departments meet the requirements of this Directive.

### **Directives:**

Through this Executive Directive, I hereby Direct that:

#### Approval Deadlines:

1. All City Departments, including the Office of Economic and Workforce Development, Mayor's Office of Housing and Community Development, Planning Department, Office of Community Investment and Infrastructure, Department of Building Inspection, Department of Public Works, Port of San Francisco, Public Utilities Commission, Mayor's Office on Disability, Fire Department and Municipal Transportation Agency, shall work together to achieve the following scheduling milestones related to housing approvals and permitting.

**a.** Render an entitlement decision for housing projects according to the following timeframes, based on the type of environmental determination required under the California Environmental Quality Act (CEQA):

- a. No CEQA review: no more than **6** months;
- b. Categorical exemption: no more than **9** months;
- c. Negative declaration, mitigated negative declaration, or community plan evaluation: no more than **12** months;
- d. Environmental impact report (EIR): no more than **18** months;
- e. Complex EIR: no more than **22** months.

For the purposes of this Directive:

"Housing Project" means any project which: 1) includes at least 250 net new units; or 2) includes two or more net new units and is exclusively residential, excepting ancillary ground floor uses.

"Entitlement decision" means final action by the Planning Commission, or in cases where no Commission action is required, approval or disapproval of the Site Permit by the Planning Department.

"Complex EIR" means an EIR that may require a longer preparation time, due to projects that are multi-phased, require a large infrastructure investment, require a larger than typical number of technical studies, or that include both programmatic and project-level review.

The timelines identified above shall commence upon the earliest possible date that the Planning Department can reasonably determine that the project description is sufficiently stable to begin environmental review, but in no case later than the date of receipt of the project sponsor's complete response to the first Notice of Planning Department Requirements (NOPDR) issued by the Planning Department.

**b.** After entitlement, issue all permits and other post-entitlement approvals necessary for commencement of construction for a phase or sub-phase of large-scale housing development projects no more than **one year** after submission of a complete phase application; This one-year City review should include no more than **three months** for phase approvals and no more than **nine months** for final City approvals after submission of any sub-phase permit applications.



c. Successful housing development requires a partnership between the City and a developer. Staff time and resources, along with the accelerated approval timeframes provided in this Directive should be provided only to those projects whose sponsors proceed in a timely and responsive fashion.

d. In concert with the above directives, I call upon the President of the Planning Commission to work with other Commissioners and interested stakeholders to develop revised policies and procedures designed to: 1) hear and decide development applications with a minimum of continuances and delays; 2) calendar proposed housing development projects as quickly as possible.

Accountability:

2. The Director of Planning shall work with the Planning Commission to calendar each housing project to be heard on a date no later than **6, 9, 12, 18 or 22** months (corresponding to the timeframes laid out in #1.a above) after the acceptance by the Department of the first development application. If projects are not ready for an entitlement decision at the time of the hearing, staff and the project sponsor shall present to the Commission in the hearing the reasons why it cannot happen that day, and the Commission shall continue the matter to the earliest possible alternate date for decision.
3. By November 1, 2017, the heads of each Department named in #1 above shall report to the Mayor their designation of a senior manager, reporting directly to the department head, who will be responsible for coordinating and streamlining the Department's efforts to approve and permit new housing development. That manager will be responsible for ensuring that housing approval functions are adequately staffed and for taking full advantage of developer-reimbursable opportunities to add staff where needed for expediting housing approvals.
4. Each department named in #1 above shall submit a quarterly report to the Office of Economic and Workforce Development (OEWD), detailing progress on all aspects of housing approvals and permitting, including, but not limited to compliance with milestones outlined in #1 above. OEWD shall create a consolidated report to be reviewed by the Mayor and made available to the public.

Process Improvements – project entitlements:

By December 1, 2017, the Planning Department, working in collaboration with the presidents of the Planning and Historic Preservation Commissions, shall develop and submit a plan for the Mayor's consideration, outlining specific and effective measures necessary to accomplish the development approval timeframes laid out in #1.a in this Directive, including but not limited to the improvements listed below. The plan shall include draft legislation for introduction at the Board of Supervisors where necessary.

- a. Increase certainty and limit process hurdles in order to more efficiently and quickly approve housing projects.
  - b. Delegate duties and functions from the Commissions to department staff.
  - c. Consolidate redundant hearings among various decision-making bodies.
  - d. Streamline and shorten the process required to complete and publish environmental documents for housing development projects under CEQA.
  - e. Consolidate and modernize all notification requirements affecting housing development.
  - f. Consolidate and streamline required staff reports and approval documents.
5. By December 1, 2017 the directors of the Planning Department and the Department of Building Inspection shall prepare a plan which will allow and encourage parallel processing of housing development applications within both Departments to the greatest extent possible.

Process Improvements – post entitlement permitting:

6. By January 1, 2018, Public Works, Planning Department, the Municipal Transportation Agency, Public Utilities Commission, Fire Department, Recreation and Park Department, Mayor's Office on Disability and the Department of Building Inspection

shall each develop and submit a plan for the Mayor's consideration, outlining specific and effective measures necessary to accomplish the development approval timeframes laid out in #1b in this Directive.

These departments shall then work collaboratively together, with facilitation from OEWD, to develop a consolidated, interdepartmental plan which will be presented for the Mayor's consideration on or before April 1, 2018. This plan shall build on internal department assessments and leverage additional interdepartmental coordination to streamline processes in order to comply with milestones outlined in #1b. The single, resulting interdepartmental streamlining plan shall utilize City-managed schedules and standardization to decrease the time between project phase or sub-phase commencement and the City's final pre-construction action or approval, while maintaining all safety, health and quality standards. This plan shall include, but is not limited to, the improvements listed below:

**a.Streamline department review process**, including combining duplicative applications and establishing parallel processing opportunities.

**b.Decrease phase application review time** to not exceed three months:

- i.Planning Department, in collaboration with OEWD, shall create and issue schedules to meet this deadline.
- ii.Schedules may only be substantially modified over time with written permission from the Planning Director.

**c.Decrease sub-phase review time:** City will issue project schedules by phase and/or sub-phase, via the Public Works Infrastructure Taskforce, that do not exceed nine months in total duration, not including phase approval. Those schedules shall:

- i.Be issued at Phase approval or within 30 days of the first sub-phase permit application.
- ii.Only be modified over time with permission from the Director of Public Works.

**d.Establish City processes and standards around public improvements**, including public improvement agreements, City acceptance of privately-constructed infrastructure, encroachment agreements and submittal reviews, as well as establish City standards for common issues like paving materials, and other infrastructure.

This Executive Directive will take effect immediately and will remain in place until rescinded by future written communication.

Edwin M. Lee  
Mayor, City & County of San Francisco

 MELsignature

**EXHIBIT E**

**Planning Department Process Improvement Plan, 12/1/17**



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

December 1, 2017

Mayor Edwin M. Lee  
City Hall, Room 200  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

**Re: Executive Directive 17-02: Keeping up the Pace of Housing Production**

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Your Executive Directive 17-02 charged the Planning Department with submitting a plan for your consideration by December 1, 2017 outlining process improvement measures to enhance our regulatory and development review functions in order to streamline the approval and construction of housing in San Francisco.

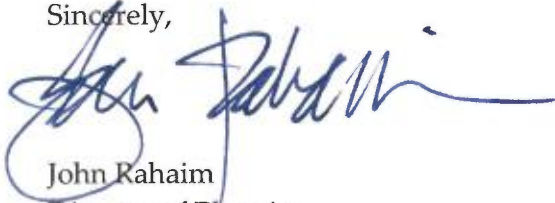
While there is no single solution to the housing crisis in San Francisco, we agree that increasing the supply of housing at all income levels is critical to alleviating the pressures we currently face. San Francisco is building more housing now than in the past, but we are far from overcoming decades of under-production and keeping up with current population growth. While the Planning Department has limited control over the market demand for housing, we do play a considerable role in determining housing supply; our focus has been and will continue to be expanding housing opportunities for all San Franciscans.

I can say without reservation that the Planning Department is staffed by a highly talented, knowledgeable, and dedicated group of people who, despite innumerable challenges outside of their control and growing workloads, are committed to improving this extraordinary city we call home. They take their responsibilities seriously; not just in regards to housing, but to environmental review, historic preservation, design review, and much more. Nonetheless, planners, including myself, recognize that unnecessarily complex processes hinder our ability to do good planning and diminish our ability to serve the needs of the public. We welcome this opportunity to revisit how we do our work.

To this end, we have conducted a comprehensive Department-wide review of our processes – not only those directly related to housing, but the full range of our procedures. We believe that such a holistic review, coupled with responsive policy and administrative and technology-based improvements, will allow more time and attention to be spent on the critical planning issues that are most in need of attention – housing production chief among them. Since shortly after the issuance of your Executive Directive, we facilitated an internal process involving many staff members, and we are excited to share with you the recommendations in this plan that will be most impactful to our ability to approve more housing, faster.

We will continue to work to streamline procedures with your office, the Planning and Historic Preservation Commissions, the Board of Supervisors, and the entire San Francisco community. We look forward to discussing these proposals with you in greater detail and further refining this plan.

Sincerely,



John Rahaim  
Director of Planning

*cc (via electronic mail):*

Jason Elliott, Chief of Staff  
Ken Rich, Director of Development  
Jeff Buckley, Senior Advisor for Housing  
Sarah Dennis-Phillips, Office of Economic & Workforce Development  
President and Members, Planning Commission  
President and Members, Historic Preservation Commission

## INTRODUCTION

The mission of the San Francisco Planning Department is to shape the future of San Francisco and the region by generating an extraordinary vision for the General Plan and in neighborhood plans; fostering exemplary design through planning controls; improving our surroundings through environmental analysis; preserving our unique heritage; encouraging a broad range of housing and a diverse job base; and enforcing the Planning Code.

This mission, and our vision for making San Francisco the world's most livable urban place – environmentally, economically, socially, and culturally – reflect the commitment and values that Planning Department staff apply to an array of tasks, large and small, on a daily basis. In response to the Executive Directive on Housing Production, staff at all levels were invited to identify specific ideas for streamlining and improving our current practices, with the goal of pursuing this mission in the smartest, clearest, and most effective way possible.

To develop this plan, staff inventoried proposals generated from past improvement efforts, formed a steering committee of content experts and senior staff from all organizational divisions, and participated in a series of Department-wide, team-level, and one-on-one discussions with the Planning Director and other senior staff. The Planning Commission has provided initial guidance as well, through two public discussions at hearings on October 5 and November 16, 2017, and through informal engagement between staff and Commission officers.

This process improvements plan is presented in the two following sections.

The first section presents an implementation outline for the plan, including an overview of the anticipated timeframe and phases for implementation, and a description of the refinement process, public review, and adoption steps that will be used for each of the different vehicles for improvement (e.g. Department Procedures, Planning Code Amendments).

The second section presents the process improvement measures themselves, grouped in the following categories:

- A. Application and Intake Procedures
- B. Routine Projects and Permits
- C. Environmental Planning, Historic Preservation, and Design Review
- D. Planning Code and Commission Policies
- E. Administration, Training, and Technology

The implementation phase and type of action are indicated for each process improvement measure, as described in the implementation section.

## I. IMPLEMENTATION AND PHASING

Planning Department staff will work with Planning and Historic Preservation Commissioners, the planning and development community, general public, sister agencies, Mayor's Office, and Board of Supervisors over the coming months to refine and implement the process improvement measures presented in this plan. To ensure that decision-makers and the public remain aware and engaged as these efforts progress, staff will deliver quarterly progress reports to the Mayor's Office, as required by the Executive Directive, as well as to the Planning Commission, beginning in early 2018. These reports will provide an opportunity for all parties to discuss and help shape the city's planning processes.

The various improvement measures in this plan correspond to one of several implementation paths, depending on the type of action to be adopted. These are noted for each measure in the following section, and are as follows:

**Operating Procedures** refer to internal staff practices that may vary by Division or functional team, and that generally are not accompanied by external documents, but are established in internal guidance documents. These are established and modified at the discretion of appropriate managers and senior staff.

**Administrative/Technology Procedures** are Department-wide procedures, technology services, financial and personnel policies that are generally implemented by the Administration Division. These are established at the discretion of the Chief Administrative Officer or the Planning Director, as appropriate, and are generally not accompanied by external documents.

**Department Policies** are formal policies establishing the specific procedures and processes through which the Department executes its core functions, and are established in formal, publicly available documents such as various Applications and Forms, Director's Bulletins, Zoning Administrator Bulletins, Guidelines, and public information documents available online and at the Planning Information Center. These policies are adopted at the discretion of the Planning Director, Zoning Administrator, Environmental Review Officer, or other responsible official of the Planning Department.

*Adoption actions in the above categories generally do not require public notification or community outreach, though targeted informal engagement with community partners and participants in the planning process is common.*

**Commission Policies:** Formal policies establishing the rules governing Planning or Historic Preservation Commission hearings and procedures. These are established by adoption of the Commissions at duly noticed public hearings, and maintained by the Office of Commission Affairs.

**Code Amendments** refer to amendments to the Planning Code, or other parts of the Municipal Code, which can be enacted only through legislative action by the Board of Supervisors and the Mayor. Planning Code Amendments are typically either initiated by the Planning Commission at a duly noticed public hearing and referred to the Board of Supervisors for consideration, or introduced at the Board of Supervisors and referred to the Planning Commission for a formal recommendation before the Board can adopt the amendment. In addition to public hearings, community outreach and public engagement is standard for significant changes, and formal staff analysis and recommendations are required.

The following indicates the anticipated implementation phase for each proposed measure, as follows:

**Phase 1:** To be implemented in the first quarter of 2018, Phase 1 generally includes changes to internal operating procedures, administrative and technology procedures, and departmental policies that are the highest priority for streamlining housing production. This phase will include targeted engagement and outreach with community partners.

**Phase 2:** To be further refined in the first half of 2018 and implemented by the end of the calendar year, these generally include code amendments and Commission policies that require a high level of public outreach and formal action by Commissions or the Board of Supervisors.

**Phase 3:** Measures that are already underway or planned, but have timelines which may stretch beyond 2018, or measures that need to be further developed before being implemented or are lower priorities for streamlining housing production. Timeframes for these measures will be updated as more information is available.

Finally, the Planning Department's efforts to align our procedures and processes with our mission do not begin or end with this plan. The Department will continue to evolve, expand, and refine this plan and will update the Planning and Historic Preservation Commissions, Mayor's Office, Board of Supervisors, and public as appropriate.



## II. PROCESS IMPROVEMENT MEASURES

### A. Application and Intake Procedures

The Department’s procedures for accepting and reviewing development applications are the foundation of the project review process, including the Department’s ability to inform the public, initiate review, and establish clear entitlement timeframes and expectations. Current procedures allow for multiple rounds of overlapping review and can create opportunities for confusion, redundant work, and unnecessary delays. Of all residential new construction projects currently under review, roughly half were initiated more than two years ago, exceeding the longest entitlement timeframe of 22 months established in the Executive Directive.

The following proposed measures would comprise a significant shift in the way the Department, and project sponsors, engage in the review process. These changes are proposed to establish clear and consistent project descriptions; streamline the way staff conduct project review; clarify expectations for the Department and project sponsors; and integrate the entitlement timeframes established in the Executive Directive into the development review process.

A.1. Preliminary Project Assessment (PPA) Review	Action	Phase
A.1.1. Convert the PPA letter to an <b>abbreviated PPA response packet</b> including a cover letter stating key policy and design issues related to the project and expected entitlement path; checklists summarizing how specific Planning Code and environmental review provisions will apply to the project; and a policy factsheet to be included as an attachment, which will cover broader policy considerations that may or may not apply to the specific project and are currently included as standard language in PPA letters. PPA responses will be delivered <b>no later than 60 days following application</b> , rather than the current 90-day response period.	Department Policy	1
A.1.2. Revise and clarify <b>intake requirements for PPA applications</b> , as needed, and reassess intake staffing practices to ensure applications supply all necessary information in a complete and acceptable manner prior to commencing review.	Department Policy; Operating Procedures	1
A.1.3. <b>Discontinue acceptance of an Environmental Evaluation Application (EEA) concurrently with the PPA.</b> EEAs will be accepted as part of a consolidated Development Application (see A.2.1 below). This change will significantly improve the value and efficiency of the environmental review process by ensuring that project descriptions are sufficiently stable prior to commencing review.	Department Policy	1

<p>A.1.4. <b>Reduce and consolidate the number of internal and external meetings associated with the PPA review.</b> Internal project review meetings will be consolidated into a single meeting held concurrently with the project's (UDAT) Urban Design Advisory Team review meeting. Only one meeting with the applicant team will be provided, as an optional meeting following issuance of the PPA response packet.</p>	<p>Department Policy</p>	<p>1</p>
<p>A.1.5. Revise <b>staffing practices among Divisions</b> for PPA applications to maximize efficiency and value of each Division's role in the review process.</p>	<p>Operating Procedures</p>	<p>1</p>

<p><b>A.2. Development Application and Review Process</b></p>	<p><b>Action</b></p>	<p><b>Phase</b></p>
<p>A.2.1. Provide <b>one consolidated Development Application</b> to be submitted for all projects that require an entitlement action or environmental review, including supplemental forms to capture necessary detail related to specific entitlements (e.g., Conditional Use Authorization), Environmental Evaluations, Historic Resource Evaluations, and Streetscape Plans, as applicable. This Development Application will include a master project description that will greatly improve certainty and consistency.</p>	<p>Department Policy</p>	<p>1</p>
<p>A.2.2. Within <b>30 days from the filing date</b>, provide the applicant a <b>notice that the Application was deemed complete or not complete</b>, including an assessment of its responsiveness to any requirements stated in the PPA response packet and specifying any outstanding items that are required. This 30-day review period will recommence each time a revised Application is received until it can be deemed complete.</p>	<p>Department Policy</p>	<p>1</p>
<p>A.2.3. Once an <b>Application is deemed complete</b>, issue a <b>first consolidated Notice of Planning Department Requirements (NOPDR)</b> or state that nothing additional is required, in a consistent timeframe. Once the applicant has submitted a response to the NOPDR, staff will have 30 days to verify if the response is complete; this review period will recommence with any subsequent responses to the NOPDR, if necessary.</p>	<p>Department Policy</p>	<p>1</p>
<p>A.2.4. Upon verification of a complete response to the first NOPDR, <b>notify the applicant of the project's entitlement schedule</b> (i.e. 6, 9, 12, 18, or 22 months per the Executive Directive), including target deadlines for intermediate milestones and deliverables and the project's entitlement hearing date before the Planning Commission. Planning Code compliance review and environmental review will commence no sooner than this notification.</p>	<p>Department Policy</p>	<p>1</p>

A.2.5. Develop all necessary <b>administrative and technical capabilities</b> to implement this Application procedure, including any necessary modifications to application fee schedules, electronic permit tracking functions, and internal staff and case assignment practices.	Administrative/ Technology Procedures	1
A.2.6. Revise Director's Bulletin No. 2 to establish clear department-wide <b>criteria for Priority Application Processing</b> to support the entitlement timeframes for residential projects established in the Executive Directive and develop all necessary administrative and technology capabilities to implement.	Department Policy	1

<b>A.3. Plan Submittal and Intake</b>	<b>Action</b>	<b>Phase</b>
A.3.1. Adopt a <b>uniform set of Application Submittal Guidelines</b> , including required size, format, and content of plan sets and a single point of contact for the project sponsor team.	Department Policy	1
A.3.2. Develop capability to <b>accept applications and plans online</b> to enhance staff's capacity to efficiently review submittals for consistency and completeness.	Administration/ Technology	2
A.3.3. Establish clear <b>communication protocols</b> for sponsors to contact staff during the review process, including guidelines for when requests for review meetings may be granted or deferred.	Operating Procedures	1
A.3.4. Establish <b>function-based email addresses</b> (i.e. HRE@sfgov.org) that go to the appropriate intake staff or staff team, rather than relying on individual staff members' direct contact information.	Administration/ Technology	1

<b>A.4. Public Notification and Community Outreach</b>	<b>Action</b>	<b>Phase</b>
A.4.1. Complete <b>the Planning Department website strategy and design upgrade</b> to improve the overall user interface, user experience, transparency and availability of public documents and information about the Department's projects, initiatives and procedures. The completion of the website redesign will make it easier for members of the public to locate the information and services they need, including the capabilities to support the below alternative notification proposals.	Administration/ Technology	2
A.4.2. Notification Format and Content		
a. Convert mailed notice packet to a <b>postcard format with a web link to plans and applications</b> for active projects within the noticing period to expand public access to this information while reducing staff time and material resources to prepare and mail packets. Make hard copies available for pick-up at the Planning Department or by phone request.	Planning Code Amendment; Administration/ Technology	2

b. Adopt <b>consistent requirements for content, size, and format</b> for all notice types, including mailed and posted notice, to streamline staff time spent preparing notices and reduce room for error in noticing materials.	Planning Code Amendment	2
c. Use the Permit and Project Tracking System (PPTS) to <b>automatically generate notice content</b> from project records.	Administration/ Technology	2
d. Explore <b>alternatives to newspaper noticing</b> for actions that require general notification, such as email lists and online posting to the Planning Department or other City websites in order to expand public access to this information while freeing up staff time and reproduction resources for other needs.	Planning Code Amendment; Administration/ Technology	2
A.4.3. Notice Period and Mailing Radius		
a. Review <b>required notice periods</b> for consistency and unique considerations of each notice type to reduce staff time and potential for error in fulfilling noticing requirements.	Planning Code Amendment	2
b. Adopt a consistent <b>mailing radius for owners and/or occupants</b> for all notice types to reduce staff time and potential for error in fulfilling noticing requirements.	Planning Code Amendment	2
A.4.4. Streamline Required Notice Types		
a. Revise <b>land use types that require 312 notice</b> in NC and Mixed-Use Districts to ensure efficient use of staff time and focus attention on those uses are of specific public interest and for which other controls (e.g. Formula Retail) are not available to address the concern. Examples to consider include Limited Restaurant, Restaurant, and Group Housing.	Planning Code Amendment	2
b. Revise 312 notice requirement in the <b>Eastern Neighborhood Mixed Use Districts</b> such that notice is no longer required for change of use from any land use category to any other category, but only for changes of use to or from specific use categories of particular concern.	Planning Code Amendment	2
c. Review <b>additional minor alterations that may be exempted from 311/312 notification</b> in Residential and NC Districts to ensure that routinely permitted scopes of work that have negligible impact to the surrounding neighborhood can proceed with the appropriate level of staff time and resources.	Planning Code Amendment	2
d. Inventory Building Permits that are also required to issue <b>public notice by DBI and other agencies</b> and consider whether such duplicative noticing can be consolidated.	Code Amendments	2
e. Revise <b>notice of Project Receiving Environmental Review</b> content and procedures to align with modifications to other notice types and consolidated Development Application procedures in A.2.1. above.	Department Policy	2

**B. Routine Projects and Permits**

The Planning Department exercises jurisdiction over a wide array of changes in the physical environment, ranging from window replacements in single-family homes to the construction of new high-rise towers. Many of the projects that fall within the Department’s purview require detailed and complex staff analysis, and rightfully demand significant time and coordination to properly review. Many other projects, however, can be reviewed and approved in minutes provided clear regulatory guidance and the attention of experienced planning professionals. Already, some 5,000 building permits are reviewed and approved “over the counter” (OTC) at the Planning Information Center (PIC) every year by dedicated staff who also field general planning questions and serve as the first point of contact for more complex projects as well.

The following measures are proposed to enhance the ability of planning staff to process projects that can already be approved over the counter, and expand the projects in this category. Such measures can significantly reduce its permit backlog, reduce project review times, and focus professional resources on the issues most in need of in depth analysis.

<b>B.1. Enhance Capacity for OTC Approvals</b>	<b>Action</b>	<b>Phase</b>
B.1.1. <b>Reassess overall PIC staffing and resources</b> to ensure that OTC permit volume and general inquiries can be accommodated efficiently and with accuracy.	Operating Procedures	1
B.1.2. Assign a <b>Planner Technician position to the PIC</b> to complete permit intake procedures, provide additional support functions, and handle very routine OTC approvals.	Operating Procedures	2
B.1.3. Consider <b>dividing the PIC counter by function</b> (e.g., general questions, approvals and intakes, preservation) to provide more efficient and accurate service to the public by matching specialized staff to the type of inquiry or action and to allow staff to direct their time more efficiently at PIC.	Operating Procedures	1
B.1.4. In collaboration with the Department of Building Inspection, explore <b>replacement of paper building permits with joint electronic tracking</b> by Planning and DBI in the Permit and Project Tracking System (PPTS).	Administration/ Technology (interagency)	2
B.1.5. Integrate the existing <b>CEQA Categorical Exemption checklist into the PPTS interface</b> to allow for faster processing of projects that are already eligible for OTC approval when a Categorical Exemption can be granted.	Administration/ Technology	1
B.1.6. Expand use of Planning stations at DBI 5th floor for <b>"advanced" OTC plan review and approval</b> , including a by-appointment feature, for more complex OTC categories (existing and proposed); pilot these procedures with Accessory Dwelling Unit (ADU) and Unit Legalization projects.	Operating Procedures; Administration/ Technology (interagency)	2

<b>B.2. Expand Permits for OTC Approval</b>	<b>Action</b>	<b>Phase</b>
B.2.1. Identify <b>commonly approved or minor scopes of work</b> that can be regulated by quantitative or descriptive standards (e.g., certain permitted obstructions in yards or setbacks, including limited horizontal additions or infills under existing decks) that can be approved OTC; in some cases also modify thresholds for intake to accommodate very common scopes of work that are typically approved; indicate when certain approvals will require "advanced" OTC capability due to complexity or related code compliance review.	Planning Code Amendment	2
B.2.2. Remove requirement for <b>Certificate of Appropriateness and Minor Permit to Alter for specific scopes of work</b> , within thresholds established in Articles 10 and 11, to eliminate Historic Preservation Commission (HPC) hearings and associated hold times for these, and to allow OTC approval by Preservation planners at PIC. Scopes of work include Rooftop Appurtenances (excluding wireless facilities), Skylights, Automatic Door Operators, and Business Signage.	Planning Code Amendment	2
B.2.3. Provide a clear <b>checklist of acceptable window treatments</b> for Class B (age-eligible, but not surveyed) buildings to allow non-preservation planners to approve window replacement permits OTC more efficiently.	Operating Procedures	1

<b>B.3. Accessory Dwelling Units (ADUs) and Unit Legalizations</b>	<b>Action</b>	<b>Phase</b>
B.3.1. Establish <b>parallel processing procedures</b> for ADUs and Unit Legalizations that will allow for concurrent review by Planning and Department of Building Inspection (DBI) to expedite approval of these small-scale but common density increases.	Department Policies; Operating Procedures (interagency)	1
B.3.2. Provide for <b>combined pre-application meetings</b> for ADUs with Planning, DBI, and Fire Department (SFFD), as needed, upon request of project sponsor.	Department Policies (interagency)	3
B.3.3. Establish an <b>ADU liaison at all responsible agencies</b> (Planning, DBI, SFFD, Public Works, SFPUC) involved in review and approval of ADUs to establish protocols for streamlining permit review and serve as a technical resource and coordinator for staff and project sponsors to simplify and expedite approval of ADUs.	Department Policies (interagency)	3

<p>B.3.4. Develop capability for <b>ADU and Unit Legalization OTC plan review and approval by appointment</b>, with electronic documentation provided in advance, to facilitate faster approvals by using a Planning station at DBI as an exclusive ADU/Legalization station.</p>	<p>Administration/ Technology</p>	<p>1</p>
<p>B.3.5. In collaboration with the Rent Board, develop <b>enhanced procedures for property owners to obtain eviction history information prior to filing a building permit for ADUs</b> to reduce staff time spent on ineligible projects.</p>	<p>Operating Procedures (interagency)</p>	<p>3</p>

**C. Environmental Planning, Historic Preservation, and Design Review**

San Francisco is one of a kind. Our rich cultural and architectural legacy and truly unique natural setting are a justifiable source of pride for all, including the professionals of the San Francisco Planning Department. A complex web of local, state, and federal regulatory frameworks are in place to protect and preserve this unique character, even as the city continues to grow and change. These policies are executed by a committed group of environmental planning specialists, preservationists, architects and designers.

The following measures have been developed by these teams to consolidate, clarify, and strengthen related procedures and processes that have been proven effective, and revisit the practices we recognize can get in the way of good planning. By improving the way we balance environmental, preservation, and design factors in the development process, we enhance our ability to appropriately weigh other factors, like housing opportunity, in the balance as well.

<b>C.1. Environmental Review</b>	<b>Action</b>	<b>Phase</b>
C.1.1. Codify Effective Mitigation Measures		
a. <b>Archeology:</b> Codify archeological review procedures and mitigation measure requirements. Expand archeological sensitivity areas in order to streamline review.	Planning Code Amendment	2
b. <b>Transportation:</b> Create best practices for <u>driveway and curb cut design</u> and off and on street <u>loading and queue management</u> . Codify requirements from these best practices, including potential study requirements.	Planning Code Amendment	3
c. <b>Noise:</b> Revise the <u>Noise Ordinance</u> to require health protective criteria for construction impact equipment and an analysis with a development application that demonstrates proposed mechanical equipment compliance with health protective criteria.	Police Code Amendment	3
d. <b>Air Quality:</b> Adopt a community risk reduction plan and/or legislation that requires health protective criteria for construction exhaust and stationary sources for areas within the air pollutant exposure zone.	Public Health Code Amendment	3
C.1.2. Improvements to Topic-Specific Review Procedures		
a. Transportation		
i. <b>Re-assess department wide transportation review.</b> For small and medium size projects, <u>rely on existing internal intra and inter-departmental review bodies</u> to address the technical and policy related aspects of localized transportation impacts.	Operating Procedure	2



ii. Update <b>Transportation Impact Analysis Guidelines</b> . The department last updated the guidelines in 2002. Specifically, conduct and analyze data that will result in the creation of <b>refined trip generation estimates</b> for newer developments, including the impacts of emerging mobility service.	Department Policy	2
iii. Create and maintain a <b>web-based, travel demand tool</b> using the data from the guidelines update. The tool will reduce staff review time needed to estimate travel demand or "trips generated", and also reduce time and cost associated with iterative review of technical transportation studies provided by external consultants.	Administration/ Technology	3
b. Wind		
i. Create guidelines that outline the criteria, methodology, and thresholds for wind analysis.	Operating Procedure	2
ii. Explore creation of a computerized wind screening tool at environmental planning.	Operating Procedure	3
c. Shadow		
i. Update guidelines that outline the criteria, methodology, and thresholds for shadow analysis. The department last updated the guidelines in 2014.	Planning Code Amendment	2
ii. Revise the Planning Code to allow for <b>administrative modification of shadow impact limits</b> for specific facilities when no environmental impact is found through CEQA-compliant review	Planning Code Amendment	3
C.1.3. Technical studies and consultants		
a. Integrate <b>technical studies analysis into environmental review documents</b> , and include technical elements of the analysis as part of the administrative record instead of requiring a separate technical study and review process. Those technical studies include: air quality, archeology, biology (may need to be separated case by case), noise, preservation, shadow, transportation, and wind.	Operating Procedure	1
b. Revise <b>standards for acceptable deliverables from consultants</b> , including performance standards to reflect target timeframes, and update the list of qualified consultants to ensure the current pool is responsive to all current standards.	Department Policy	1
c. Reassess the criteria for requiring a consultant-prepared technical study.	Operating Procedure	1
e. Develop <b>scope-of-work templates</b> (e.g. checklists) for each technical study. Make these documents easily available to sponsors and consultants early in the process.	Operating Procedure	2

C.1.4. Environmental Review Exemptions		
a. <b>Expand the exemption checklist</b> form to cover more classes of exemption and discontinue "certificates" for exemptions.	Department Policy	1
b. Reassess procedures and applicability of <b>infill exemptions</b> (e.g. Class 32 exemptions).	Department Policy	1
c. Discontinue required <b>development density conformance form ("CPE Referral")</b> to be completed by Current and Citywide Planning divisions for Community Plan Evaluations (CPEs); this verification procedure would no longer be necessary under the proposed modifications to the Development Application and EEA procedures.	Operating Procedure	1
C.1.5. General Environmental Review procedures		
a. Prepare (or request the assigned environmental consultant to prepare) an <b>impact statement tracking sheet</b> that would indicate the likely environmental impacts of a project at the earliest possible stage of environmental review to enhance the clarity and transparency of the review process.	Operating Procedure	1
b. Allow for <b>concurrent drafting and review of administrative draft Initial Studies and single topic EIRs or limited topic EIRs</b> , or include those Initial Study topics to be in a separate, smaller section of EIR in order to consolidate response period and reduce delays between NOP and final determination document.	Operating Procedure	1
c. Create a list of <b>standard short responses for response to comments</b> for project merit and non-CEQA comments.	Operating Procedure	1
d. Clearly define the types of projects to be included in consideration of <b>cumulative impacts</b> .	Operating Procedure	2
e. <b>Reassess planner assignments</b> for Preliminary Project Assessment (PPAs) and Environmental Evaluation Applications (EEAs) (e.g. default to the same planner for both types of review) or create teams that conduct PPA and application completeness review).	Operating Procedure	1

<b>C.2. Historic Preservation Review</b>	<b>Action</b>	<b>Phase</b>
C.2.1. Revise <b>Preservation Bulletin No. 16</b> to provide clear, updated guidance on how the department conducts historic impact analysis – both in determining whether a resource is present and in assessing impacts to historic resources.	Department Policy	2
C.2.2. Complete a <b>citywide historic preservation survey</b> to eliminate case-by-case review for many projects. Prioritize surveying first on areas seeing the most residential development activity and establish criteria for not requiring a new Historic Resource Evaluation (HRE) after survey is conducted at the site clarify the historic review process for already surveyed sites.	Historic Preservation Commission Adoption	3
C.2.3. Reassess <b>Historic Preservation staffing at Planning Information Center (PIC)</b> to expedite review and Over-the-Counter (OTC) approval on historic properties, where appropriate.	Operating Procedures	2

<b>C.3. Design Review</b>	<b>Action</b>	<b>Phase</b>
C.3.1. Identify <b>design guidelines and criteria that could be codified in the Planning Code</b> to reduce the level of individual analysis required for routine scopes of work and design treatments (e.g. define a list of acceptable "high quality materials" in the Planning Code)	Planning Code Amendment	3
C.3.2. <b>Re-evaluate scheduling and staffing</b> of Urban, Residential, and Streetscape Design Advisory Team (UDAT, RDAT, SDAT) review meetings.	Operating Procedures	2
C.3.3. Complete update to the <b>Urban Design Guidelines (UDGs)</b> in order to add greater and more objective specificity of acceptable design approaches to better guide Planning staff and project sponsors.	Planning Commission Adoption	1
C.3.4. Complete and publish a <b>How-To Guide on the residential design review</b> to increase public understanding of the process and decrease staff time related to confusion arising from this process.	Department Policy	1
C.3.5. Create <b>Residential Design Guidelines (RDGs) Matrix</b> template to be used by current planners and design review staff to help establish compliance with the RDGs in lieu of Residential Design Advisory Team (RDAT) notes to increase public understanding of the process and decrease staff time related to confusion arising from this process.	Operating Procedures	1

**D. Planning Code and Commission Policies**

This year marks the centennial of the San Francisco Planning Commission and the subsequent adoption of the City’s first Zoning Ordinance, an occasion to reflect on the essential role that the Planning Commission and Planning Code have played in shaping the character of this unique city over the past century. This history also reminds us that the policies and purview of the Commission are ever-evolving as conditions change. For instance, Conditional Use Authorization (CUA) originated as a means of regulating the placement of gas stations at the beginning of the automobile era, while today the Planning Code requires a CUA in order to *remove* a gas station in many cases. Similarly, the power of Discretionary Review (DR) originated as a means to guarantee public review at a time when the Planning Code did not include the robust development standards, public notification requirements, or thresholds for review that it does today.

While this plan is intended to reinforce the Commission’s authority to exercise such discretion, the Department recognizes that staff time associated with processing DR requests (the equivalent of roughly two full-time planners each year), is one of many areas that should be reconsidered in light of current priorities and conditions. The measures below are proposed to align our policies and practices to better reflect the purview and sophistication of today’s Planning Code; the entitlement timeframes established in the Executive Directive; and the evolving issues we face as a city in order to focus review by planners and Commissioners on those issues most in need of robust public deliberation.

<b>D.1. General Planning Commission Procedures</b>	<b>Action</b>	<b>Phase</b>
<p>D.1.1. <b>Schedule all residential projects for an entitlement hearing automatically</b> within the review timeframes established in the Executive Directive (i.e. 6, 9, 12, 18, or 22 months) at the point of first complete response to NOPDR, as specified in the above proposed Development Application procedures; in cases where the application review is not complete in time for the hearing date, the Planning Director or designated senior manager will report to the Commission the outstanding issues and revised schedule.</p>	Commission Policy	1
<p>D.1.2. Consider a policy to <b>automatically schedule an entitlement revocation hearing for entitled projects</b> to require the projects that have not begun construction within a specific period of time to return to the Commission in order to evaluate progress toward securing necessary building and other permits and to revoke the entitlement if deemed appropriate. This is intended to increase public understanding of the post-entitlement review process, encourage greater collaboration between the Planning Department and Department of Building Inspection (DBI), and enhance oversight of entitled projects.</p>	Commission Policy	2

D.1.2. Revise <b>standards for packet materials</b> to be provided to Commission in advance of hearings by staff (e.g., Executive Summaries, Case Reports, Draft Motions) to include only the most pertinent analysis, deferring to materials provided in the project sponsor application where possible.	Operating Procedures	1
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<b>D.2. Discretionary Review (DR) Procedures</b>	<b>Action</b>	<b>Phase</b>
D.2.1. <b>Automatically schedule the DR hearing</b> for the next hearing date no more than 45 days from the end date of the notice period and require all additional documentation from the DR filer and response from the project sponsor within 2 weeks from the filing date.	Commission Policy	1
D.2.2. <b>Streamline hearing materials for DRs</b> such that Department Staff would prepare only a brief cover memo that would largely serve as a table of contents for attached materials, including Residential Design Advisory Team (RDAT) comments, and materials submitted by the DR filer and project sponsor, including plan sets and photographs.	Operating Procedures	1
D.2.3. <b>Revise RDAT review procedures</b> , such as replacing written RDAT comments with the Residential Design Guidelines (RDG) matrix, adjusting the RDAT review schedule, or revisiting the roles of RDAT staff in review.	Operating Procedures	1
D.2.4. Make requests for <b>additional staff analysis for DR cases</b> as part of a formal motion for continuance by the Commission in order to ensure that staff time is only redirected when the full Commission deems appropriate.	Commission Policy	1
D.2.5. Present all DR cases at Commission by a <b>designated senior staff member</b> working closely with RDAT staff rather than the project planner to ensure greater consistency in staff treatment of DR cases at Commission and to reduce time commitment for planning staff.	Operating Procedures	1

<b>D.3. Conditional Use Authorizations (CUAs)</b>	<b>Action</b>	<b>Phase</b>
D.3.1. Consider making <b>change of use from one formula retail use to another formula retail use</b> , or the addition of a formula retail use within an existing or proposed formula retail use, principally permitted rather than conditionally permitted in order to reduce the number of cases brought to the Commission and Department staff, recognizing that Conditional Use Authorization for the establishment of a new formula retail use in a location previously occupied by another use is an effective policy for regulating the presence of formula retail in the City.	Planning Code Amendment	2

D.3.2. Consider <b>removal of Conditional Use Authorization for HOME-SF</b> projects and provide for administrative approval of certain density bonuses and exceptions designated in the Planning Code in order to facilitate the use of this program and produce more housing, including more affordable units.	Planning Code Amendment	2
D.3.3. Consider removing the requirement to re-issue a Conditional Use Authorization for <b>existing temporary parking lots</b> in C-3 districts, which must currently be renewed every 5 years even when no physical changes are proposed.	Planning Code Amendment	2
D.3.4. Consider removing the requirements for a Conditional Use Authorization for the <b>establishment of a Restaurant or Limited Restaurant</b> in Zoning Districts where no specific controls regarding restaurant concentrations are in place.	Planning Code Amendment	2

<b>D.4. Planning Code Clarification and Reorganization</b>	<b>Action</b>	<b>Phase</b>
D.4.1. Review the Code to ensure <b>consistent and accurate definition of all key terms</b> , including in different Articles, and eliminate areas of duplicative or outdated definitions (e.g., "Development Application")	Planning Code Amendment	2
D.4.2. Continue to pursue <b>reorganization of certain Articles to clarify key terms, use categories, exceptions, and procedures</b> and ensure that the provisions of each Article are readily understandable to the general public, project sponsors, and planners with minimal room for ambiguity or interpretation. Article 7 (Neighborhood Commercial Districts) was recently reorganized in this manner. Articles 8 (Mixed Use Districts) and 9 (Mission Bay Districts) have been identified for upcoming reorganization efforts.	Planning Code Amendment	2

<b>D.5. Planning Code Section Refinements</b>	<b>Action</b>	<b>Phase</b>
D.5.1. Remove the requirement that all Inclusionary units provided through the <b>Inclusionary Affordable Housing Program</b> be ownership units unless the sponsor has entered into a <b>Costa-Hawkins letter agreement</b> with the City. This change is now permitted by recent changes to state law and is intended to remove an unnecessary administrative burden and achieve significant time savings for staff specializing in housing.	Planning Code Amendment	2
D.5.2. Amend Section 309 to be consistent with Section 329 by allowing the Planning Commission the ability to grant the same exceptions as allowed under Section 329. This will <b>eliminate the need for most variances for new construction projects downtown</b> , similar to the Eastern Neighborhoods Plan Areas.	Planning Code Amendment	2

<p>D.5.3. Consider modifications to the Planning Code to clarify the <b>applicability and entitlement path for 100% affordable projects</b> that qualify for the streamlined approval process recently established in state law.</p>	<p>Planning Code Amendment</p>	<p>2</p>
<p>D.5.4. Provide further clarifications in the Planning Code to <b>reduce the need for Variances for many Accessory Dwelling Unit (ADU) projects</b> (e.g., for exposure, rear yard controls) to reduce process and opportunity for delays for these routine increases in residential density in existing buildings.</p>	<p>Planning Code Amendment</p>	<p>2</p>

**E. Administration, Training, and Technology**

The Department has several technology projects already underway that will streamline the Department’s work in support of the Executive Directive to increase housing production and decrease entitlement and permitting timelines. Many are being pursued as enhancements to the Department’s existing Permit and Project Tracking System (PPTS). These technology projects are intended to increase public transparency, assure data integrity and financial accountability, and improve performance with the overarching goal of supporting staff to increase efficiencies in the Department’s development review functions.

<b>E.1. Technology Improvements</b>	<b>Action</b>	<b>Phase</b>
E.1.1. Configure and implement capability to accept <b>online applications and payments</b> to reduce time spent preparing and processing documents and checks by staff and project sponsors.	Administration/ Technology	2
E.1.2. Develop a solution to perform <b>electronic plan review</b> , to support “advanced” over the counter (OTC) approvals and enhance tracking and coordination of application review.	Administration/ Technology	2
E.1.3. Enhance Planning’s <b>electronic document management system</b> to streamline and improve staff’s ability to store, search, and edit records.	Administration/ Technology	1
E.1.4. Finalize coordination and <b>launch an integrated permit and project tracking system</b> with the Department of Building Inspections (DBI).	Administration/ Technology (interagency)	2
E.1.5. Introduce an <b>impact fee calculator tool</b> for use by project planners to reduce staff time associated with assessing impact fees and to reduce uncertainty and improve consistency and tracking of impact fee collection.	Administration/ Technology	1

<b>E.2. Administration and Training Practices</b>	<b>Action</b>	<b>Phase</b>
E.2.1. Continue ongoing efforts to <b>increase regular training opportunities</b> for staff on current topics such as urban design guideline updates or Planning Code amendments.	Operating Procedures	1
E.2.2. Work with the Department of Human Resources (DHR) to review certain City <b>technology and personnel procedures</b> that impact staff time spent on administrative functions.	Operating Procedures (interagency)	3
E.2.3. Reassess <b>meeting and communication protocols</b> for staff to more effectively manage coordination with project sponsors, other city agencies, community members, and other concerned parties.	Operating Procedures	1



**EXHIBIT F**

**Historic Preservation Commission Motion No. 289, 10/5/16**



# SAN FRANCISCO PLANNING DEPARTMENT

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## Historic Preservation Commission Motion No. 0289

HEARING DATE: OCTOBER 5, 2016

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**IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR BY THE HISTORIC PRESERVATION COMMISSION PURSUANT TO SECTIONS 1006.2 AND 1111.1 OF THE PLANNING CODE FOR APPROVAL, MODIFICATION, OR DISAPPROVAL TO THE PLANNING DEPARTMENT.**

WHEREAS, Planning Code Section 1006.2(a) provides that the Historic Preservation Commission ("HPC") may, for properties designation individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as minor alteration; and (2) delegate the review and approval of such work to the Planning Department ("Department") (hereinafter "Administrative Certificate of Appropriateness"), whose decision is appealable to the HPC pursuant to Section 1006.2(b); and

WHEREAS, Planning Code Section 1111.1(a) gives the HPC the authority to (1) determine if a proposed alteration ("Permit to Alter") should be considered a Major or a Minor Alteration; (2) approve, modify, or disapprove applications for permits to alter or demolish Significant or Contributory buildings or any building within a Conservation District; and, (3) delegate this function to the Planning Department ("Department") for work determined to be Minor (hereinafter "Minor Permit to Alter"), whose decision is appealable to the HPC pursuant to Section 1111.1(b); and

WHEREAS, Sections 1005 and 1110 of the Planning Code specify that a Certificate of Appropriateness or Permit to Alter is not required when the application is for a permit to do ordinary maintenance and repairs only, meaning any work for the sole purpose and effect to correct deterioration, decay or damage of existing materials.

WHEREAS, the HPC, at its regular hearing of October 5, 2016, reviewed the Planning Department's processes and applications under the authority previously granted to it by the HPC under Motions Nos. 0181, 0212 and 0241; and

WHEREAS, in appraising a proposal for an Administrative Certificate of Appropriateness or a Minor Permit to Alter, the Department, on behalf of the HPC, shall determine that all proposed alterations to character-defining features on properties subject to Articles 10 and/or 11 of the Planning Code shall be consistent with the character of the property and/or district, the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, as well as any guidelines, local interpretations, bulletins, or other policies, where applicable.

SO MOVED, that the Commission hereby delegates to the Department for approval, modification, or disapproval for two years, which may be revoked at any time at the Commission's discretion, from the date of this Motion and ADOPTS the following list of scopes of work determined to be Minor and the procedures outlined in Exhibit A of this Motion:

1. **Exploratory and investigative work:** To assess for underlying historic materials: The removal of a limited amount of non- historic material to conduct investigation to determine the existence of underlying historic material. This work shall be limited to no more than 5% of the total surface area on a façade and the area must be stabilized and protected after the investigation is complete. Adjacent historic surfaces must be protected during exploratory and investigative work. To assess the structure where historic fabric is extant: The removal of a limited amount of historic fabric to conduct investigation to determine the existing conditions of the building including ascertaining the location and condition of structural elements. This scope of work qualifies for staff level approval provided that:
  - a. It is demonstrated that a non-destructive evaluation (NDE) approach has been determined insufficient, exploratory demolition is required, and that there is no alternative location where such investigation can be undertaken.
  - b. Provision of an investigation plan that includes the reason for the investigative work, what NDE techniques have been considered, and why its use is not appropriate.
  - c. Provision of scaled drawings showing the area to be removed including plans, elevations, and details including the wall assembly where the exploratory work will be undertaken.
  - d. Provision that any removal will be in whole rather than in partial to prevent damage to historic fabric.
  - e. For example, for a brick wall removal should follow the mortar joints around brick units instead of saw-cutting brick units in half.
  - f. Provision of a protection plan for surrounding historic fabric during exploratory and investigative work including protection and stabilization assemblies with materials called out clearly.
  - g. Provision of an appropriate salvage and storage plan for any historic fabric or material proposed to be removed during exploratory and investigative work.
  - h. Provision of a post-investigation treatment plan including patching, repairing, finishing historic fabric and materials to match existing where exploratory and investigative work has been conducted.
2. **Window replacement:** The replacement of windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or the replacement of glass curtain wall systems.
  - a. *Window replacement on primary and visible secondary facades:* Window replacement on primary elevations that closely match the historic (extant or not) windows in terms of configuration, material, and all exterior profiles and dimensions. Planning Department Preservation staff may require a site visit and review a mock-up of

proposals for large-scale window replacement. This scope of work qualifies for staff level approval provided that:

- i. Where historic windows are proposed to be replaced, provision of a Window Condition Assessment report that documents the deteriorated beyond repair condition of windows. This report shall be prepared by a qualified consultant.
  - ii. Where historic wood windows with true divided-lite muntins are demonstrated to be deteriorated beyond repair, replacement shall be with new wood windows of the same type and operation with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions. Detailed and dimensioned architectural plans will be provided to document existing and proposed window sash.
  - iii. Replacing non-historic windows with new windows based on documentation that illustrates the new windows closely match the configuration, material, and all exterior profiles and dimensions of the windows historically present.
- b. *Window replacement on non-visible secondary facades:* Window replacement is limited to the size of the existing openings. Installation of louvers for mechanical vents may also be undertaken. A modest change in window area of up to 100 square feet may be approved administratively for any building except for individually designated Article 10 Landmarks. For example, this scope of work qualifies for staff level approval by:
- i. Replacing a non-visible historic or contemporary window with a new window of any configuration, material, or profile within the existing opening. While the scope of work qualifies for staff level approval, the applicant may be required to demonstrate compatibility with the unique features of the landmark building.
  - ii. Adding, expanding, or removing a modest amount of window area in these discrete locations, provided the subject building is not an individual Article 10 Landmark. The applicant would be required to demonstrate compatibility with the unique features and composition of the building.
  - iii. Louvers for mechanical venting that do not change the existing opening and is finished with the same finish as the surrounding window frame.
3. **Front stairways and railings:** The replacement of stairs and railings with new stairways and/or railings beyond repair and based on physical or documented evidence and determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, shall be retained where extant. New railings, if needed, shall match the historic rail system in design. This does not apply to the replacement of porticos, porches, or other

architectural components of the entry. For example, this scope of work qualifies for staff level approval by:

- a. Replacement of a historic wood straight run stair with closed riser and a bullnose tread with a new wood straight run stair with a closed riser and a bullnose tread. The new stair is in the same location as the historic stair and the historic railing was retained, reused, and adapted to meet current safety code requirements.
  - b. Replacement of a non-historic stair and railing with a new stair and railing based on physical and documented evidence, including other similar historic properties within the landmark district that retain historic stair and railings.
4. **Rooftop equipment, elevator overrides and stair penthouses:** The installation or replacement of stair penthouses, elevator overrides, and rooftop equipment, such as mechanical systems or wireless telecommunications equipment, provided that:
- a. The stair penthouse or elevator override is determined to be not visible from the surrounding public-rights-of-way and is no more than the minimum dimensions necessary as permitted by the Building Code.
  - b. The cumulative coverage of all existing and proposed rooftop equipment does not cover more than 75% of the total roof area; is setback from the exterior walls; and, is not visible or is minimally visible from the surrounding public rights-of-way;
  - c. Rooftop equipment that can be easily removed in the future without disturbing historic fabric and is installed in a manner that avoids harming any historic fabric of the building; and,
  - d. All proposed ducts, pipes, and cables are located within the building and are not installed or anchored to an exterior elevation visible from a public right-of-way.
  - e. Wireless equipment that is not visible or is minimally visible from the surrounding public rights-of-way and that does not attach directly to any historic material.
5. **Rooftop equipment outside of the C-3 zoning districts:** The installation or replacement of rooftop equipment that is not visible from the adjacent public right-of-way; that does not result in additional of height of 8-feet; that does not cover more than 20% of the total roof area; that is setback from the exterior walls of the building; that can be easily removed in the future without disturbing historic fabric; that is of a color compatible with the roof and other equipment on the roof, and is installed in a manner that avoids harming any historic fabric of the building. For example, this scope of work qualifies for staff level approval by:
- a. The installation of rooftop HVAC equipment on a flat roof that meets the above requirements and is obscured by the existing historic parapet.

6. **Construction of a non-visible roof deck on a flat roof:** The construction of pergolas or other structures, such as a stair or elevator penthouse for roof access, does not qualify under this scope of work. The construction of roof decks, including associated railings, windscreens, and planters, provided that:
  - a. The deck and associated features cannot be viewed over street-facing elevations;
  - b. Existing access to the roof in compliance with the Building Code must be demonstrated.
  
7. **Signs and awnings:** New tenant signs and awnings or a change of copy on existing signs and awnings that meet the Department's Design Standards for Storefronts in Article 11 Conservation Districts, any applicable Special Sign Districts identified within the Planning Code, and/or is found compatible with the character-defining features as outlined in the Article 10 designating Ordinance in terms of material, location, number, size, method of attachment, and method of illumination with the property and/or district, provided that:
  - a. Applications for new signs and awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
  - b. Signs and awnings shall not obscure or spread out over adjacent wall surfaces; and shall not include new attachments to terra cotta, cast iron, or other fragile historic architectural elements and is installed in a location that avoids damaging or obscuring character-defining features.
  - c. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and will have open sides and a free-hanging valance.
  - d. The awning or canopy structure is covered with canvas (Sunbrella or equivalent).
  - e. Signs or lettering shall be kept to a minimum size.
  - f. The installation of new signage that relates to the pedestrian scale of the street; is constructed of high-quality materials; is installed in a location that avoids damaging or obscuring character-defining details; is positioned to relate to the width of the ground-floor bays; and is illuminated through indirect means of illumination, such as reverse halo-lit.
  
8. **Replacement and/or modification of non-historic storefronts:** The replacement and/or modification of non-historic (or that have not gained significance in their own right) storefront materials, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work shall be confined within the piers and lintels of the ground floor of the property and determined to meet the Department's Design Standards for Storefronts for Article 11 Conservation Districts and/or is found compatible with the character-defining features as outlined in the Article 10 designating Ordinance in terms of proportion, scale, configuration,

materials, and details with the character-defining features of the property and/or district. This scope of work qualifies for staff level approval provided that:

- a. The design of the new storefront system is based on physical or documented evidence of the property and matches the historic proportion, scale, profile, and finish of a storefront system from the period of significance of the property.
  - b. Contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the building will be removed. All underlying historic material will be cleaned, repaired, and left exposed. The transom area will be re-glazed and integrated into the storefront system with a design based on the historic proportion, scale, configuration, materials, and details of the property.
  - c. ADA-compliant entry systems meeting all Building Code requirements will be integrated into the storefront system and will be compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district.
9. **Solar panels:** The installation of structures that support solar panels, regardless of visibility, provided that the installation would not require alterations to the building greater than normally required to install a solar energy system, such as an installation with minimum spacing from the roof surface and mounted parallel with the slope of the roof (if roof is slope greater than 1/12), not visible from adjacent street sightlines if on a flat roof, set in from the perimeter walls of the building, including the building's primary façade. Support structures should have a powder-coated or painted finish that matches the color of the roof material. For example, this scope of work qualifies for staff level approval by:
- a. The installation of a solar panel system on a gable roof that is set in from the street-facing facades and is mounted flush to the slope of the roof.
  - b. The installation of a solar panel system on a flat roof that is set in from the street-facing facades and is mounted on an angled structure that is within the height limit and is not visible from adjacent streets as it's appropriately setback and/or obscured by an existing historic parapet.
10. **Skylights:** The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. New skylights must be limited in number and size; mounted low to the roof with a curb as low as possible; and have a frame with a powder-coated or painted finish that matches the color of the roof material.
11. **Rear yard decks and stairways outside of the C-3 zoning districts:** The repair or replacement of decks and stairways and associated structural elements that are located in the rear yard; are not visible from the public right-of-way; do not require the construction of a firewall; and are determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, must be retained where extant. New railings, if needed, shall match the

historic rail system in design. This does not apply to the replacement of porticos, porches, or other architectural components at the rear of the property. For example, this scope of work qualifies for staff level approval by:

- a. The replacement or construction of a contemporary rear deck or stair on a building located mid-block where the rear of the property is not visible from the public right-of-way and the deck and/or stair is set in from the side property lines so as not to require the construction of a firewall.
- b. The replacement of railings and decking on a historic verandah that is beyond repair and is not visible from the public right-of-way. The replacement decking and railings are based on physical or documented evidence and are replaced in-kind with like materials and match the historic in all profiles and dimensions. All other historic veranda elements are retained, stabilized, supported, and protected during construction.

**12. Selective in-kind replacement of cladding outside of the C-3 zoning districts:** The selective replacement of cladding materials at any façade may be approved administratively for any building, when it has been demonstrated that the existing cladding is damaged beyond repair and when the new cladding will match the historic cladding (extant or not) in terms of material, composition, dimensions, profile, details, texture, and finish. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work. For example, this scope of work qualifies for staff level approval by:

- a. The selective replacement of historic clapboard siding where it has been demonstrated that the specific area to be replaced is beyond repair and the new clapboard siding matches the historic in material, profile, and finish.
- b. The selective patch of historic stucco where it has been demonstrated that the specific area to be replaced is beyond repair and the new stucco patch matches the historic in material, composition, texture, and finish.

**13. Construction and/or modification of landscape features outside of the C-3 zoning districts:** The construction of new landscape features or modification of existing landscape features associated with residential properties when the work will not impact character-defining features of the property as listed in the designating ordinance or identified by Planning Department preservation staff. For example, this scope of work qualifies for staff level approval by:

- a. The removal and replacement of a non-character-defining walkway and retaining wall within the side yard of a property where it has been demonstrated that the replacement materials are compatible with the property in terms of location, size, scale, materials, composition, and texture.

**14. Removal of non-historic features:** The removal of any features that are not historic features of the building and that have not gained significance in their own right for the purpose of returning the property closer to its historic appearance examples include but are not limited to



fire escapes or signage and associated conduit. The replacement of such features does not qualify under this scope of work. This scope of work qualifies for staff level approval provided that:

- a. All anchor points and penetrations where non-historic features are removed will be patched and repaired based on the Secretary of the Interior's Standards.

15. **Security Measures:** Installation or replacement of metal security doors, window grilles, security gates, exterior lighting, or security cameras provided that the installation of these measures meet all other requirements of the Planning Code and are compatible in terms of proportion, scale, configuration, materials, details, and finish with the character-defining features of the property and/or district; and are installed in a reversible manner that avoids obscuring or damaging exterior character-defining features of the building. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work. This scope of work qualifies for staff level approval provided that:

- a. Retractable security gates or grilles and related housing shall be installed in a location obscured from the public right-of-way when in the open position.
- b. Security measures are located in a discreet location so to minimize visibility during daylight and/or business operating hours.

16. **Work described in an approved Mills Act maintenance plan.** Any work described in an approved Mills Act Rehabilitation/Restoration/Maintenance Plan that has been reviewed and endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the Secretary of the Interior's Standards.

I hereby certify that the foregoing Motion was adopted by the Commission at its meeting on October 5, 2016.



Jonas P. Ionin  
Commission Secretary

AYES: Hyland, Hasz, Johnck, Johns, Matsuda, Pearlman, Wolfram

NAYS: None

ABSENT: None

ADOPTED: October 5, 2016

**EXHIBIT G**

**Excerpts from File No. 180423, V1, 4/18**

1 [Planning Code - Review for Downtown and Affordable Housing Projects; Notification  
2 Requirements; Review of Alterations to Historical Landmarks and in Conservation Districts]

3 **Ordinance amending the Planning Code to streamline affordable housing project**  
4 **review by eliminating a Planning Commission Discretionary Review hearing for 100%**  
5 **affordable housing projects upon delegation by the Planning Commission; to provide**  
6 **for Planning Department review of large projects located in C-3 (Downtown**  
7 **Commercial) Districts and for certain minor alterations to Historical Landmarks and in**  
8 **Conservation Districts; to consolidate, standardize, and streamline notification**  
9 **requirements and procedures, including required newspaper notice, in Residential,**  
10 **Commercial, and Mixed-Use Districts; affirming the Planning Department's**  
11 **determination under the California Environmental Quality Act; making findings of**  
12 **consistency with the General Plan, and the eight priority policies of Planning Code,**  
13 **Section 101.1; and adopting findings of public necessity, convenience, and welfare**  
14 **under Planning Code, Section 302.**

15 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
16 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
17 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.  
18 **Board amendment additions** are in Arial font.  
19 **Board amendment deletions** are in ~~Arial font~~.  
20 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
21 subsections or parts of tables.

22 Be it ordained by the People of the City and County of San Francisco:

23 Section 1. General Findings.

24 (a) The Planning Department has determined that the actions contemplated in this  
25 ordinance comply with the California Environmental Quality Act (California Public Resources  
Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of

1 Supervisors in File No. 180423 and is incorporated herein by reference. The Board affirms  
2 this determination.

3 (b) On \_\_\_\_\_, the Planning Commission, in Resolution No. \_\_\_\_\_, adopted  
4 findings that the actions contemplated in this ordinance are consistent, on balance, with the  
5 City’s General Plan and eight priority policies of Planning Code Section 101.1. The Board  
6 adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the  
7 Board of Supervisors in File No. \_\_\_\_\_, and is incorporated herein by reference.

8 (c) Pursuant to Planning Code Section 302, this Board finds that this Planning Code  
9 Amendment will serve the public necessity, convenience, and welfare for the reasons set forth  
10 in Planning Commission Resolution No. \_\_\_\_\_ and the Board incorporates such reasons  
11 herein by reference. A copy of said Resolution is on file with the Board of Supervisors in File  
12 No. \_\_\_\_\_.

13 Section 2. Findings about City Approval and Notification Processes.

14 (a) The housing crisis in San Francisco is acute with more than 140,000 jobs added  
15 since the Great Recession and approximately 27,000 housing units approved. The median  
16 single-family home price in San Francisco has reached an all-time high of \$1.6 million in the  
17 first quarter of 2018, affordable to only 12 percent of San Francisco households. The average  
18 rent for a one bedroom apartment in San Francisco in the same quarter is \$3,281, affordable  
19 to less than one-third of San Francisco households.

20 (b) Mayor Edwin M. Lee’s Executive Directive 17-02 -- “Keeping up the Pace of  
21 Housing Production” -- called on City departments to reduce project approval timelines by half  
22 and come up with process improvement plans and measures to allocate staff and resources  
23 to meet these goals.

24  
25

1 (c) The Planning Department Process Improvements Plan on December 1, 2017  
2 recommended a number of internal procedure changes and Planning Code amendments to  
3 achieve the goals of Executive Directive 17-02.

4 (d) Ordinance No. 7-16, "Affordable Housing Review Process," established Section  
5 315, Affordable Housing Project Authorization, which stipulated that an Affordable Housing  
6 Project would be a principally permitted use and would not require conditional use  
7 authorization or a Planning Commission hearing.

8 (e) Ordinance No. 46-96 enacted Section 311 of the Planning Code to establish  
9 procedures for reviewing building permit applications for lots in "R" districts in order to  
10 determine compatibility of the proposal with the neighborhood and for providing notice to  
11 property owners and residents neighboring the site of the proposed project.

12 (f) Ordinance No. 46-96 and 279-00 established the importance of notifying property  
13 owners as well as tenants of proposed projects within a 150-foot radius of their home or  
14 property.

15 (g) Ordinance No. 27-15 established Language Access Requirements for Departments  
16 to serve the more than 10,000 Limited English Persons residing in San Francisco encouraging  
17 multilingual translation services for public notifications to be as widely available as possible.

18 (h) Newspaper circulation is down and digital media consumption is up. Even among  
19 paying subscribers of newspapers, minority populations are more likely to utilize digital media  
20 over print media. The official newspaper of the City and County of San Francisco has print  
21 delivery of 561,004 on Sundays and 841,924 unique page views of their website.

22 (i) The Planning Department was responsible for reviewing over 11,000 building permit  
23 applications and development applications in 2017.

1 (j) Current notification procedures required the production and mailing of over 600,000  
2 pieces of paper, or 3 tons, in 2017 alone, at a cost of over \$250,000 with an additional  
3 \$70,000 spent annually on newspaper advertisements.

4 (k) The Planning Code currently sets forth more than 30 unique combinations of  
5 notification requirements. These varied notification requirements and redundant procedures  
6 are confusing, and amount to an inefficient use of staff time and public resources that would  
7 be better spent on reviewing permits and projects to add housing stock to San Francisco's  
8 housing supply and provide more meaningful public notification.

9  
10 Section 3. The Planning Code is hereby amended by revising Sections 206.4, 309, and  
11 315; adding new Section 315.1; and deleting Section 328, to read as follows:

12  
13 **SEC. 206.4. THE 100 PERCENT AFFORDABLE HOUSING BONUS PROGRAM.**

14 \* \* \* \*

15 (c) **Development Bonuses.** A 100 Percent Affordable Housing Bonus Project shall, at  
16 the project sponsor's request, receive any or all of the following:

17 (1) **Priority Processing.** 100 Percent Affordable Housing Bonus Projects shall  
18 receive Priority Processing.

19 (2) **Form Based Density.** Notwithstanding any zoning designation to the  
20 contrary, density of the 100 Percent Affordable Housing Bonus Project shall not be limited by  
21 lot area but rather by the applicable requirements and limitations set forth elsewhere in this  
22 Code. Such requirements and limitations include, but are not limited to, height, including any  
23 additional height allowed by subsection (c) herein, Bulk, Setbacks, Open Space, Exposure  
24 and unit mix as well as applicable design guidelines, elements and area plans of the General  
25 Plan and design review, including consistency with the Affordable Housing Bonus Program

- 1 ~~————— (1) By mail to the owner of the subject property;~~
- 2 ~~————— (2) By mail to the applicant;~~
- 3 ~~————— (3) By mail to any interested parties who make a request in writing to the Department;~~
- 4 ~~————— (4) For applications for a building located in a Conservation District, by mail to the~~
- 5 ~~owners of all real property within 300 feet of the subject property;~~
- 6 ~~————— (5) For applications for a building not located in a Conservation District, by mail to~~
- 7 ~~the owners of all real property within 150 feet of the subject property;~~
- 8 ~~————— (6) By posting notice on the site; and~~
- 9 ~~————— (7) By any other means as the Department deems appropriate.~~

10 ~~(b) Notice for HPC review of Minor Permits to Alter. A hearing for the HPC to exercise its~~

11 ~~review powers over a Minor Permit to Alter shall be noticed:~~

- 12 ~~————— (1) By mail not less than 10 days prior to the date of the hearing to the applicant, all~~
- 13 ~~owners within 150 feet of the subject property, as well as to any other interested parties who so request~~
- 14 ~~in writing to the Department; and~~
- 15 ~~————— (2) By posted notice on the site not less than 10 days prior to the date of the hearing.~~

17 Section 5. The Planning Code is hereby amended by revising Sections 1005, 1111.1,

18 and 1111.2 to read as follows:

20 **SEC. 1005. CONFORMITY AND PERMITS**

21 \* \* \* \*

22 (e) After receiving a permit application from the Central Permit Bureau in accordance

23 with the preceding subsection, the Department shall ascertain whether a Certificate of

24 Appropriateness is required or has been approved for the work proposed in such permit

25 application. If a Certificate of Appropriateness is required and has been issued, and if the

1 permit application conforms to the work approved in the Certificate of Appropriateness, the  
2 permit application shall be processed without further reference to this Article 10. If a  
3 Certificate of Appropriateness is required and has not been issued, *or* if the permit  
4 application does not conform to what was approved, the permit application shall be  
5 disapproved or held by the Department until such time as conformity does exist either through  
6 modifications to the proposed work or through the issuance of an amended or new Certificate  
7 of Appropriateness. Notwithstanding the foregoing, in the following cases the Department  
8 shall process the permit application without further reference to this Article 10:

9 (1) When the application is for a permit to construct on a landmark site where  
10 the landmark has been lawfully demolished and the site is not within a designated historic  
11 district;

12 (2) When the application is for a permit to make interior alterations only on a  
13 privately-owned structure or on a publicly-owned structure, unless the designating ordinance  
14 requires review of such alterations to the privately- or publicly-owned structure pursuant to  
15 Section 1004(c) hereof. Notwithstanding the foregoing, if any proposed interior alteration  
16 requiring a permit would result in any significant visual or material impact to the exterior of the  
17 subject building, a Certificate of Appropriateness shall be required to address such exterior  
18 effects;

19 (3) When the application is for a permit to do ordinary maintenance and repairs  
20 only. For the purpose of this Article 10, "ordinary maintenance and repairs" shall mean any  
21 work, the sole purpose and effect of which is to correct deterioration, decay or damage of  
22 existing materials, including repair of damage caused by fire or other disaster;

23 (4) When the application is for a permit to maintain, repair, rehabilitate, or  
24 improve streets and sidewalks, including sidewalk widening, accessibility, and bulb-outs,  
25



1 unless such streets and sidewalks have been explicitly called out in a landmark's or district's  
2 designating ordinance as character defining features of the landmark or district.;

3 (5) When the application is for a permit to alter a landing or install a power-assist  
4 operator to provide an accessible entrance to a landmark or district, provided that the improvements  
5 conform to the requirements outlined in Section 1006.6;

6 (6) When the application is for a permit to install business signs or awnings as defined  
7 in Section 602 of this Code to a landmark or district, provided that signage, awnings, and transparency  
8 conform to the requirements outlined in Section 1006.6;

9 (7) When the application is for a permit to install non-visible rooftop appurtenances to  
10 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
11 1006.6; or

12 (8) When the application is for a permit to install non-visible, low-profile skylights,  
13 provided that the improvements conform to the requirements outlined in Section 1006.6; or

14 (9) When the application is for a permit to install a City-sponsored Landmark plaque to  
15 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
16 1006.6 of this Code.

17 \* \* \* \*

18  
19 **SEC. 1111.1. DETERMINATION OF MINOR AND MAJOR ALTERATIONS.**

20 (a) The HPC shall determine if a proposed alteration is a Major Alteration or a  
21 Minor Alteration and may delegate review of proposed Minor Alterations to Department staff,  
22 whose decisions may be appealed to the HPC pursuant to subsection 1111.1(b). All work not  
23 determined to be a Minor Alteration shall be a Major Alteration and subject to HPC approval. If  
24 so delegated to Department staff, the categories of Minor Alteration shall include but are not  
25 limited to the following:

1 (1) Alterations whose sole purpose and effect is to comply with the UMB  
2 Seismic Retrofit Ordinances and that comply with the UMB Retrofit Architectural Design  
3 Guidelines, which guidelines shall be adopted by the HPC; ~~and~~

4 (2) Any other work so delegated to the Department by the HPC;

5 (3) When the application is for a permit to make improvements to provide an  
6 accessible entrance to a Significant or Contributory building or any building within a Conservation  
7 District, provided that the improvements conform to the requirements outlined in Section 1111.6  
8 hereof;

9 (4) When the application is for a permit to install business signs to a Significant  
10 or Contributory building or any building within a Conservation District, provided that such signage  
11 and transparency conform to the requirements outlined in Section 1111.6 hereof; and

12 (5) When the application is for a permit to install non-visible rooftop  
13 appurtenances to a Significant or Contributory building or any building within a Conservation District,  
14 provided that the improvements conform to the requirements outlined in Section 1006.6 of this Code.

15 \* \* \* \*

16  
17 **SEC. 1111.2. SIGN PERMITS.**

18 (a) New general advertising signs are prohibited in any Conservation District or on  
19 any historic property regulated by this Article 11.

20 (b) If a permit for a sign is required pursuant to Article 6 of this Code, the  
21 requirements of this Section shall apply to such permit in addition to those of Article 6.

22 (c) In addition to the requirements of Article 6, an application for a business sign,  
23 general advertising sign, identifying sign, or nameplate to be located on a Significant or  
24 Contributory Building or any building in a Conservation District shall be subject to review ~~by the~~  
25 ~~HPC~~ pursuant to the provisions of this Article. The HPC, or the Planning Department pursuant to

1 Section 1111.1 of this Code, shall disapprove the application or approve it with modifications to  
2 conform to the requirements outlined in Section 1111.6 of this Code, including if the proposed  
3 location, materials, typeset, size of lettering, means of illumination, method of replacement, or  
4 the attachment ~~would adversely affect~~ so that the special architectural, historical or aesthetic  
5 significance of the subject building or the Conservation District are preserved. No application  
6 shall be denied on the basis of the content of the sign.

7

8 Section 6. Effective Date. This ordinance shall become effective 30 days after  
9 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
10 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
11 of Supervisors overrides the Mayor's veto of the ordinance.

12

13 Section 7. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
14 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
15 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
16 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
17 additions, and Board amendment deletions in accordance with the "Note" that appears under  
18 the official title of the ordinance.

19

20 APPROVED AS TO FORM:  
21 DENNIS J. HERRERA, City Attorney

22

By: \_\_\_\_\_  
KATE H. STACY  
Deputy City Attorney

23

24

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25

**EXHIBIT H**

**San Francisco Charter Section 4.135: Historic Preservation Commission**

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## **SEC. 4.135. HISTORIC PRESERVATION COMMISSION.**

**GENERAL.** There is hereby created a Historic Preservation Commission, which shall advise the City on historic preservation matters, participate in processes that involve historic or cultural resources, and take such other actions concerning historic preservation as may be prescribed by ordinance. The Historic Preservation Commission shall consist of seven members nominated by the Mayor and subject to approval by a majority of the Board of Supervisors.

The term and tenure of all members sitting on the Landmarks Preservation Advisory Board, created under Article 10 of the Planning Code, as of the effective date of this section shall terminate on December 31, 2008. Of the original appointments to the Historic Preservation Commission, four shall be for a four-year term and three for a two-year term as follows; the odd-numbered seats shall be for four-year terms and the even-numbered seats shall be for two-year terms. After the expiration of the original terms, all appointments shall be for four-year terms, provided however, that a member may holdover until a successor has been nominated by the Mayor and approved by the Board of Supervisors. There shall be no limit on the number of terms a member may serve.

The original nominations shall be made no later than 31 days after the date of the election creating this section. If the Mayor fails to nominate an original appointment within said period, the nomination for the original appointment may be made by the President of the Board of Supervisors, subject to the approval of a majority of the Board of Supervisors.

Within 60 days of the expiration of a term or other vacancy the Mayor shall nominate a qualified person to fill the vacant seat for the term, or the remainder of the term, subject to approval by a majority of the Board of Supervisors who shall hold a public hearing and vote on the nomination within 60 days of the Mayor's transmittal of the nomination to the Clerk of the Board of Supervisors. If the Mayor fails to make such nomination within 60 days, the nomination may be made by the President of the Board of Supervisors, subject to the approval of a majority of the Board of Supervisors. The appointment shall become effective on the date the Board of Supervisors adopts a motion approving the nomination or after 60 days from the date the Mayor transmits the nomination to the Clerk of the Board of Supervisors if the Board of Supervisors fails to act.

Members may be removed by the appointing officer only pursuant to Section 15.105.

**QUALIFICATIONS.** In addition to the specific requirements set forth below, members of the Historic Preservation Commission shall be persons specially qualified by reason of interest, competence, knowledge, training and experience in the historic, architectural, aesthetic, and cultural traditions of the City, interested in the preservation of its historic structures, sites and areas, and residents of the City. Six of the members of the Historic Preservation Commission shall be specifically qualified in the following fields:

1. Seats 1 and 2: licensed architects meeting the Secretary of the Interior's Professional Qualifications Standards for historic architecture;
2. Seat 3: an architectural historian meeting the Secretary of the Interior's Professional Qualifications Standards for architectural history with specialized training and/or demonstrable experience in North American or Bay Area architectural history;
3. Seat 4: an historian meeting the Secretary of the Interior's Professional Qualifications Standards for history with specialized training and/or demonstrable experience in North American or Bay Area history;
4. Seat 5: an historic preservation professional or professional in a field such as law, land use, community planning or urban design with specialized training and/or demonstrable experience in historic preservation or historic preservation planning.
5. Seat 6 shall be specially qualified in one of the following fields or in one of the fields set forth for Seats 1, 2, or 3;

- a. A professional archeologist meeting the Secretary of the Interior's Professional Qualification Standards for Archeology;
- b. A real estate professional or contractor who has demonstrated a special interest, competence, experience, and knowledge in historic preservation;
- c. A licensed structural engineer with at least four years of experience in seismic and structural engineering principals applied to historic structures; or
- d. A person with training and professional experience with materials conservation.

Seat 7 shall be an at large seat subject to the minimum qualifications set forth above.

**LANDMARK AND HISTORIC DISTRICT DESIGNATIONS.** The Historic Preservation Commission shall have the authority to recommend approval, disapproval, or modification of landmark designations and historic district designations under the Planning Code to the Board of Supervisors. The Historic Preservation Commission shall send recommendations regarding landmarks designations to the Board of Supervisors without referral or recommendation of the Planning Commission. The Historic Preservation Commission shall refer recommendations regarding historic district designations to the Planning Commission, which shall have 45 days to review and comment on the proposed designation, which comments, if any, shall be forwarded to the Board of Supervisors together with the Historic Preservation Commission's recommendation. Decisions of the Historic Preservation Commission to disapprove designation of a landmark or historic district shall be final unless appealed to the Board of Supervisors.

**CERTIFICATES OF APPROPRIATENESS.** The Historic Preservation Commission shall approve, disapprove, or modify certificates of appropriateness for work to designated landmarks or within historic districts. For minor alterations, the Historic Preservation Commission may delegate this function to staff, whose decision may be appealed to the Historic Preservation Commission.

For projects that require multiple planning approvals, the Historic Preservation Commission must review and act on any Certificate of Appropriateness before any other planning approval action. For projects that (1) require a conditional use permit or permit review under Section 309, et seq., of the Planning Code and (2) do not concern an individually landmarked property, the Planning Commission may modify any decision on a Certificate of Appropriateness by a 2/3 vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code.

For projects that are located on vacant lots, the Planning Commission may modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code.

The Historic Preservation Commission or Planning Commission's decision on a Certificate of Appropriateness shall be final unless appealed to the Board of Appeals, which may modify the decision by a 4/5 vote; provided, however, that if the project requires Board of Supervisors approval or is appealed to the Board of Supervisors as a conditional use, the decision shall not be appealable to the Board of Appeals, but rather to the Board of Supervisors, which may modify the decision by a majority vote.

**SIGNIFICANT OR CONTRIBUTORY BUILDING AND CONSERVATION DISTRICT DESIGNATIONS IN THE C-3 DISTRICTS.** The Historic Preservation Commission shall have the authority to recommend approval, disapproval, or modification of Significant or Contributory building and Conservation District designations under the Planning Code to the Board of Supervisors. The Historic Preservation Commission shall send recommendations regarding Significant or Contributory Buildings to the Board of Supervisors without referral or recommendation of the Planning Commission. The Historic Preservation Commission shall refer recommendations regarding Conservation District designations to the Planning Commission, which shall have 45 days to review and comment on the proposed designation, which comments, if any, shall be forwarded to the Board of Supervisors together with the Historic Preservation Commission's recommendation, Decisions of the Historic Preservation Commission to disapprove designation of a Significant or Contributory building or Conservation District shall be final unless appealed to the Board of Supervisors.

**ALTERATION OF SIGNIFICANT OR CONTRIBUTORY BUILDINGS OR BUILDINGS IN CONSERVATION DISTRICTS IN THE C-3 DISTRICTS.** The Historic Preservation Commission shall have the authority to determine if a proposed alteration is a Major Alteration or a Minor Alteration. The Historic Preservation Commission shall have the authority to approve, disapprove, or modify applications for permits to alter or demolish designated Significant or Contributory buildings or buildings within Conservation Districts. For Minor Alterations, the Historic Preservation Commission may delegate this function to staff, whose decision may be appealed to the Historic Preservation Commission.

For projects that require multiple planning approvals, the Historic Preservation Commission must review and act on any permit to alter before any other planning approval action. For projects that (1) require a conditional use permit or permit review under Section 309, et seq., of the Planning Code and (2) do not concern a designated Significant (Categories I and II) or Contributory (Category III only) building, the Planning Commission may modify any decision on a permit to alter by a 2/3 vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code.

For projects that are located on vacant lots, the Planning Commission may modify any decision on a permit to alter by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code.

The Historic Preservation Commission's or Planning Commission's decision on a permit to alter shall be final unless appealed to the Board of Appeals, which may modify the decision by a 4/5 vote; provided, however, that if the project requires Board of Supervisors approval or is appealed to the Board of Supervisors as a conditional use, the decision shall not be appealable to the Board of Appeals, but rather to the Board of Supervisors, which may modify the decision by a majority vote.

**MILLS ACT CONTRACTS.** The Historic Preservation Commission shall have the authority to recommend approval, disapproval, or modification of historical property contracts to the Board of Supervisors, without referral or recommendation of the Planning Commission.

**PRESERVATION ELEMENT OF THE GENERAL PLAN.** The Historic Preservation Commission shall recommend to the Planning Commission a Preservation Element of the General Plan and shall periodically recommend to the Planning Commission proposed amendments to such Preservation Element of the General Plan. Other objectives, policies, and provisions of the General Plan and special area, neighborhood, and other plans designed to carry out the General Plan, and proposed amendments thereto, that are not contained within such Preservation Element but that concern historic preservation shall be referred to the Historic Preservation Commission for its comment and recommendations prior to action by the Planning Commission. When the Planning Commission recommends to the Board of Supervisors for approval or rejection proposed amendments to the General Plan that concern historic preservation, any recommendation or comments of the Historic Preservation Commission on such proposed amendments shall be forwarded to the Board of Supervisors for its information.

**REFERRAL OF CERTAIN MATTERS.** The following matters shall, prior to passage by the Board of Supervisors, be submitted for written report by the Historic Preservation Commission regarding effects upon historic or cultural resources: ordinances and resolutions concerning historic preservation issues and historic resources; redevelopment project plans; waterfront land use and project plans; and such other matters as may be prescribed by ordinance. If the Planning Commission is required to take action on the matter, the Historic Preservation Commission shall submit any report to the Planning Commission as well as to the Board of Supervisors; otherwise, the Historic Preservation Commission shall submit any report to the Board of Supervisors.

**OTHER DUTIES.** For proposed projects that may have an impact on historic or cultural resources, the Historic Preservation Commission shall have the authority to review and comment upon environmental documents under the California Environmental Quality Act and the National Environmental Policy Act. The Historic Preservation Commission shall act as the City's local historic preservation review commission for the purposes of the Certified Local Government Program, may recommend properties for inclusion in the National Register of Historic Places, and may review and comment on federal undertakings where authorized under the National

Historic Preservation Act. The Historic Preservation Commission shall review and comment upon any agreements proposed under the National Historic Preservation Act where the City is a signatory prior to any approval action on such agreement. The Historic Preservation Commission shall have the authority to oversee and direct the survey and inventory of historic properties.

Once a quorum of members of the Historic Preservation Commission has been originally appointed and approved, the Historic Preservation Commission shall assume any powers and duties assigned to the Landmarks Preservation Advisory Board until the Municipal Code has been amended to reflect the creation of the Historic Preservation Commission.

**BUDGET, FEES, DEPARTMENT HEAD, AND STAFF.** The provisions of Charter subsections 4.102(3), 4.102(4), 4.102(5), and 4.102(6) shall not apply to the Historic Preservation Commission. The Historic Preservation Commission may review and make recommendations on the Planning Department budget and on any rates, fees, and similar charges with respect to appropriate items coming within the Historic Preservation Commission's jurisdiction to the department head of the Planning Department or the Planning Commission. The department head of the Planning Department shall assume the powers and duties that would otherwise be executed by an Historic Preservation Commission department head. The Planning Department shall render staff assistance to the Historic Preservation Commission.

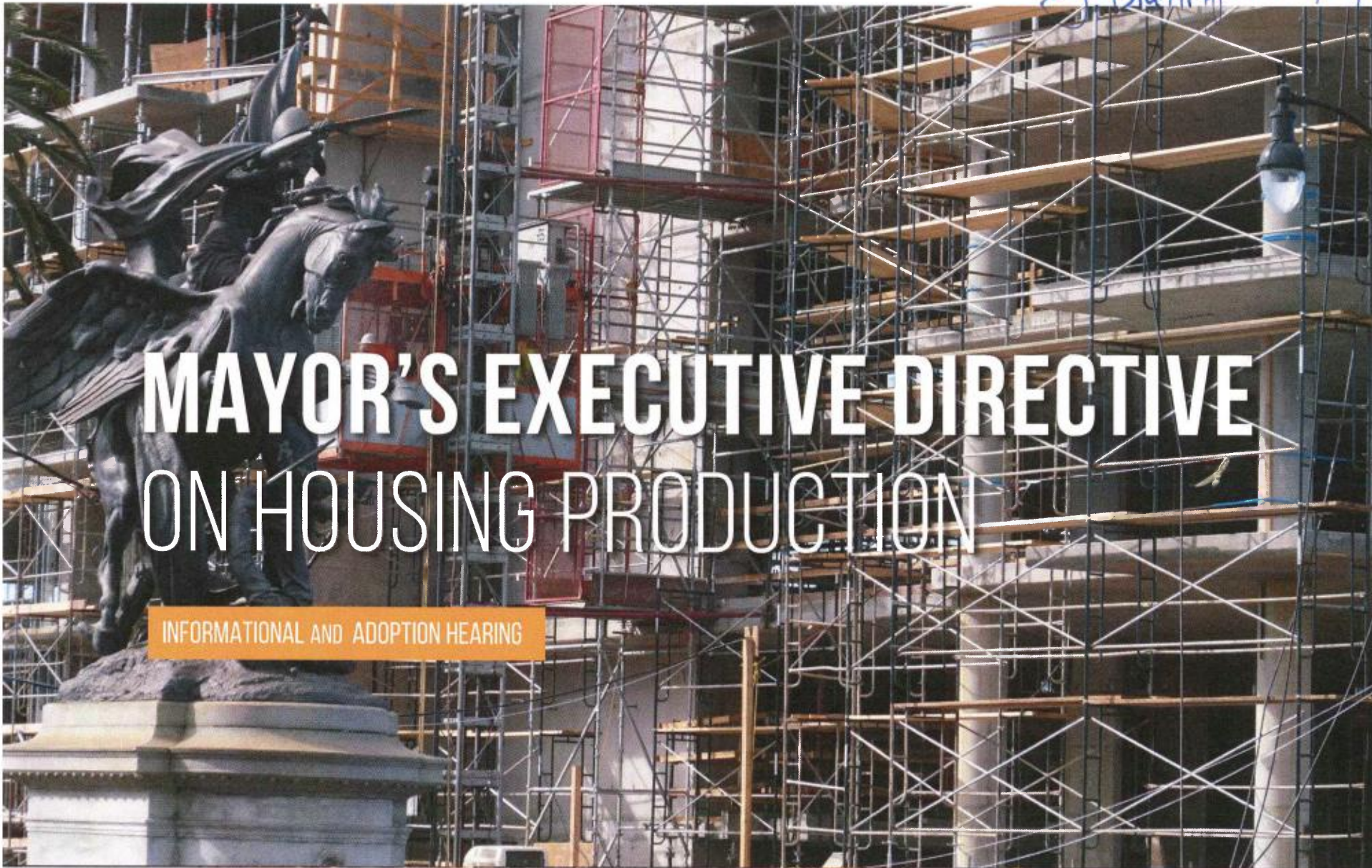
(Added by Proposition J, 11/4/2008)



**EXHIBIT I**

**Planning Department Presentation to Historic Preservation Commission, 5/16/18**

Received at HPC Hearing 5/16/18  
C. J. Binti, Jr.



# MAYOR'S EXECUTIVE DIRECTIVE ON HOUSING PRODUCTION

INFORMATIONAL AND ADOPTION HEARING

San Francisco Historic Preservation Commission | May 16, 2018



San Francisco  
**Planning**

# PROCESS IMPROVEMENTS PLAN



# Mayor's Executive Directive on Housing Production



## 1. Approval Deadlines [pre-entitlement]

Months from stable project to entitlement :

- 6 | no CEQA project exemptions
- 9 | ND, MND, CPE
- 12 | EIR
- 18 | complex EIR
- 22 | complex EIR



## 2. Approval Deadlines [post-entitlement]

**ONE YEAR** from complete phase application to construction permits



## 3. Accountability

- / Hearings scheduled within timeframes
- / Senior manager
- / Quarterly reporting



## 4. Process Improvement Plans

Dec 1 | Planning + DBI pre-entitlement

Apr 1 | Consolidated Plan post-entitlement

[PW, MTA, PUC, SFFD, RPD, MOD, DBI]

# Process Improvements Plan

## APPLICATION INTAKE AND REVIEW



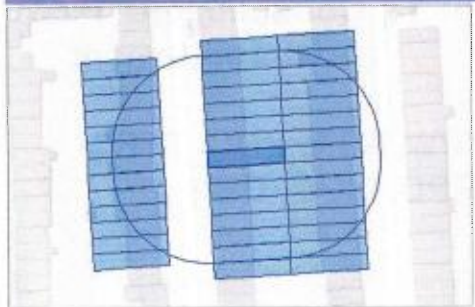
The application process should be the foundation of sponsor, staff, and public understanding of project details and review timeframes.

## ENVIRONMENTAL AND DESIGN REVIEW



When successful mitigations and design treatments are well-established, we can focus analysis where it's needed most.

## ADMINISTRATION AND TECHNOLOGY



By continually updating our systems and tools, we can serve the public better and keep growing our capacity.

## ROUTINE PROJECT AND PERMITS



Over-the-counter and administrative approvals reduce backlog and leave more time for good planning.

## PLANNING CODE AND COMMISSION POLICIES



A clear Planning Code reduces room for delay. Focusing the projects that require a hearing maximizes the value of public discussion.

# Process Improvements Plan – Implementation

## APPLICATION INTAKE AND REVIEW



- Streamlined Preliminary Project Assessment (PPA) [April]
- Online Applications and Payment [April]
  - General Plan Referrals (GPR), Project Review Meeting (PRV), Preliminary Project Assessment (PPA), Zoning Verification Letter (ZVL), Letter of Determination (ZAD)
- Consolidated Development Application [June]
- Neighborhood Notification Modernization [Summer]\*
- Project Coordinator approach

*\*More on this topic later in this presentation*

# Process Improvements Plan – Implementation

## ROUTINE PERMITS AND APPROVALS



- Revised Historic Preservation Technician hours at Planning Information Center (PIC) counter for better service [April]
- Develop “advanced over the counter” review capability at 5<sup>th</sup> floor Planning stations, with online appointments and submittals [Spring/Summer] (*Initial roll-out for ADUs*)
- Accessory Dwelling Units (ADUs):
  - Planning/DBI/Fire Department collaboration: combined pre-application meetings, streamlined permit processing, ADU liaisons [Summer]
  - Code amendments for streamlined approval of ADUs [Summer]
  - Multi-agency coordination: Planning/DBI/Fire/Public Works/SFPUC [ongoing]

# Process Improvements Plan – Implementation

## ENVIRONMENTAL AND DESIGN REVIEW



- Categorical Exemption checklist on Accela permit tracking system [December]
- Adopt Urban Design Guidelines [March]
- Develop option for “preliminary Historic Resource Evaluations (HREs)” [Summer]
- Codify effective mitigation measures to streamline review
  - Archeology, Transportation, Noise, Air Quality [Fall]
- Concurrent drafting and end “certificates” for exemptions [Summer/Fall]
- Improved use of technical studies and consultants [ongoing]



# Process Improvements Plan – Implementation

## PLANNING CODE AND COMMISSION POLICIES

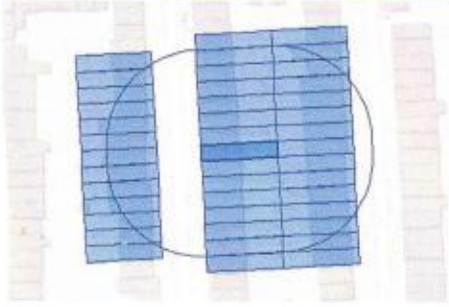


- Discontinue Costa-Hawkins waivers for Inclusionary Housing projects [March]
- Expand permitted exceptions and administrative review for downtown and affordable projects [Summer]\*
- Streamline Staffing for Discretionary Review cases [June]
  - Automatic scheduling for DR hearing (10-12 weeks)
  - DR cases assigned to RDAT manager, not project planner
  - Stronger feedback loop to improve guidance in DR cases
- Review Conditional Use Authorizations [ongoing]
- Code reorganizations and clean-up [ongoing]

*\*More on this topic later in this presentation*

# Process Improvements Plan – Implementation

## ADMINISTRATION AND TECHNOLOGY



- In-house notification mailing tool [April]
- Automatic content from permit tracking system for case reports, motions, etc [April/ongoing]
- Impact Fee Calculator tool [Spring]
- Electronic Document Review [Summer]
- Integrate Building Permits into Accela permit tracking system [Fall]

# MAYOR'S PROCESS IMPROVEMENTS ORDINANCE



# Mayor's Process Improvements Ordinance

## 1. REVIEW FOR 100% AFFORDABLE HOUSING AND LARGE DOWNTOWN PROJECTS



### ■ ISSUE:

- In 2016, the Board of Supervisors adopted legislation to allow for administrative approval of 100% Affordable Housing projects.
- For many projects, though, administrative approval is still not possible due to the location of the project, or because minor exceptions are needed.

### ■ PROPOSAL:

- Allow 100% Affordable Housing projects to obtain the same level of modifications from requirements as allowed for a Planned Unit Development, administratively.
- Allow for administrative review and approval of 100% Affordable Housing Bonus projects, if they are consistent with Bonus Program eligibility and Design Guidelines.

# Mayor's Process Improvements Ordinance

## 1. REVIEW FOR 100% AFFORDABLE HOUSING AND LARGE DOWNTOWN PROJECTS



- ISSUE:
  - Large residential downtown projects typically require a Variance in addition to a Sec. 309 Downtown Project Authorization, because certain requirements are incompatible with high-rise development.
  
- PROPOSAL:
  - Provide standard exceptions to dwelling unit exposure (Sec. 140) and usable open space (Sec. 135) requirements administratively, for streamlined review of large residential projects in downtown C-3 districts.

# Mayor's Process Improvements Ordinance

## 2. NEIGHBORHOOD NOTIFICATION – CURRENT REQUIREMENTS



- Notification of public hearings and Planning Department review is valuable, but current requirements are **unnecessarily complicated**, with over 30 different forms of required notice.
  - This is time consuming and leads to simple errors that can cause real delays in project review.
- Section 311 and 312 notification requirements alone generated over **3 tons of paper** last year.
- Many forms of notification do not reach **tenants**, are not provided in **multiple languages**, and are not **accessible to the general public**.
- Notification requirements for routine scopes of work add to the Planning Department **review backlog**.

# Mayor's Process Improvements Ordinance

## 2. NEIGHBORHOOD NOTIFICATION – CURRENT REQUIREMENTS

Type of Mailing	Mailing Period	Mailing Radius	Newspaper	Posting	Notes
311/312 Notification	30-Day	150' Occupants & Owners	N/A	30-Day	*
329	10-Day	300' Owners	20-Day	20-Day	*
309 (DT Project Authorization) Administrative	10-Day	Adjacent Owners	N/A	N/A	*
309 (DT Project Authorization) Hearing	10-Day	300' Owner	N/A	20-Day	*
Condo Conversion (5+ Units)	10-Day	300' Owner	N/A	10-Day	*
COA (within historic histricts)	20-Day	150' Occupants & 300' Owners	N/A	20-Day	*
COA (individual landmarks)	20-Day	150' Occupants & Owners	N/A	20-Day	*
Coastal Zone Permit	Use rules for related entitlement (CUA, VAR, BPA, MAP, etc.) for mailing, posting, and newspaper ad				
CUA in all Zoning Districts	20-Day	300' Owners	20-Day	20-Day	*
CUA with Variance (1 notice combined)	20-Day	300' Owners	20-Day	20-Day	*
CUA with 311/312 (1 notice combined)	20-Day combined notice	150' Occupants & 300' Owners	20-Day	20-Day	*
CUA Formula Retail (combined 312 & CUA)	30-Day	150' Occupants & 300' Owners	20-Day	20-Day	*
CUA Projects Subject to 317	20-Day	300' Owners, All Units in Building	20-Day	20-Day	*
Designation - Landmarks & Historic Districts (DES)	10-Day	All Owners in Designation Area	20-Day	N/A	*
DR (Public, Staff Initiated, or Mandatory)	10-Day	Adjacent Occupants & Owners	N/A	10-Day	*
DR (Mandatory, Sutro Tower wireless)	20-Day	1000' Occupants & Owners	N/A	20-Day ^	**
Gas Station Conversion	20-Day	300' Owners	20-Day	20-Day	*
Institutional Master Plan	20-Day	300' Owners	20-Day	20-Day	*
Legislative Amendments (Zoning Map)	20-Day	300' Owners	20-Day	20-Day	* †
Legislative Amendments (GP Amendment)	20-Day	300' Owners	20-Day	N/A	*
Legislative Amendments (Text Change)	20-Day	300' Owners	20-Day	N/A	†
Medical Cannabis Dispensary - DRM	30-Day	300' Owners & Occupants	N/A	30-Day	*
Medical Cannabis Dispensary - CUA	30-Day	300 Owners & Occupants	20-Day	30-Day	*
Office Allocation	N/A	N/A	N/A	20-Day	*
PTA (within conservation district)	20-Day	300' Owners	N/A	20-Day	*
PTA (outside conservation district)	20-Day	150' Owners	N/A	20-Day	*
Planned Unit Development	20-Day	300' Owners	20-Day	20-Day	*
Variance	20-Day	300' Owners	N/A	20-Day	*

# Mayor's Process Improvements Ordinance

## 2. NEIGHBORHOOD NOTIFICATION – PROPOSAL



- Consistent notification requirements for all applications and hearings:
  - **Mailed Notice:** 20 day period, 150 foot mailing area for tenants and property owners
  - **Posted Notice:** 20 day period, one poster every 25 feet
  - **Online Notice:** 20 day period, more accessible to the public than newspaper notice
- Reduce paper, expand access:
  - Replace mailed plan sets with a **postcard size mailer**, with a **link to plan sets online** and option to obtain paper copies
  - Adopt a **standard size for posters**, no smaller than 11 x 17"
- Include **multilingual translation instructions** on all forms of notification, not just mailed notice.

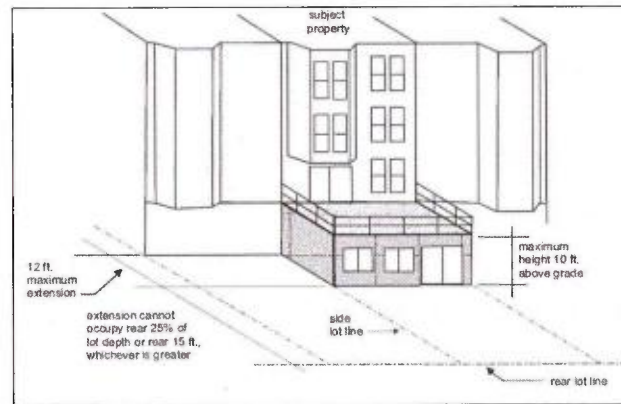


# Mayor's Process Improvements Ordinance

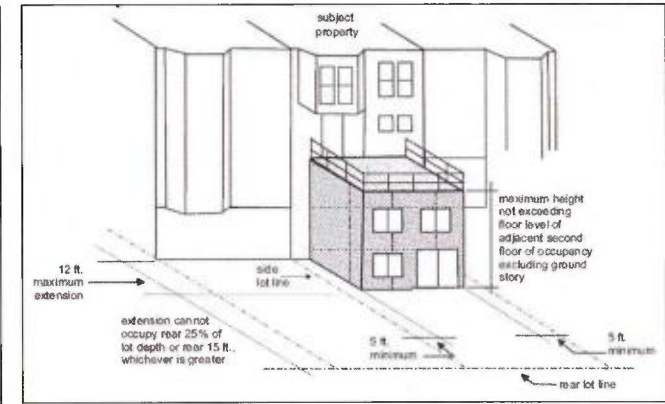
## 2. NEIGHBORHOOD NOTIFICATION – PROPOSAL



- Allow for **limited rear additions** to be approved at the Planning Information Counter (PIC) without notification, within the required limits of Section 136(c)(25):



[300 gsf max. for typical lot]



[360 gsf max. for typical lot]

- These projects are routinely approved, yet account for up to 2 FTE of staff time to comply with notification procedures, taking planners away from other work.

# Mayor's Process Improvements Ordinance

## 3. ROUTINE ALTERATIONS TO HISTORIC BUILDINGS



- ISSUE: Historic Preservation Commission approval or delegation for minor scopes of work takes up a considerable amount of staff time, cumulatively.

- PROPOSAL: For certain minor and routine scopes of work, allow for over-the-counter review and approval within the guidelines established in the Code:

- ADA automatic door openers
- Business signs or awnings
- Non-visible rooftop equipment and skylights
- Historic Landmark plaques



# Mayor's Process Improvements Ordinance

## 3. ROUTINE ALTERATIONS TO HISTORIC BUILDINGS – STANDARDS AND REQUIREMENTS

P3

### SIGNS & AWNINGS

#### Location

- Maintain a physical separation between all tenant signage to clearly indicate relationship to each business. Avoid locations that are not immediately adjacent to the space the business occupies.
- Locate signage on flat surfaces in relationship with a building's character-defining features. Work with Preservation staff to identify locations that avoid obscuring or altering character-defining features.
- Allow transom glazing to remain open and unobstructed by signage.
- Design window signage in conformance with transparency guidelines to allow for an open or clear background that allows views into the interior of the tenant space.
- Locate interior signage that is visible from the exterior a minimum of one-foot back from the inside face of the glazing.
- Consolidate signage for businesses located on upper floors at a pedestrian scale and adjacent to the building entrance.

#### Number of Signs

- Design a maximum of one wall sign and one projecting sign per tenant.
- Consider additional signage only if the tenant has visibility on more than one street frontage; occupies more than three storefront bays; or is an anchor tenant.
- Distribute additional signage based on tenant street frontage while avoiding signage at every storefront and contributing to cumulative visual clutter.

#### Sign Materials

- Use materials that are compatible with the color, craftsmanship, and finishes associated with the district. Glossy or highly reflective surfaces will not be approved.
- Reduce the depth of a sign by locating the transformer in a remote location and not housed within the sign itself.



# Mayor's Process Improvements Ordinance

## 3. ROUTINE ALTERATIONS TO HISTORIC BUILDINGS — STANDARDS AND REQUIREMENTS

M3

**ROOF FEATURES: Retain character-defining features and localize work to only those areas in need of attention.**

01 02 03 04 05 06 07 08 09 10

History of the Mayor's Ordinance

Roofs are a significant character-defining feature of a historic building and can occur in a variety of forms, such as gable, flat, shed, gambrel, and hipped. Maintain the overall roof form, slope and height, and materials. Alterations, such as the construction of dormers, skylights, or the installation of solar panels, should be designed to be minimally visible and subordinate to the overall historic form and to the ridgeline. In some cases, roof alterations may not be appropriate as some resources have unique rooflines that may not be able to accommodate additional features.

### Dormers

- Preserve the overall integrity of the building's roofline and relate the construction of new dormers, or the enlargement of non-historic dormers, to the overall character of the building.
- Design the overall dormer massing so as not to overwhelm the historic roof form and ridgeline.
- Setback new dormers from street-facing and side elevations of the building to minimize visibility. Design dormer ridgelines lower than the ridgeline of the primary historic roof form.
- Match the dormer slope proportionally with the pitch of the building's main roof. Flat roof or shed dormers are not appropriate on hipped or gable roof forms.

- Match the dormer roof material with the main roof material. Clad dormers with materials that are compatible with the building.
- Design dormer windows to be compatible with the material and configuration of the overall fenestration pattern found on the building.

### Roof Decks & Penthouses

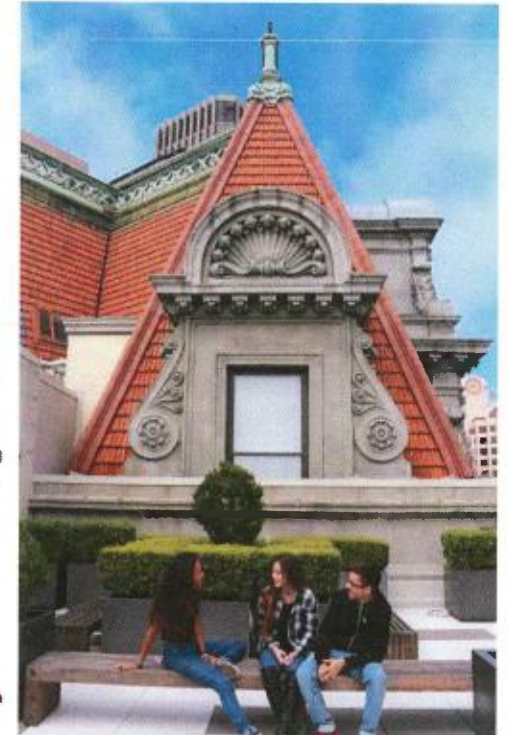
- Minimize visibility, especially from public parks or vistas, of roof decks, railings, windscreens, and planters by using setbacks from the perimeter walls of the building and roof edges.
- Locate railings so as not to be attached to the top of a parapet, or any historic or ornamental feature.
- Setback and sculpt penthouses, and other access structures, to reduce visibility at street-facing elevations of the building and to preserve the overall integrity of the building's roof form.

- Design an open air stair, a rear stair or hatch to access the roof when visibility may be an issue.

- Design roof decks and associated features using non-reflective materials and finishes that are compatible with the architectural features of the resource.

### Skylights

- Always salvage character-defining roofing materials for future repairs and reuse.
- Minimize skylight visibility by using products with low, flat profiles that are mounted flush with the slope of the roof.
- Replace or add skylights openings between roof joists where there is no change in the roof structure the historic style and shape of the roof is retained.

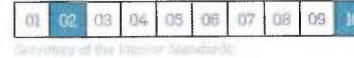


# Mayor's Process Improvements Ordinance

## 3. ROUTINE ALTERATIONS TO HISTORIC BUILDINGS — STANDARDS AND REQUIREMENTS

S2

**ACCESSIBILITY: Provide safe and accessible environments without negatively affecting character-defining features for future enjoyment by all.**



Providing access is an important and necessary aspect to promoting the City's historic resources. Business and property owners that provide public access are required to continually remove architectural barriers to accessibility until a space is completely accessible, even if no other construction work is being performed. Whether barrier removal is considered to be "readily achievable" will vary from business-to-business and building-to-building. Successful projects balance accessibility and historic preservation through analysis of the requirements and sensitive design. To begin, assess and evaluate the property's existing and required level of accessibility within a preservation context – what are the features of the resource that are character-defining and what are the overall goals and requirements to achieve accessibility? Design accessibility alterations in a reversible manner to allow for future modifications. Consult the California Historic Building Code to identify other acceptable means for achieving accessibility. Confer with the Department of Public Works for technical requirements where work is proposed in the public right-of-way.

### General

- Provide the greatest amount of accessibility achievable without removing or obscuring character-defining features.
- Create at least one entrance used by the public for an accessible entry when this cannot be achieved on the primary entrance. Locate modifications on secondary or non-visible façades, to avoid damaging any character-defining features.
- Protect and retain all surrounding material when altering for accessibility.

### Access & Entrances

- Retain and reuse all historic doors and modify the swing of a door for accessibility by reusing existing hardware.

- Maintain the materials, entrance configuration and vestibule (alcove) shape. Widen entrances to meet width requirements for accessibility while maintaining the style and design of the historic entry.
- Match all replacement materials to the historic entrance.
- Modify parking configurations and pathways to improve accessibility without altering character-defining landscape features.
- Create a new entrance by modifying an existing opening or creating a new opening in an appropriate location where it is not possible to modify an existing entrance. Reference the Windows & Doors Section for guidelines on modifying an existing opening.

### Level Changes & Sidewalk

- Locate ramps, railings, and guards to minimize the loss of historic features. Use appropriate attachment techniques to allow for reversibility.
- Finish ramps with a material that is compatible to the character-defining features.
- Design railings to be simple in design and distinguishable from historic features.
- Install lifts in an unobtrusive location to visually minimize maintenance.
- Remove steps to allow for accessible entry while retaining and reusing character-defining materials; or design a ramp that retains the historic stairs or entrance.



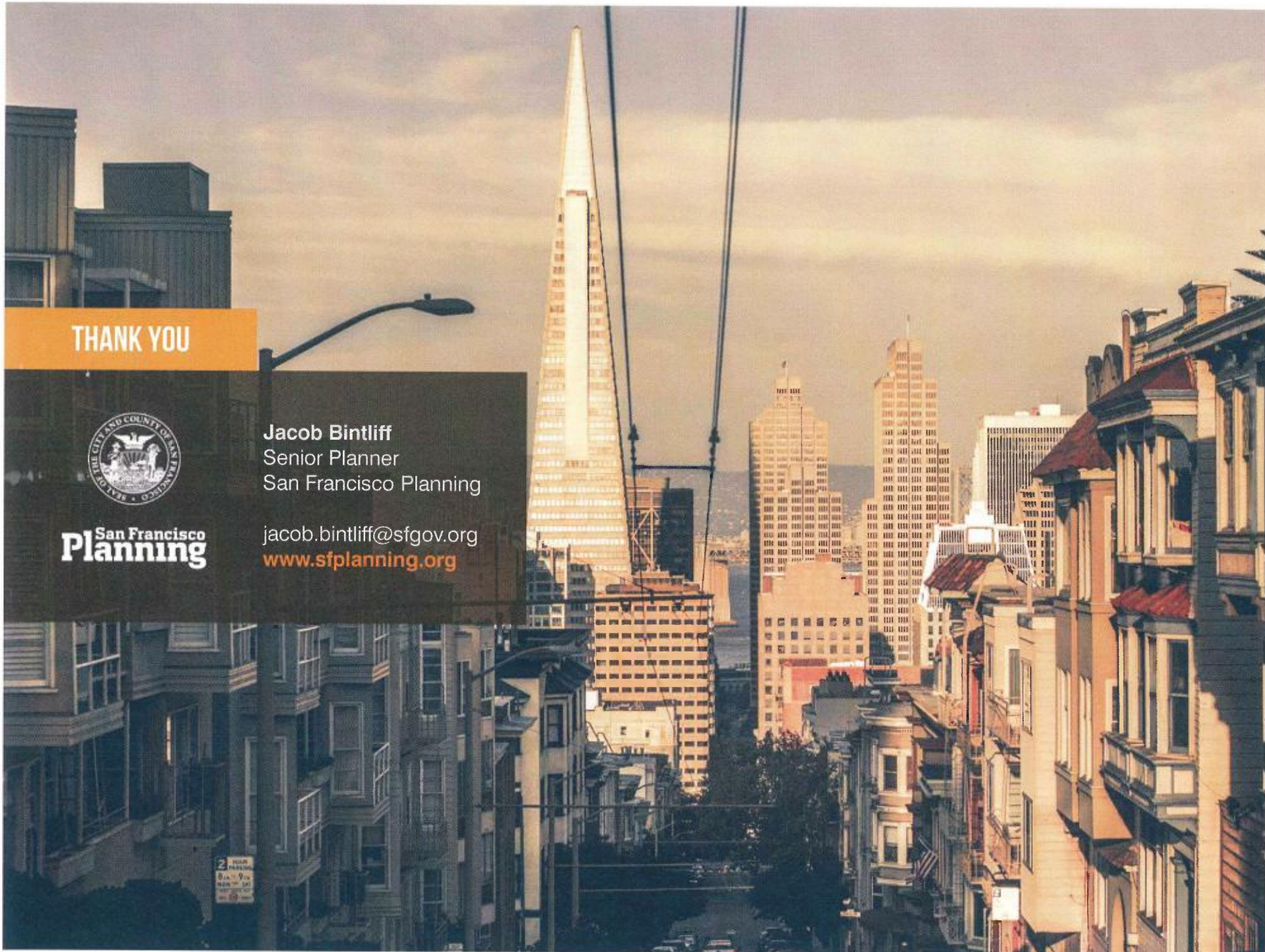
THANK YOU



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**EXHIBIT J**

**Historic Preservation Commission Resolution No. 959, 10/5/16**



# SAN FRANCISCO PLANNING DEPARTMENT

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## Historic Preservation Commission Resolution No. 959

HEARING DATE MAY 16, 2018  
CORRECTED DATE JUNE 18, 2018

*Project Name:* Mayor's Process Improvements Ordinance  
*Case Number:* 2018-004633PCA, [Board File No. 180423]  
*Initiated by:* Mayor Farrell / Introduced April 24, 2018  
*Staff Contact:* Jacob Bintliff, Senior Planner  
[jacob.bintliff@sfgov.org](mailto:jacob.bintliff@sfgov.org), 415-575-9170  
*Reviewed by:* Kate Conner, Principal Planner  
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**RESOLUTION RECOMMENDING APPROVAL OF A PROPOSED ORDINANCE AMENDING THE PLANNING CODE TO STREAMLINE AFFORDABLE HOUSING PROJECT REVIEW BY ELIMINATING A PLANNING COMMISSION DISCRETIONARY REVIEW HEARING FOR 100% AFFORDABLE HOUSING PROJECTS UPON DELEGATION BY THE PLANNING COMMISSION; TO PROVIDE FOR PLANNING DEPARTMENT REVIEW OF LARGE PROJECTS LOCATED IN C-3 DISTRICTS AND FOR CERTAIN MINOR ALTERATIONS TO HISTORICAL LANDMARKS AND IN CONSERVATION DISTRICTS; TO CONSOLIDATE, STANDARDIZE AND STREAMLINE NOTIFICATION REQUIREMENTS AND PROCEDURES, INCLUDING REQUIRED NEWSPAPER NOTICE, IN RESIDENTIAL, COMMERCIAL, AND MIXED-USE DISTRICTS; AND AFFIRMING THE PLANNING DEPARTMENT'S DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, MAKING FINDINGS OF CONSISTENCY WITH THE GENERAL PLAN AND THE EIGHT PRIORITY POLICIES OF PLANNING CODE, SECTION 101.1, AND ADOPTING FINDINGS OF PUBLIC NECESSITY, CONVENIENCE, AND WELFARE UNDER PLANNING CODE, SECTION 302.**

WHEREAS, on April 24, 2018 Mayor Farrell introduced a proposed Ordinance under Board of Supervisors (hereinafter "Board") File Number 180423, which would amend Sections 206.4, 309, and 315, add new Section 315.1, and delete Section 328 of the Planning Code to streamline review of 100% affordable housing projects and large downtown projects in C-3 districts; amend Sections 202.5, 302, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311, 317, 329, 330.7, 1006.3, and 1111.4, and delete Section 306.10 and 312, and add new Section 333 of the Planning Code to consolidate and modernize notification requirements and procedures; and amend Sections 1005, 1111.1, and 1111.2 of the Planning Code to streamline review of minor alterations to historical landmarks and in conservation districts; and

WHEREAS, the Historic Preservation Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting to consider the proposed Ordinance on May 16, 2018; and



WHEREAS, the proposed Ordinance is not defined as a project under California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15060(c)(2) because it does not result in a physical change in the environment; and

WHEREAS, the Historic Preservation 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 Department staff and other interested parties; and

WHEREAS, all pertinent documents may be found in the files of the Department, as the custodian of records, at 1650 Mission Street, Suite 400, San Francisco; and

WHEREAS, the Historic Preservation Commission has reviewed the proposed Ordinance; and

WHEREAS, the Historic Preservation Commission finds from the facts presented that the public necessity, convenience, and general welfare require the proposed amendment; and

MOVED, that the Historic Preservation Commission hereby **approves** the proposed Ordinance.

## **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 proposed amendments to Section 315 of the Planning Code would enhance the Department's ability to provide administrative approval for high-priority 100% affordable housing projects by expanding the types of Planning Code exceptions that could be provided for these projects, regardless of location or lot size. The Ordinance would also reduce delays related to appeals, provided the Planning Commission delegates authority for Discretionary Review for these projects to the Planning Department, as the Board of Appeals would serve as the single appeal body for such projects.
2. The proposed amendments to delete Section 328 and establish a new Section 315.1 of the Planning Code would streamline the review process for 100% Affordable Housing Bonus project, and strike an appropriate balance between the need for expedited review of affordable housing projects and the sensitivity to these larger-than-permitted Bonus Projects by providing an administrative approval path for eligible projects that limits Planning Code exceptions to those specifically created for such bonus projects in Section 206.4. The Ordinance would also reduce delays related to appeals, provided the Planning Commission delegates authority for Discretionary Review for these projects to the Planning Department, as the Board of Appeals would serve as the single appeal body for such projects.

3. The proposed amendments to Section 309 of the Planning Code would remove an additional layer of review for most large residential projects in the downtown C-3 districts by eliminating the need for a Variance in most cases. The Ordinance would reduce the time and procedural steps needed for Planning Department staff to complete project review, without leading to a significant change in the planning review outcome for such projects, as these Variances from dwelling unit exposure and useable open space requirements are routinely granted to accommodate the construction of high-rise residential developments in C-3 districts.
4. The proposed amendments to consolidate Section 311 and 312 into a single Section 311, establish a new Section 333, and delete or amend, as appropriate, various other Planning Code sections to reference the same, would establish uniform and consistent notification requirements for all Building Permit Applications and public hearings that require notification. This consolidation will save staff time, reduce the likelihood of errors in implementing notification requirements, and reduce delays in project review and approval.
5. The proposed amendments to establish a new Section 333 would significantly expand public access to public notification, while also reducing waste and cost. Specifically, the proposed Ordinance would expand mailed notice requirements to include tenants within the notification area in all cases, apply multilingual translation service requirements to all forms of public notification, and place notification materials and plan sets online for the first time. The new online posting requirement, in particular, will make the required notification materials accessible to the general public for the entire notification period, and serve the purpose and intent of the current newspaper notification requirement to greater effect and at significantly lower cost. The format and content requirements of the new Section 333 would reduce wasted paper and cost that result from current notification requirements.
6. The proposed amendments to Section 311 to allow for the limited rear yard addition permitted under Section 136(c)(25) to be approved at the Planning Information Counter, which would significantly reduce the permit volume under review by planners. The Department estimates that allowing these projects alone to be approved "over the counter" would save roughly two full time equivalents (FTE) of staff time that could be spent on review of priority housing projects.
7. The proposed amendments to Section 1005 and 1111 to allow for permits for minor and routine scopes of work that currently require a Certificate of Appropriateness or Permit to Alter under Section 1005 and 1111 of the Planning Code to be approved administratively by Planning Department staff at the Planning Information Center counter, provided the projects confirm to the relevant guidelines and standards in Planning Code sections 1006.6 and 1111.6 is estimated to reduce the permit review case load for Preservation planners by roughly one-third on an annual

basis, allowing staff to focus more time on priority housing projects and other Preservation planning work. In addition, the project approval timeframe for these minor and routine scopes of work would be reduced from three to four months on average to a same-day approval.

8. **General Plan Compliance.** The proposed Ordinance is consistent with the following Objectives and Policies of the General Plan:

## HOUSING ELEMENT

### OBJECTIVE 8

BUILD PUBLIC AND PRIVATE SECTOR CAPACITY TO SUPPORT, FACILITATE, PROVIDE, AND MAINTAIN AFFORDABLE HOUSING

#### Policy 71

Planning staff shall support affordable housing projects in the development review process, including allowing sponsors of permanently affordable housing to take full advantage of allowable densities provided their projects are consistent with neighborhood character.

*The proposed Ordinance would allow Planning staff to support affordable housing projects, including those seeking additional density through the 100% Affordable Housing Bonus Program, through new and enhanced administrative review procedures, provided that projects are in conformity with all applicable design guidelines and standards.*

### OBJECTIVE 10

ENSURE A STREAMLINED, YET THOROUGH AND TRANSPARENT DECISION-MAKING PROCESS

*The proposed Ordinance would allow the Planning Department to implement various streamlining strategies to better implement the Department's planning and review function, especially for new housing and affordable housing developments, while dramatically expanding access to public information regarding projects under review by the Planning Department and public hearings by consolidating and modernizing public notification requirements and procedures.*

9. **Planning Code Section 101 Findings.** The proposed amendments to the Planning Code are consistent with the eight Priority Policies set forth in Section 101.1(b) of the Planning Code in that:

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

*The proposed Ordinance would not have a negative effect on neighborhood serving retail uses and will not have a negative effect on opportunities for resident employment in and ownership of neighborhood-serving retail. The proposed Ordinance will likely support neighborhood-serving retail establishments*

*when those establishments are located in an historic landmark building or in a conservation district by allowing such business to seek administrative same-day approval of minor alterations to install business signage or automatic door operators. The proposed Ordinance would support neighborhood-serving retail generally by streamlining and modernizing the notification requirements applicable to commercial establishments in Section 312/new Section 311 by reducing the risk of delays due to minor errors in implementing these requirements.*

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

*The proposed Ordinance would not have a negative effect on existing housing or neighborhood character. The proposed amendments to the review process for affordable housing projects and 100% Affordable Housing Bonus projects would maintain all existing requirements related to design standards for such projects, as applicable.*

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

*The proposed Ordinance would support the City's ability to increase the supply of affordable housing, by providing new streamlined administrative approval procedures specifically for 100% affordable housing developments.*

4. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking;

*The proposed Ordinance would not result in commuter traffic impeding MUNI transit service or overburdening the streets or neighborhood parking.*

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

*The proposed Ordinance would not cause displacement of the industrial or service sectors due to office development, and future opportunities for resident employment or ownership in these sectors would not be impaired.*

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

*The proposed Ordinance would not have an adverse effect on City's preparedness against injury and loss of life in an earthquake.*

7. That the landmarks and historic buildings be preserved;

*The proposed Ordinance would not have an adverse effect on the City's Landmarks and historic buildings. The proposed Ordinance would allow for certain minor alterations to City landmarks and*

*historic structures, as specified, to be approved administratively provided these alterations conform to applicable guidelines of the Planning Code.*

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

*The proposed Ordinance would not have an adverse effect on the City's parks and open space and their access to sunlight and vistas.*

10. **Planning Code Section 302 Findings.** The Commission finds from the facts presented that the public necessity, convenience and general welfare require the proposed amendments to the Planning Code as set forth in Section 302.

NOW THEREFORE BE IT RESOLVED that the Commission hereby DELEGATES the Commission's authority to review applications for such Minor Alterations as defined in Section 1111.1, as amended, to Planning Department staff; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Commission hereby ADOPTS A RECOMMENDATION TO APPROVE the proposed Ordinance as described in this Resolution.

I hereby certify that the foregoing Resolution was adopted by the Commission at its meeting on May 16, 2018



Jonas P. Ionin  
Commission Secretary

AYES: Wolfram, Hyland, Johnck, Matsuda, Johns, Black

NOES: None

ABSENT: Pearlman

ADOPTED: ~~June 6, 2018~~ May 16, 2018

**EXHIBIT K**

**Planning Commission Resolution No. 20198, 6/18/18**



# SAN FRANCISCO PLANNING DEPARTMENT

## Planning Commission Resolution No. 20198

HEARING DATE: JUNE 7, 2018  
CORRECTED DATE: JUNE 11, 2018  
CORRECTED DATE: JUNE 18, 2018

*Project Name:* Mayor's Process Improvements Ordinance  
*Case Number:* 2018-004633PCA, [Board File No. 180423]  
*Initiated by:* Mayor Farrell / Introduced April 24, 2018;  
reintroduced May 15, 2018  
*Staff Contact:* Jacob Bintliff, Senior Planner  
[jacob.bintliff@sfgov.org](mailto:jacob.bintliff@sfgov.org), 415-575-9170  
*Reviewed by:* Kate Conner, Principal Planner  
[kate.conner@sfgov.org](mailto:kate.conner@sfgov.org), 415-575-6914

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Information:  
**415.558.6377**

**RESOLUTION APPROVING A PROPOSED ORDINANCE AMENDING THE PLANNING CODE TO STREAMLINE AFFORDABLE HOUSING PROJECT REVIEW BY ELIMINATING A PLANNING COMMISSION DISCRETIONARY REVIEW HEARING FOR 100% AFFORDABLE HOUSING PROJECTS UPON DELEGATION BY THE PLANNING COMMISSION; TO PROVIDE FOR PLANNING DEPARTMENT REVIEW OF LARGE PROJECTS LOCATED IN C-3 DISTRICTS AND FOR CERTAIN MINOR ALTERATIONS TO HISTORICAL LANDMARKS AND IN CONSERVATION DISTRICTS; TO CONSOLIDATE, STANDARDIZE AND STREAMLINE NOTIFICATION REQUIREMENTS AND PROCEDURES, INCLUDING REQUIRED NEWSPAPER NOTICE, IN RESIDENTIAL, COMMERCIAL, AND MIXED-USE DISTRICTS; AND AFFIRMING THE PLANNING DEPARTMENT'S DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, MAKING FINDINGS OF CONSISTENCY WITH THE GENERAL PLAN AND THE EIGHT PRIORITY POLICIES OF PLANNING CODE, SECTION 101.1, AND ADOPTING FINDINGS OF PUBLIC NECESSITY, CONVENIENCE, AND WELFARE UNDER PLANNING CODE, SECTION 302.**

WHEREAS, on April 24, 2018 Mayor Farrell introduced a proposed Ordinance under Board of Supervisors (hereinafter "Board") File Number 180423, which would amend Sections 206.4, 309, and 315, add new Section 315.1, and delete Section 328 of the Planning Code to streamline review of 100% affordable housing projects and large downtown projects in C-3 districts; amend Sections 202.5, 302, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311, 317, 329, 330.7, 1006.3, and 1111.4, and delete Section 306.10 and 312, and add new Section 333 of the Planning Code to consolidate and modernize notification requirements and procedures; and amend Sections 1005, 1111.1, and 1111.2 of the Planning Code to streamline review of minor alterations to historical landmarks and in conservation districts; and

WHEREAS, on May 15, 2018 Mayor Farrell re-introduced the proposed Ordinance under the same Board File Number 180423, which would amend Sections 206.4, 309, and 315, add new Section 315.1, and delete Section 328 of the Planning Code to streamline review of 100% affordable housing projects and large

downtown projects in C-3 districts; amend Sections 202.5, 302, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311, 317, 329, 330.7, 1006.3, and 1111.4, and delete Section 306.10 and 312, and add new Section 333 of the Planning Code to consolidate and modernize notification requirements and procedures; and amend Sections 1005, 1111.1, and 1111.2 of the Planning Code to streamline review of minor alterations to historical landmarks and in conservation districts; and

WHEREAS, the Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting to consider the proposed Ordinance on June 7, 2018; and

WHEREAS, the proposed Ordinance is not defined as a project under California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15060(c)(2) because it does not result in a physical change in the environment; and

WHEREAS, 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 Department staff and other interested parties; and

WHEREAS, all pertinent documents may be found in the files of the Department, as the custodian of records, at 1650 Mission Street, Suite 400, San Francisco; and

WHEREAS, the Commission has reviewed the proposed Ordinance; and

WHEREAS, the Commission finds from the facts presented that the public necessity, convenience, and general welfare require the proposed amendment; and

MOVED, that the Commission hereby **approves with modifications** the Ordinance as described within this resolution.

## **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 proposed amendments to Section 315 of the Planning Code would enhance the Department's ability to provide administrative approval for high-priority 100% affordable housing projects by expanding the types of Planning Code exceptions that could be provided for these projects, regardless of location or lot size. The Ordinance would also reduce delays related to appeals, provided the Planning Commission delegates authority for Discretionary Review for these projects to the Planning Department, as the Board of Appeals would serve as the single appeal body for such projects.



2. The proposed amendments to delete Section 328 and establish a new Section 315.1 of the Planning Code would streamline the review process for 100% Affordable Housing Bonus projects, and strike an appropriate balance between the need for expedited review of affordable housing projects and the sensitivity to these larger-than-permitted Bonus Projects by providing an administrative approval path for eligible projects that limits Planning Code exceptions to those specifically created for such bonus projects in Section 206.4. The Ordinance would also reduce delays related to appeals, provided the Planning Commission delegates authority for Discretionary Review for these projects to the Planning Department, as the Board of Appeals would serve as the single appeal body for such projects.
3. The proposed amendments to Section 309 of the Planning Code would remove an additional layer of review for most large residential projects in the downtown C-3 districts by eliminating the need for a Variance in most cases. The Ordinance would reduce the time and procedural steps needed for Planning Department staff to complete project review, without leading to a significant change in the planning review outcome for such projects, as these Variances from dwelling unit exposure and useable open space requirements are routinely granted to accommodate the construction of high-rise residential developments in C-3 districts.
4. The proposed amendments to consolidate Section 311 and 312 into a single Section 311, establish a new Section 333, and delete or amend, as appropriate, various other Planning Code sections to reference the same, would establish uniform and consistent notification requirements for all Building Permit Applications and public hearings that require notification. This consolidation will save staff time, reduce the likelihood of errors in implementing notification requirements, and reduce delays in project review and approval.
5. The proposed amendments to establish a new Section 333 would significantly expand public access to public notification, while also reducing waste and cost. Specifically, the proposed Ordinance would expand mailed notice requirements to include tenants within the notification area in all cases, apply multilingual translation service requirements to all forms of public notification, and place notification materials and plan sets online for the first time. The new online posting requirement, in particular, will make the required notification materials accessible to the general public for the entire notification period, and serve the purpose and intent of the current newspaper notification requirement to greater effect and at significantly lower cost. The format and content requirements of the new Section 333 would reduce wasted paper and cost that result from current notification requirements.
6. The proposed amendments to Section 1005 and 1111 to allow for permits for minor and routine scopes of work that currently require an Administrative Certificate of Appropriateness or Minor Permit to Alter under Section 1005 and 1111 of the Planning Code to be eligible for same-day administrative approval by the Planning Department, provided the projects confirm to the relevant guidelines and standards as provided in Planning Code sections 1006.6 and 1111.6 is estimated to reduce the permit review case load for Preservation planners by roughly one-third in any given year,

allowing staff to focus more time on priority housing projects and other Preservation planning work. In addition, the project approval timeframe for these minor and routine scopes of work would be reduced from three to four months on average to a same-day approval.

7. **General Plan Compliance.** The proposed Ordinance is consistent with the following Objectives and Policies of the General Plan:

## HOUSING ELEMENT

### OBJECTIVE 8

BUILD PUBLIC AND PRIVATE SECTOR CAPACITY TO SUPPORT, FACILITATE, PROVIDE, AND MAINTAIN AFFORDABLE HOUSING

#### Policy 71

Planning staff shall support affordable housing projects in the development review process, including allowing sponsors of permanently affordable housing to take full advantage of allowable densities provided their projects are consistent with neighborhood character.

*The proposed Ordinance would allow Planning staff to support affordable housing projects, including those seeking additional density through the 100% Affordable Housing Bonus Program, through new and enhanced administrative review procedures, provided that projects are in conformity with all applicable design guidelines and standards.*

### OBJECTIVE 10

ENSURE A STREAMLINED, YET THOROUGH AND TRANSPARENT DECISION-MAKING PROCESS

*The proposed Ordinance would allow the Planning Department to implement various streamlining strategies to better implement the Department's planning and review function, especially for new housing and affordable housing developments, while dramatically expanding access to public information regarding projects under review by the Planning Department and public hearings by consolidating and modernizing public notification requirements and procedures.*

8. **Planning Code Section 101 Findings.** The proposed amendments to the Planning Code are consistent with the eight Priority Policies set forth in Section 101.1(b) of the Planning Code in that:

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

*The proposed Ordinance would not have a negative effect on neighborhood serving retail uses and will not have a negative effect on opportunities for resident employment in and ownership of neighborhood-serving retail. The proposed Ordinance will likely support neighborhood-serving retail establishments when those establishments are located in an historic landmark building or in a designated building in a conservation district by allowing such business to seek administrative same-day approval of minor alterations to install business signage, awnings or automatic door operators. The proposed Ordinance*

*would support neighborhood-serving retail generally by streamlining and modernizing the notification requirements applicable to commercial establishments in Section 312/new Section 311 by reducing the risk of delays due to minor errors in implementing these requirements.*

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

*The proposed Ordinance would not have a negative effect on existing housing or neighborhood character. The proposed amendments to the review process for affordable housing projects and 100% Affordable Housing Bonus projects would maintain all existing requirements related to design standards for such projects, as applicable.*

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

*The proposed Ordinance would support the City's ability to increase the supply of affordable housing, by providing new streamlined administrative approval procedures specifically for 100% affordable housing developments.*

4. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking;

*The proposed Ordinance would not result in commuter traffic impeding MUNI transit service or overburdening the streets or neighborhood parking.*

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

*The proposed Ordinance would not cause displacement of the industrial or service sectors due to office development, and future opportunities for resident employment or ownership in these sectors would not be impaired.*

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

*The proposed Ordinance would not have an adverse effect on City's preparedness against injury and loss of life in an earthquake.*

7. That the landmarks and historic buildings be preserved;

*The proposed Ordinance would not have an adverse effect on the City's Landmarks and historic buildings. The proposed Ordinance would allow for certain minor alterations to City landmarks and historic structures, as specified, to be approved administratively provided these alterations conform to applicable guidelines of the Planning Code.*

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

development;

*The proposed Ordinance would not have an adverse effect on the City's parks and open space and their access to sunlight and vistas.*

9. **Planning Code Section 302 Findings.** The Commission finds from the facts presented that the public necessity, convenience and general welfare require the proposed amendments to the Planning Code as set forth in Section 302.

NOW THEREFORE BE IT RESOLVED that the Commission hereby DELEGATES its authority of Discretionary Review to the Planning Department to review applications for Affordable Housing Projects or 100% Affordable Housing Bonus Program projects, pursuant to the administrative approval procedures and requirements to be established in Sections 315 or 315.1, respectively, of the Planning Code, provided such procedures and requirements are duly enacted by law; and

BE IT FURTHER RESOLVED that the Commission hereby amends the Commission's Pre-Application Meeting Policy to require a Pre-Application meeting for applications for a limited rear yard addition consistent with the dimensions in Section 136(c)(25), even when notification is not otherwise required.

BE IT FURTHER RESOLVED that the Commission hereby recommends that the Board ADOPT the proposed Ordinance with modifications as described here:

1. Section 315(c) regarding the review process for 100% affordable housing projects should be further amended to explicitly require that projects approved administratively through Section 315 must be "consistent with the Urban Design Guidelines and any other applicable design guidelines."
2. The proposed Section 333(e)(1) regarding **posted notice** should be amended to include the following language:

*The requirements of this Subsection 333(e)(1) may be modified upon a determination by the Zoning Administrator that a different location for the sign would provide better notice or that physical conditions make this requirement impossible or impractical, in which case the sign shall be posted as directed by the Zoning Administrator.*

3. The proposed Section 333(e)(1) regarding posted notice should be further amended to add language requiring all posters to be placed in a manner that is "visible and legible from the sidewalk or nearest public right-of-way."
4. The proposed Section 333(e)(2) regarding mailed notice should be amended to require minimum dimensions of 5-1/2 x 8-1/2 inches (a standard half-sheet) to ensure that the required contents for mailed notice can be accommodated while still allowing for mailed notice to be provided on a double-sided card.
5. The proposed Section 333(c) should be amended such that the Notification Period is no fewer than 30 calendar days, rather than the 20 days proposed.

6. Section 311(b)(2) should be amended such that the features listed in Section 136(c)(25) should *not* be excepted from the definition of Alterations subject to notification requirements.
7. The proposed Section 333(b) should be amended such that the Zoning Administrator shall determine the means of delivering all forms of public notice, *in a manner consistent with the Planning Commission's policy on notification*, provided that the contents of Section 333 are satisfied. The Ordinance should further be amended such that changed notification procedures would become operative only upon adoption of the Planning Commission policy.
8. The Planning Commission should receive regular reporting on the status and results of the process improvement efforts included in the Ordinance, beginning no later than one year after the effective date of the Ordinance.
9. Section 315 and the proposed Section 315.1 should be amended to require that 100% affordable housing projects approved pursuant to these Sections shall provide the San Francisco prevailing wage for construction work associated with the project.
10. Section 315 and the proposed Section 315.1 should be amended to require that 100% affordable housing projects approved pursuant to these Sections shall be constructed in conformity with the San Francisco Building Code.
11. Section 315 and the proposed Section 315.1 should be amended to require that 100% affordable housing projects approved pursuant to these Sections shall be constructed in a manner that is consistent with all applicable standards for affordable housing developments, as determined by the Mayor's Office of Housing and Community Development.

I hereby certify that the foregoing Resolution was adopted by the Commission at its meeting on ~~May 24~~  
June 7, 2018.



Jonas P. Iorin  
Commission Secretary

AYES: Fong, Hillis, Johnson, Koppel, Melgar, Richards

NOES: Moore

ABSENT: None

ADOPTED: June 7, 2018

**EXHIBIT L**

**Planning Code Article 10, Section 1006.6**

## **SEC. 1006.6. STANDARDS FOR REVIEW OF APPLICATIONS.**

The HPC, the Department, and, in the case of multiple approvals under Section 1006.1(f), the Planning Commission, and any other decision making body shall be guided by the standards in this Section in their review of applications for Certificates of Appropriateness for proposed work on a landmark site or in a historic district. In appraising the effects and relationships mentioned herein, the decision making body shall in all cases consider the factors of architectural style, design, arrangement, texture, materials, color, and any other pertinent factors.

(a) The proposed work shall be appropriate for and consistent with the effectuation of the purposes of this Article 10.

(b) The proposed work shall comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties for individual landmarks and contributors within historic districts, as well as any applicable guidelines, local interpretations, bulletins, or other policies. Development of local interpretations and guidelines based on the Secretary of the Interior's Standards shall be led by the Planning Department through a public participation process; such local interpretations and guidelines shall be found in conformance with the General Plan and Planning Code by the Planning Commission and shall be adopted by both the HPC and the Planning Commission. If either body fails to act on any such local interpretation or guideline within 180 days of either body's initial hearing where the matter was considered for approval, such failure to act shall constitute approval by that body. In the case of any apparent inconsistency among the requirements of this Section, compliance with the requirements of the designating ordinance shall prevail.

(c) For applications pertaining to landmark sites, the proposed work shall preserve, enhance or restore, and shall not damage or destroy, the exterior architectural features of the landmark and, where specified in the designating ordinance pursuant to Section 1004(c), its major interior architectural features. The proposed work shall not adversely affect the special character or special historical, architectural or aesthetic interest or value of the landmark and its site, as viewed both in themselves and in their setting, nor of the historic district in applicable cases.

(d) For applications pertaining to property in historic districts, other than on a designated landmark site, any new construction, addition or exterior change shall be compatible with the character of the historic district as described in the designating ordinance; and, in any exterior change, reasonable efforts shall be made to preserve, enhance or restore, and not to damage or destroy, the exterior architectural features of the subject property which are compatible with the character of the historic district. Notwithstanding the foregoing, for any exterior change where the subject property is not already compatible with the character of the historic district, reasonable efforts shall be made to produce compatibility, and in no event shall there be a greater deviation from compatibility. Where the required compatibility exists, the application for a Certificate of Appropriateness shall be approved.

(e) For applications pertaining to all property in historic districts, the proposed work shall also conform to such further standards as may be embodied in the ordinance designating the historic district.

(f) For applications pertaining to the addition of murals on a landmark or contributory structure in a historic district, the HPC shall consider only the placement, size and location of the mural, to determine whether the mural covers or obscures significant architectural features of the landmark or contributory structure. For purposes of review under this Article 10, the City shall not consider the content or artistic merit of the mural.

(g) For applications pertaining to property in a historic district in a RH, RM, RTO, NC or UMU district, the HPC, or the Planning Department in the scope of work has been delegated pursuant to Section 1006.2(a), shall exempt such applications from the requirements of Section 1006.6 when compliance would create a significant economic hardship for the applicant, provided that:

(1) The scope of the work does not constitute a demolition pursuant to Section 1005(f);

(2) The Planning Department has determined that the applicant meets the requirement for economic hardship, such that the fees have been fully or partially waived pursuant to Section 1006.1 of this Code;

(3) The Zoning Administrator has determined that in all other aspects the project is in conformance with the requirements of the Planning Code;

(4) The applicant and the Department have demonstrated that the project utilizes materials, construction techniques, and regulations, such as the California Historic Building Code, to best achieve the goal of protecting the integrity of the district, while reducing costs to the applicant; and

(5) The HPC, or the Planning Department if the scope of work has been delegated pursuant to Section 1006.2(a), has confirmed that all requirements listed herein have been met, and has determined pursuant to Section 1006.4 that issuance of a Certificate of Appropriateness that fully or partially waives the requirements of Section 1006.6 will not be detrimental to the integrity of the district.

(h) For applications pertaining to residential projects within historic districts that are receiving a direct financial contribution or funding from local state or federal sources for the purpose of providing a subsidized for-sale housing unit or units to residents earning 120% and below area median income or rental housing unit or units to residents earning 100% and below area median income and where at least 80 percent of the units are so subsidized, the HPC shall exempt such applications from the requirements of Section 1006.6 provided that:

(1) The scope of the work does not constitute a demolition pursuant to Section 1005(f);

(2) The applicant and the Department have demonstrated that the project utilizes materials, construction techniques, and regulations, such as the California Historic Building Code, to best achieve the goal of protecting the integrity of the district;

(3) The applicant has demonstrated that the project has considered all local, state, and federal rehabilitation incentives and taken advantage of those incentives as part of the project, when possible and practical; and

(4) The HPC has confirmed that all requirements listed herein have been met, and has determined, pursuant to Section 1006.4 of this Code, that issuance of a Certificate of Appropriateness that fully or partially waives the requirements of Section 1006.6 will not be detrimental to the integrity of the district and furthers the City's housing goals.

(Formerly codified as Sec. 1006.7; redesignated and amended by Ord. [94-12](#), File No. 120300, App. 5/21/2012, Eff. 6/20/2012)

(Former Sec. 1006.6 added by Ord. 222-72, App. 8/9/72; amended by Ord. 97-96, App. 3/6/96; Ord. 249-96, App. 6/19/96; redesignated as current Sec. 1006.5 and amended by Ord. [94-12](#), File No. 120300, App. 5/21/2012, Eff. 6/20/2012)

#### AMENDMENT HISTORY

Former Sec. 1006.7 redesignated as current Sec. 1006.6; undesignated introductory paragraph amended; new division (b) added and former divisions (b) through (d) redesignated as divisions (c) through (f) accordingly; division (f) amended; divisions (g) and (h) added; Ord. [94-12](#), Eff. 6/20/2012.



**EXHIBIT M**

**Preservation Bulletin No. 21**

**SAN FRANCISCO**  
**PRESERVATION BULLETIN NO. 21**

**The Secretary of the Interior's Standards for the Treatment of  
Historic Properties, 1995**

Rooted in over 120 years of preservation ethics in both Europe and America, The Secretary of the Interior's Standards (Standards) for the Treatment of Historic Properties are common sense principles in non-technical language. They were developed by the United States Department of the Interior, National Park Service to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices.

The Standards may be applied to all properties that have been designated as historical resources: buildings, sites, structures, objects, and districts.

It should be understood that the Standards are a series of concepts about maintaining, repairing and replacing historic materials, as well as designing new additions or making alterations; as such, they cannot, in and of themselves, be used to make essential decisions about which features of a historic property should be saved and which might be changed. But once an appropriate treatment is selected, the Standards provide philosophical consistency to the work.

In 2000, the San Francisco's Landmarks Preservation Advisory Board (Landmarks Board) adopted the Secretary of the Interior's Standards for the Treatment of Historic Properties when reviewing alterations to designated historical resources through Article 10 of the Planning Code. For the purposes of (California Environmental Quality Act) CEQA, if a building, structure or object meets the Act's definition of "historical resource," the *Standards* are implemented to insure that alterations are consistent with the objectives set forth in the *Standards*.

Administered by the San Francisco Planning Department Neighborhood Planning Team's Preservation Technical Specialists, use of the *Standards* has provided a consistent level of evaluation and review of projects by both Planning Department staff and the Landmarks Board on projects that may compromise the integrity and/or level of significance of designated (Article 10) or identified (CEQA) historical resources.

For both Article 10-designated historic resources and CEQA-identified historical resources, the *Standards* will be applied to any work involving new construction, exterior alteration (including removal or demolition of a structure), or any work involving a sign, awning, marquee, canopy or other appendage for which a City permit is required.

**Four Treatment Approaches**

There are *Standards* for four distinct, but interrelated, approaches to the treatment of historic properties -- preservation, rehabilitation, restoration and reconstruction. The Planning Department's Preservation Technical Specialists will use the appropriate treatment based on the objectives of each project. The four approaches are:

**Preservation** -- Focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. Protection and stabilization measures are included under this treatment.

**Rehabilitation** -- Acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

**Restoration** -- Depicts a property at a particular period of time in its history, while removing evidence of other periods.

**Reconstruction** -- Re-creates vanished or non-surviving portions of a property for interpretive purposes.

# The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

## Preservation

**Preservation** is the *act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property*. Any work on the resource, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is also appropriate. Within **Preservation**, the following treatments apply:

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

**Note:** When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, **Preservation** may be considered as a treatment.

# The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

## Rehabilitation

**Rehabilitation** is the *act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values*. Within **Rehabilitation**, the following treatments apply:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, **Rehabilitation** may be considered as a treatment.

# The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

## Restoration

**Restoration** is the *act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.*

The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate. Within **Restoration**, the following treatments apply:

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

**Note:** When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, **Restoration** may be considered as a treatment.

# The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

## Reconstruction

**Reconstruction** is the *act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.*

Within **Reconstruction**, the following treatments apply:

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

**Note:** When a contemporary depiction is required to understand and interpret a property's historic value (including the recreation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, **Reconstruction** may be considered as a treatment.

Information in this Bulletin provided by the National Park Service. For more information on The Secretary of the Interior's Standards for the Treatment of Historic Properties, consult the National Park Service website: [www.nps.gov](http://www.nps.gov).

*January 2004*

Supplemental brief submitted by the respondent department for  
the hearing on 9/6/23





# BOARD OF APPEALS BRIEF

**HEARING DATE: September 6, 2023**

August 24, 2023

**Appeal Nos.:** 23-020, 23-021, 23-022, and 23-023  
**Project Address:** 101 Spear Street  
**Block/Lot:** 3716, Lots 021-344  
**Zoning District:** C-3-O, Downtown-Office (Special Development)  
**Height District:** 84-X; 200-S  
**Staff Contact:** Tina Tam, Deputy Zoning Administrator – (628) 652-7385  
[tina.tam@sfgov.org](mailto:tina.tam@sfgov.org)  
Rebecca Salgado, Preservation Planner – (628) 652-7332  
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## Introduction

This brief is intended to provide written findings and documentation regarding the following:

- Applicability of Ordinance No. 179-18
- Background information of Article 10 and 11 of the Planning Code
- Compliance (of the subject permits) with Article 10 of the Planning Code

## Applicability of Ordinance No 179-18.

Ordinance No. 179-18 was introduced by Mayor Mark Farrell under Board of Supervisors File Number 180423 on April 24, 2018. The primary intent of the ordinance was to:

- 1) streamline review of 100% affordable housing projects and large downtown projects in C-3 districts,
- 2) consolidate and modernize Planning Department's notification requirements and procedures, and
- 3) streamline review of minor alters to historical landmarks and in conservation districts.

With regards to historic properties, the ordinance amended Sections 1005 and 1111 of the Planning Code to allow for permits for minor and routine scopes of work that previously required a Certificate of Appropriateness or Permit to Alter applications to be approved administratively by Planning Department staff at the Planning Information Center counter, provided the projects confirm to the relevant guidelines and standards in Planning Code sections 1006.6 and 111.6. This amendment was estimated to reduce the permit review case load for Preservation planners by roughly one-third on an annual basis, allowing staff to focus more time on priority housing projects and other Preservation planning work. In addition, the project approval timeframe for these minor and routine scopes of work would be reduced from three to four months on average to a same-day approval.

No less than seven (7) public hearings were conducted for this Ordinance. On May 16, 2018, the Historic Preservation Commission (HPC) recommended approval of the Ordinance. Per HPC President Andrew Wolfram, “I think these are great improvements. I’m thrilled we’re doing stuff to streamline the process. I think these are all going to be really helpful.”

On June 7, 2018, the Planning Commission recommended approval of the Ordinance with modifications. None of their modifications pertained to the proposed review processes to historic properties.

On June 11, 2018, the Land Use and Transportation Committee conducted a duly noticed public hearing on the Ordinance and recommended approval as amended.

On June 19, 2018, June 26, 2018, and July 19, 2018, the Ordinance was heard by the Board of Supervisors (BOS) and on July 17, 2018, the BOS voted 11-0 to pass the Ordinance as amended. Again, none of the amendments pertained to any changes to the review of historic properties.

On July 27, 2018, the Ordinance was signed by Mayor London Breed.

## Background Information on Articles 10 and 11 of the Planning Code

Since the late 1960s, the San Francisco Planning Department has designated thousands of buildings throughout the city as Article 10 and 11 historic resources. The intent of landmark designation under Articles 10 and 11 of the Planning Code is to “protect, preserve, enhance and encourage continued utilization, rehabilitation and, where necessary, adaptive use of significant cultural resources.”<sup>1</sup>

Article 10 of the Planning Code was adopted in 1967 to give the Planning Department the ability to identify, designate, and protect landmarks from inappropriate alterations. San Francisco Preservation Bulletin No. 5 gives further explanation of the purpose of Article 10 designation: “The purposes of all aspects of Article 10 of the Planning Code is to promote the health, safety and general welfare of the public through a variety of means including the protection, enhancement, perpetuation and use of structures, sites and areas that are reminders of past eras, events and persons, significant examples of architectural styles, or that provide examples of the physical surroundings in which past generations lived. The landmarks and historic districts are unique and irreplaceable assets to the City and its neighborhoods and provide examples of the physical surroundings in which past generations lived.”<sup>2</sup> As of August 2023, 309 landmark sites and 14 historic districts have been adopted by the City under Article 10. In 1980, 101 Spear Street was designated as San Francisco Landmark No. 107 pursuant to the provisions of Article 10 of the Planning Code.

Article 11 of the Planning Code has its origins in the mid-1970s, when San Francisco Architectural Heritage conducted a survey of properties in the City’s downtown area. The findings of this survey were synthesized in the book *Splendid Survivors: San Francisco’s Downtown Architectural Heritage*, which resulted in the creation of the City’s Downtown Plan and Article 11 of the Planning Code in 1985. Unlike properties designated under Article 10, properties designated under Article 11—most of which are within Conservation Districts—are located

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<sup>1</sup> San Francisco Planning Department, “Preservation,” <https://sfplanning.org/preservation>.

<sup>2</sup> San Francisco Planning Department, San Francisco Preservation Bulletin No. 5: Landmark and Historic District Designation Procedures,” [https://sfplanning.org/sites/default/files/documents/preserv/bulletins/HistPres\\_Bulletin\\_05.PDF](https://sfplanning.org/sites/default/files/documents/preserv/bulletins/HistPres_Bulletin_05.PDF).

exclusively in San Francisco's downtown core. Conservation Districts seek to designate and protect buildings based on architectural quality and contribution to the character of downtown. These downtown districts contain concentrations of buildings that together create geographic areas of unique quality and thus facilitate preservation of the quality and character of the area as a whole.

Both Article 10 and Article 11 stipulate that proposed alterations to properties protected under those sections of the Planning Code comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.<sup>3</sup> These standards allow for changes to occur as long as they avoid removing or obscuring significant character-defining features of a property and are compatible with the historic features of the property. Both Articles 10 and 11 allow for three tiers of review and approval, depending on the scope of work proposed:

1. Over-the-counter review and approval of a few select scopes of work;<sup>4</sup>
2. Review and approval of scopes of work determined by the HPC to be minor alterations via a preservation entitlement (for Article 10, an Administrative Certificate of Appropriateness; for Article 11, a Minor Permit to Alter) that is sent to the HPC for a 20-day review period, but does not require an HPC hearing;<sup>5</sup>
3. Review and approval of scopes of work determined by the HPC to be major alterations via a preservation entitlement (for Article 10, a Certificate of Appropriateness; for Article 11, a Major Permit to Alter).

While many similarities exist between Articles 10 and 11 of the Planning Code, and each govern various types of historic resources in San Francisco, an Article 10 property is not subject to the provisions of Article 11,

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<sup>3</sup> See Planning Code Sections 1006.6 ([https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28005](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28005)) and 1111.6 ([https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28836](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28836)) for reference.

<sup>4</sup> See Planning Code Sections 1005(e) ([https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-27942](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-27942)) and 1111.1(c) ([https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28806](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28806)) for reference.

<sup>5</sup> The current Delegation of Minor Scopes of Work was approved by the HPC under Motion No. 0443, [https://sfplanning.org/sites/default/files/resources/2021-08/M-0443\\_qualifying\\_minor\\_scopes\\_of\\_work.pdf](https://sfplanning.org/sites/default/files/resources/2021-08/M-0443_qualifying_minor_scopes_of_work.pdf).

and vice versa. Since 101 Spear Street was designated under the provisions of Article 10 of the Planning Code, it is not subject to the requirements of Article 11 of the Planning Code.

## **Conformance with Article 10 of the Planning Code**

In reviewing and approving the proposed sign program for the subject property, preservation staff determined that the scope of work was consistent with Planning Code Section 1005(e)(6), which allows for business signs and awnings to be approved by preservation staff over the counter, without a preservation entitlement, at “a landmark or district, provided that signage, awnings, and transparency conform to the requirements outlined in Section 1006.6.”<sup>6</sup> Planning Code Section 1006.6 is broken up into alphabetical subsections (a) through (h).<sup>7</sup> Of these alphabetical subsections, only subsections (a) through (c) apply to the sign program, as the other subsections apply only to properties in historic districts, in certain zoning districts, or to specific scopes of work.

Subsection (a) of Section 1006.6 notes that a project should be consistent with the purposes of Article 10, as outlined in Planning Code Section 1001.<sup>8</sup> The purposes of Article 10 that are listed in Section 1001 include the protection, enhancement, perpetuation, and use of structures and sites that are considered historically significant, but also include broader goals such as the increase of economic and financial benefits to the city and the enrichment of human life by fostering knowledge of past heritage. Since the late 1980s, 101 Spear Street has served as a mixed-use office and retail property, known as Rincon Center. At the time of this adaptive reuse, signage was installed at various areas of the historic post office’s exterior, primarily flanking the existing main entrances to the building at the Mission and Spear Street facades. This signage—which was mostly not specific

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<sup>6</sup> San Francisco Planning Code, [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-27942](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-27942).

<sup>7</sup> San Francisco Planning Code, Section 1006.6: Standards for Review of Applications,” [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28005](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28005).

<sup>8</sup> San Francisco Planning Code, Section 1001, [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-27873](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-27873).

to a tenant but instead identified the property as a whole as Rincon Center—supported the enhancement, perpetuation, and use of the property by calling attention to the new uses associated with it, without requiring any exterior alterations to the historic building itself beyond the creation of anchor points for the signage. Without any identifying signage, the property would continue to appear to function as a post office to someone walking by on the street, especially since the historic post office signage at the Mission Street façade’s entrances was retained. The new uses in the building—including a food court, retail spaces, and office space—largely cannot be seen from the exterior of the building.

Almost all of the signage approved under the 2022 sign program consists of a one-for-one replacement of the signage initially installed in the 1980s. There are only four signs in the sign program that are not replacing existing signage with new signage comparable in size and content, as described below:

- One tenant wall sign at a secondary entrance on the Steuart Street façade near the corner of Mission Street, consisting of 14-inch-tall backlit painted aluminum individual letters on a six-inch-tall aluminum support bar extending the width of the entrance (approximately 13.5 feet);
- Two tenant blade signs at either corner of the Mission Street façade to be installed at a height of 15 feet from the ground, consisting of rectangular painted aluminum signs measuring 30 inches wide, 60 inches tall, and 5 inches thick with limited illuminated lettering;
- One tenant blade sign at the non-historic south elevation facing Rincon Plaza to be installed at a height of 15 feet from the ground, consisting of rectangular painted aluminum signs measuring 30 inches wide, 24 inches tall, and 3 inches thick with limited illuminated lettering: While three blade signs total matching these details are proposed at this location, there are already two existing tenant blade signs at this location that would be replaced, so there is just one net new blade sign at this location.

Planning staff determined that although the sign program did include a small increase of total signage at the historic property, this increase would serve to further support the perpetuation and use of the property by

supporting the viability of the office and retail uses located within the building without destroying or obscuring any of its character-defining features. For these reasons, Planning Staff determined that the sign program complied with Planning Code Section 1006.6(a).

Subsection (b) of Section 1006.6 states that “The proposed work shall comply with the Secretary of the Interior’s Standards for the Treatment of Historic Properties for individual landmarks and contributors within historic districts, as well as any applicable guidelines, local interpretations, bulletins, or other policies.”<sup>9</sup> In the case of the sign program, there were not any applicable guidelines, local interpretations, bulletins, or other policies that would apply to the proposed work beyond the Secretary of the Interior’s Standards for the Treatment of Historic Properties, which are the main standards that Planning Staff use to evaluate work at historic properties. The Secretary of the Interior’s Standards for the Treatment of Historic Properties are a series of concepts developed by the United States Department of the Interior to assist in the continued preservation of a property’s historical significance through the preservation of character-defining materials and features. They guide appropriate maintenance, repair, and replacement of historic materials, and direct the design of compatible new additions or alterations to historic buildings.

The Secretary of the Interior’s Standards for Rehabilitation are used by federal, State, and local agencies—including the San Francisco Planning Department—to evaluate work at historic properties. The Department of the Interior defines rehabilitation as “the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building’s historic character.”<sup>10</sup> The

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<sup>9</sup> San Francisco Planning Code, Section 1006.6: Standards for Review of Applications,” [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28005](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28005).

<sup>10</sup> National Park Service/U.S. Department of the Interior, “The Secretary of the Interior’s Standards for the Treatment of Historic Properties,” <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>.

Secretary of the Interior's Standards for Rehabilitation consist of ten standards total.<sup>11</sup> It is uncommon for all ten standards to apply to any particular project, depending on the scope of work.

In evaluating the proposed sign program at the subject property, Planning Staff reviewed the project against the Standards for Rehabilitation in accordance with Section 1006.6(b), see below:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

*Planning Staff found that Standard 1 did not apply to the proposed sign program because no change in use at the property was proposed in association with the sign program.*

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

*Planning Staff found that the sign program complied with Standard 2 because the proposed signage would not remove distinctive materials or irreversibly alter features that characterize the building, and the amount and nature of the proposed signage would allow the historic character of the property to be retained and preserved. Planning Staff considered that most of the signage in the sign program was replacing existing signage, and it was staff's determination that neither the existing signage nor the replacement and limited new signage was extensive enough to diminish the historic character of the property.*

3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

*Planning Staff found that the sign program complied with Standard 3 because the proposed signage, while determined to be compatible with the exterior features of the historic building, would not create a false sense of*

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<sup>11</sup> National Park Service/U.S. Department of the Interior, "The Secretary of the Interior's Standards for the Treatment of Historic Properties: Rehabilitation as a Treatment and Standards for Rehabilitation," <https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>.



historical development by adding conjectural features or elements from other historic properties. The proposed signage takes inspiration from the historic building's Streamline Moderne architectural style—through its use of an understated typeface, color palette aligning with existing finish colors found at the building's exterior, and limited use of a “wave/postmark” motif that references both nautical themes that are part of the building's design as well as the building's historic use as a post office—but also does not attempt to look falsely historic and does not reference features from other historic properties.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Planning Staff found that the sign program complied with Standard 4 because it did not propose the removal of any changes to the property over time that would have acquired historic significance in their own right. The sign program only proposed the removal of signage dating from the 1980s and later that would not be considered to have acquired historic significance since their installation and is not otherwise protected from removal by any other aspect of the Planning Code.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

Planning Staff found that the sign program complied with Standard 5 because the work would not remove or alter any distinctive features, finishes, or examples of fine craftsmanship at the historic property. The only alteration to the historic building that the installation of the signage would require would be the drilling of holes ranging in size from 1/4" to 3/8" in diameter to anchor the signage to the building. The introduction of anchor holes can irreversibly damage certain historic materials, such as terra cotta and cast iron, but in the case of the subject property, Planning Staff determined that its monumental painted, flat concrete façade would not be damaged by the introduction of new anchor holes and that these holes could be properly patched in the future more easily and successfully than is the case at many other historic properties in the city.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

*Planning Staff found that Standard 6 did not apply to the proposed sign program because no deteriorated historic features were proposed for repair or replacement.*

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Planning Staff found that Standard 7 did not apply to the proposed sign program because no chemical or physical treatments were proposed.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

*Planning Staff found that Standard 8 did not apply to the proposed sign program because no excavation work that could affect archeological resources was proposed.*

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

*Planning Staff found that the sign program complied with Standard 9 because it would not destroy historic materials or features that characterize the building, and the new signage would be differentiated from yet compatible with the historic features of the building due to its simple, contemporary appearance that draws inspiration from the building's Streamline Moderne architectural style and historic use as a post office.*

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*Planning Staff found that the sign program complied with Standard 10 because the proposed signage could be removed in the future without impairing the essential form and integrity of the historic property. As noted earlier, the signage would only create drill holes in a limited portion of the building's façade, and the drill holes could be patched and painted over in the future to the extent that no trace of the former signage would remain at the property.*

For these reasons, Planning Staff determined that the sign program complied with Planning Code Section 1006.6(b).

Subsection (c) of Section 1006.6 states that “For applications pertaining to landmark sites, the proposed work shall preserve, enhance or restore, and shall not damage or destroy, the exterior architectural features of the landmark and, where specified in the designating ordinance pursuant to Section 1004(c), its major interior architectural features.”<sup>12</sup> Since 101 Spear Street is an individually designated landmark site rather than being part of a historic district, this portion of Section 1006.6 would apply. Planning Staff consulted the property's designating ordinance, Ordinance No. 10-80, to determine compliance with this subsection of 1006.6.<sup>13</sup> Since none of the proposed signage would affect the significant interior features called out in the designating ordinance, Planning Staff focused on evaluating the signage's effect on the building's exterior, specifically the features called out in the designating ordinance as being key to conveying the building's historic significance in the ordinance's "Statement of Significance" for the property, copied below in full:

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<sup>12</sup> San Francisco Planning Code, Section 1006.6: Standards for Review of Applications,” [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_planning/0-0-0-28005](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_planning/0-0-0-28005).

<sup>13</sup> San Francisco Board of Supervisors, "Ordinance Number 10-80," [https://sfplanninggis.org/docs/landmarks\\_and\\_districts/LM107.pdf](https://sfplanninggis.org/docs/landmarks_and_districts/LM107.pdf).

The Rincon Annex to the United States Post Office was designed by Gilbert S. Underwood and built in 1939 by the George A. Fuller Construction Company. It is one of the finest examples of a large public building designed in the Streamline Moderne style of architecture in San Francisco. One of the similarly sponsored W.P.A. buildings built throughout the nation in the 1930s, Rincon Annex shares an approach to building design in which classically derived architectural principles—a large compact mass, regularly treated, symmetrical at least in the main façade, with expression of pilasters or piers, and an emphasis on mass rather than volume in the overall building envelope—are merged with the then-modernist design principles that require smooth, clean machine-like surfaces and detailing and the use of “modern” materials—aluminum, glass block, special concealed or reflective lighting. The building is a superb specimen of its type, a period piece in mind condition. The murals inside serve to complete the total package, and are inseparable from it. The closest representative public building in San Francisco of that style is the Maritime Museum, also built in 1939. These Streamline Modern buildings in the 1930s spirit are important to San Francisco today primarily because so few of them were built during those years, and few of them still stand.<sup>14</sup>

As mentioned in the evaluation of the sign program under the Secretary of the Interior’s Standards for Rehabilitation, Planning Staff determined that the proposed work would not damage or destroy any exterior character-defining features of the building, as the signage installation would only require limited drill holes in the monumental concrete façade that could be patched in the future without causing permanent damage to the exterior. Planning Staff also determined that the design of the proposed signage was compatible with the historic building’s Streamline Moderne architectural style due to its understated design and use of compatible materials, primarily painted aluminum. Planning Staff determined that although the sign program called for a

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<sup>14</sup> Ibid., 6-7.

DOCUMENTS SUBMITTED FOR THE HEARING ON  
JULY 12, 2023

**BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO**

Appeal of  
DAVID OSGOOD, \_\_\_\_\_ )  
Appellant(s) )  
vs. )  
DEPARTMENT OF BUILDING INSPECTION, \_\_\_\_\_ )  
PLANNING DEPARTMENT APPROVAL Respondent

Appeal No. **23-020**

**NOTICE OF APPEAL**

**NOTICE IS HEREBY GIVEN THAT** on May 26, 2023, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on May 11, 2023 to HUDSON RINCON CENTER LLC, of an Alteration Permit (Sign C: Install two illuminated double-faced projecting blade signs for "Tenant XYZ Rincon Center") at 101 Spear Street.

**APPLICATION NO. 2021/0525/1018**

**FOR HEARING ON July 12, 2023**

Address of Appellant(s):

Address of Other Parties:

<p>David Osgood, Appellant(s) P.O. Box 193015 San Francisco, CA 94119</p>	<p>HUDSON RINCON CENTER LLC, Permit Holder(s) c/o Tara Sullivan, Attorney for Permit Holder(s) Reuben, Junius &amp; Rose, LLP One Bush Street, Suite 600 San Francisco, CA 94104</p>
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**BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO**

Appeal of  
DAVID OSGOOD, )  
Appellant(s) )  
vs. )  
DEPARTMENT OF BUILDING INSPECTION, )  
PLANNING DEPARTMENT APPROVAL Respondent )

Appeal No. **23-021**

**NOTICE OF APPEAL**

**NOTICE IS HEREBY GIVEN THAT** on May 26, 2023, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on May 11, 2023 to HUDSON RINCON CENTER LLC, of an Alteration Permit (Sign D: Install One Non-Illuminated single face canopy sign for "Tenant XYZ") at 101 Spear Street.

**APPLICATION NO. 2021/0525/1021**

**FOR HEARING ON July 12, 2023**

Address of Appellant(s):

Address of Other Parties:

<p>David Osgood, Appellant(s) P.O. Box 193015 San Francisco, CA 94119</p>	<p>HUDSON RINCON CENTER LLC, Permit Holder(s) c/o Tara Sullivan, Attorney for Permit Holder(s) Reuben, Junius &amp; Rose, LLP One Bush Street, Suite 600 San Francisco, CA 94104</p>
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**BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO**

Appeal of  
DAVID OSGOOD, \_\_\_\_\_ )  
Appellant(s) )  
vs. )  
DEPARTMENT OF BUILDING INSPECTION, \_\_\_\_\_ )  
PLANNING DEPARTMENT APPROVAL Respondent

Appeal No. **23-022**

**NOTICE OF APPEAL**

**NOTICE IS HEREBY GIVEN THAT** on May 26, 2023, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on May 12, 2023 to HUDSON RINCON CENTER LLC, of an Alteration Permit (Erect an electric, single-faced wall sign "Rincon" four total) at 101 Spear Street.

**APPLICATION NO. 2021/0525/1015**

**FOR HEARING ON July 12, 2023**

Address of Appellant(s):

Address of Other Parties:

David Osgood, Appellant(s)  
P.O. Box 193015  
San Francisco, CA 94119

HUDSON RINCON CENTER LLC, Permit Holder(s)  
c/o Tara Sullivan, Attorney for Permit Holder(s)  
Reuben, Junius & Rose, LLP  
One Bush Street, Suite 600  
San Francisco, CA 94104



**BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO**

Appeal of  
DAVID OSGOOD, )  
Appellant(s) )  
vs. )  
DEPARTMENT OF BUILDING INSPECTION, )  
PLANNING DEPARTMENT APPROVAL Respondent )

Appeal No. **23-023**

**NOTICE OF APPEAL**

**NOTICE IS HEREBY GIVEN THAT** on May 26, 2023, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on May 12, 2023 to HUDSON RINCON CENTER LLC, of an Alteration Permit (Erect a non-electric single wall-faced sign permit "Rincon Center") at 101 Spear Street.

**APPLICATION NO. 2021/0525/1011**

**FOR HEARING ON July 12, 2023**

Address of Appellant(s):

Address of Other Parties:

David Osgood, Appellant(s)  
P.O. Box 193015  
San Francisco, CA 94119

HUDSON RINCON CENTER LLC, Permit Holder(s)  
c/o Tara Sullivan, Attorney for Permit Holder(s)  
Reuben, Junius & Rose, LLP  
One Bush Street, Suite 600  
San Francisco, CA 94104



Date Filed: May 26, 2023

**CITY & COUNTY OF SAN FRANCISCO  
BOARD OF APPEALS**

**PRELIMINARY STATEMENT FOR APPEAL NO. 23-020**

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I / We, **David Osgood**, hereby appeal the following departmental action: **ISSUANCE** of **Alteration Permit No. 2021/0525/1018** by the **Department of Building Inspection** which was issued or became effective on: **May 11, 2023**, to: **HUDSON RINCON CENTER LLC**, for the property located at: **101 Spear Street**.

**BRIEFING SCHEDULE:**

Appellant's Brief is due on or before: 4:30 p.m. on **June 22, 2023, (no later than three Thursdays prior to the hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [missy@sfpermitting.com](mailto:missy@sfpermitting.com).

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **July 6, 2023, (no later than one Thursday prior to hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be doubled-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com).

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, July 12, 2023, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place**. The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

In order to have their documents sent to the Board members prior to hearing, **members of the public** should email all documents of support/opposition no later than one Thursday prior to hearing date by 4:30 p.m. to [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org). Please note that names and contact information included in submittals from members of the public will become part of the public record. Submittals from members of the public may be made anonymously.

**Please note** that in addition to the parties' briefs, any materials that the Board receives relevant to this appeal, including letters of support/opposition from members of the public, are distributed to Board members prior to hearing. All such materials are available for inspection on the Board's website at [www.sfgov.org/boa](http://www.sfgov.org/boa). You may also request a hard copy of the hearing materials that are provided to Board members at a cost of 10 cents per page, per S.F. Admin. Code Ch. 67.28.

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**The reasons for this appeal are as follows:**

Not submitted.

**Appellant, David Osgood, filed by email.**

**Permit Details Report**

**Report Date:** 5/18/2023 3:57:09 PM

Application Number: 202105251018  
 Form Number: 4  
 Address(es): 3716 / 023 / 0 101 SPEAR ST  
 Description: SIGN C: INSTALL 2 ILLUMINATED DOUBLE-FACED PROJECTING BLADE SIGN. FOR "TENANT XYZ RINCON CENTER"  
 Cost: \$6,000.00  
 Occupancy Code:  
 Building Use: -

**Disposition / Stage:**

Action Date	Stage	Comments
5/25/2021	TRIAGE	
5/25/2021	FILING	
5/25/2021	FILED	
5/11/2023	APPROVED	
5/11/2023	ISSUED	

**Contact Details:**

**Contractor Details:**

License Number: 765078  
 Name: DANNY MORAN  
 Company Name: CORPORATE SIGN SYSTEMS  
 Address: 1014 TIMOTHY DR \* SAN JOSE CA 95133-0000  
 Phone: 5373401

**Addenda Details:**

**Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	INTAKE	5/25/21	5/25/21			5/25/21	LEI ALVINA	
2	CP-ZOC	5/11/23	5/11/23			5/11/23	GRETEL GUNTHER	05/11/23 - Approve two vertical projecting aluminum signs reading "RINCON CENTER" at the bottom per Rincon Center Master Sign Program. One on corner of Steuart and Mission and one on corner of Spear and Mission. Each sign is 30 square feet (60" x 25") and will be 15' above the sidewalk. -G.G.
3	BLDG	5/11/23	5/11/23			5/11/23	HOM CALVIN	approved otc
4	MECH-E	5/11/23	5/11/23			5/11/23	JACOBO MARCO	N/A non illuminated sign
5	SFFD	5/11/23	5/11/23			5/11/23	MATSUBAYASHI SEAN	Approved OTC SM 5/11/23 plans with applicant
6	DPW-BSM	5/11/23	5/11/23			5/11/23	DEVINE THEO	APPROVED 5/11/23; No alteration or reconstruction of City Right-of-Way under this permit. -TD
7	BLDG	5/11/23	5/11/23			5/11/23	CHEUNG JIMMY	90+ DAYS APPROVAL
8	CPB	5/11/23	5/11/23			5/11/23	LEE ERIC	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code Descriptions and Phone Numbers



Date Filed: May 26, 2023

**CITY & COUNTY OF SAN FRANCISCO  
BOARD OF APPEALS**

**PRELIMINARY STATEMENT FOR APPEAL NO. 23-021**

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I / We, **David Osgood**, hereby appeal the following departmental action: **ISSUANCE** of **Alteration Permit No. 2021/0525/1021** by the **Department of Building Inspection** which was issued or became effective on: **May 11, 2023**, to: **HUDSON RINCON CENTER LLC**, for the property located at: **101 Spear Street**.

**BRIEFING SCHEDULE:**

Appellant's Brief is due on or before: 4:30 p.m. on **June 22, 2023**, (**no later than three Thursdays prior to the hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [missy@sfpermitting.com](mailto:missy@sfpermitting.com).

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **July 6, 2023**, (**no later than one Thursday prior to hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be doubled-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com).

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, July 12, 2023, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place**. The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

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**The reasons for this appeal are as follows:**

Not submitted.

**Appellant, David Osgood, filed by email.**

**Permit Details Report**

**Report Date:** 5/18/2023 3:58:34 PM

Application Number: 202105251021  
 Form Number: 4  
 Address(es): 3716 / 023 / 0 101 SPEAR ST  
 Description: SIGN D: INSTALL 1 NON-ILLUMINATED SINGLE FACE CANOPY SIGN. FOR "TENANT XYZ"  
 Cost: \$3,000.00  
 Occupancy Code:  
 Building Use: -

**Disposition / Stage:**

Action Date	Stage	Comments
5/25/2021	TRIAGE	
5/25/2021	FILING	
5/25/2021	FILED	
5/11/2023	APPROVED	
5/11/2023	ISSUED	

**Contact Details:**

**Contractor Details:**

License Number: 765078  
 Name: DANNY MORAN  
 Company Name: CORPORATE SIGN SYSTEMS  
 Address: 1014 TIMOTHY DR \* SAN JOSE CA 95133-0000  
 Phone: 5373401

**Addenda Details:**

**Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	INTAKE	5/25/21	5/25/21			5/25/21	LEI ALVINA	
2	CP-ZOC	5/11/23	5/11/23			5/11/23	GRETEL GUNTHER	05/11/23 - Approve one tenant ID with cladding sign on Steuart elevation per Rincon Center Master Sign Program. Cladding portion of sign is 9 square feet (132" x 6") and will mounted above entry at corner of Steuart and Mission. Lettering to be added later. -G.G.
3	BLDG	5/11/23	5/11/23			5/11/23	HOM CALVIN	approved otc
4	SFFD	5/11/23	5/11/23			5/11/23	MATSUBAYASHI SEAN	Approved OTC SM 5/11/23 plans with applicant
5	MECH-E	5/11/23	5/11/23			5/11/23	JACOBO MARCO	N/A non illuminated sign
6	DPW-BSM	5/11/23	5/11/23			5/11/23	DEVINE THEO	APPROVED 5/11/23: No alteration or reconstruction of City Right-of-Way under this permit. -TD
7	BLDG	5/11/23	5/11/23			5/11/23	CHEUNG JIMMY	90+ DAYS APPROVAL
8	CPB	5/11/23	5/11/23			5/11/23	LEE ERIC	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code Descriptions and Phone Numbers

Online Permit and Complaint Tracking home page



Date Filed: May 26, 2023

**CITY & COUNTY OF SAN FRANCISCO  
BOARD OF APPEALS**

**PRELIMINARY STATEMENT FOR APPEAL NO. 23-022**

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I / We, **David Osgood**, hereby appeal the following departmental action: **ISSUANCE** of **Alteration Permit No. 2021/0525/1015** by the **Department of Building Inspection** which was issued or became effective on: **May 12, 2023**, to: **HUDSON RINCON CENTER LLC**, for the property located at: **101 Spear Street**.

**BRIEFING SCHEDULE:**

Appellant's Brief is due on or before: 4:30 p.m. on **June 22, 2023**, (**no later than three Thursdays prior to the hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [missy@sfpermitting.com](mailto:missy@sfpermitting.com).

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **July 6, 2023**, (**no later than one Thursday prior to hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be doubled-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com).

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, July 12, 2023, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place**. The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

In order to have their documents sent to the Board members prior to hearing, **members of the public** should email all documents of support/opposition no later than one Thursday prior to hearing date by 4:30 p.m. to [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org). Please note that names and contact information included in submittals from members of the public will become part of the public record. Submittals from members of the public may be made anonymously.

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**The reasons for this appeal are as follows:**

Not submitted.

**Appellant, David Osgood, filed by email.**

**Permit Details Report****Report Date:** 5/25/2023 2:26:40 PM

Application Number: 202105251015  
 Form Number: 4  
 Address(es): 3716 / 023 / 0 101 SPEAR ST  
 Description: ERECT AN ELECTRIC, SINGLE FACED WALL SIGN. "RINCON" (4) TOTAL  
 Cost: \$3,000.00  
 Occupancy Code:  
 Building Use: -

**Disposition / Stage:**

Action Date	Stage	Comments
5/25/2021	TRIAGE	
5/25/2021	FILING	
5/25/2021	FILED	
5/12/2023	APPROVED	
5/12/2023	ISSUED	

**Contact Details:****Contractor Details:****Addenda Details:****Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	INTAKE	5/25/21	5/25/21			5/25/21	GUTIERREZ NANCY	
2	CP-ZOC	1/19/23	1/19/23			1/19/23	GRETEL GUNTHER	1/19/23 - Approve four property building ID aluminum logo and lettering signs reading "RINCON CENTER" measuring 56" x 91" per Rincon Center Master Sign Program. -G.G.
3	BLDG	5/10/23	5/10/23			5/10/23	LO JAMES	OTC PROJECT, APPROVED, PLANS HANDED TO APPLICANT.
4	MECH	5/11/23	5/11/23			5/11/23	SHAIKH MOHSIN	N/A Sign permit only.
5	MECH-E	5/11/23	5/11/23			5/11/23	JACOBO MARCO	N/A non illuminated sign
6	SFFD	4/25/23	4/25/23			4/25/23	TOLENTINO NEIL	4/25/2023 Approved. OTC. No Inspection. -NT
7	SFFD	5/11/23	5/11/23			5/11/23	MARSULLO EDWIN	Approved, no inspection required, plans to client, missing sheet stamped in plan set.
8	DPW-BSM	5/12/23	5/12/23			5/12/23	DEVINE THEO	
9	CPB	5/12/23	5/12/23			5/12/23	BUFKA SUSAN	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code Descriptions and Phone Numbers

[Online Permit and Complaint Tracking home page.](#)

**Technical Support for Online Services**

If you need help or have a question about this service, please visit our FAQ area.



Date Filed: May 26, 2023

**CITY & COUNTY OF SAN FRANCISCO  
BOARD OF APPEALS**

**PRELIMINARY STATEMENT FOR APPEAL NO. 23-023**

---

I / We, **David Osgood**, hereby appeal the following departmental action: **ISSUANCE** of **Alteration Permit No. 2021/0525/1011** by the **Department of Building Inspection** which was issued or became effective on: **May 12, 2023**, to: **HUDSON RINCON CENTER LLC**, for the property located at: **101 Spear Street**.

**BRIEFING SCHEDULE:**

Appellant's Brief is due on or before: 4:30 p.m. on **June 22, 2023**, (**no later than three Thursdays prior to the hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [missy@sfpermitting.com](mailto:missy@sfpermitting.com).

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **July 6, 2023**, (**no later than one Thursday prior to hearing date**). The brief may be up to 12 pages in length with unlimited exhibits. It shall be doubled-spaced with a minimum 12-point font. An electronic copy shall be emailed to: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org), [corey.teague@sfgov.org](mailto:corey.teague@sfgov.org), [tina.tam@sfgov.org](mailto:tina.tam@sfgov.org) and [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com).

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, July 12, 2023, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place**. The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

In order to have their documents sent to the Board members prior to hearing, **members of the public** should email all documents of support/opposition no later than one Thursday prior to hearing date by 4:30 p.m. to [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org). Please note that names and contact information included in submittals from members of the public will become part of the public record. Submittals from members of the public may be made anonymously.

**Please note** that in addition to the parties' briefs, any materials that the Board receives relevant to this appeal, including letters of support/opposition from members of the public, are distributed to Board members prior to hearing. All such materials are available for inspection on the Board's website at [www.sfgov.org/boa](http://www.sfgov.org/boa). You may also request a hard copy of the hearing materials that are provided to Board members at a cost of 10 cents per page, per S.F. Admin. Code Ch. 67.28.

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**The reasons for this appeal are as follows:**

Not submitted.

**Appellant, David Osgood, filed by email.**



**Permit Details Report**

**Report Date:** 5/25/2023 2:23:09 PM

Application Number: 202105251011  
 Form Number: 4  
 Address(es): 3716 / 023 / 0 101 SPEAR ST  
 Description: ERECT A NON-ELECTRIC SINGLE WALL FACED SIGN PERMIT. "RINCON CENTER"  
 Cost: \$3,000.00  
 Occupancy Code:  
 Building Use: -

**Disposition / Stage:**

Action Date	Stage	Comments
5/25/2021	TRIAGE	
5/25/2021	FILING	
5/25/2021	FILED	
5/12/2023	APPROVED	
5/12/2023	ISSUED	

**Contact Details:**

**Contractor Details:**

License Number: 765078  
 Name: DANNY MORAN  
 Company Name: CORPORATE SIGN SYSTEMS  
 Address: 1014 TIMOTHY DR \* SAN JOSE CA 95133-0000  
 Phone: 5373401

**Addenda Details:**

**Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Hold Description
1	INTAKE	5/25/21	5/25/21			5/25/21	GUTIERREZ NANCY	
2	CP-ZOC	1/19/23	1/19/23			1/19/23	GRETEL GUNTHER	1/19/23 - Approve one property building ID aluminum sign with lettering reading "RINCON CENTER" per Rincon Center Master Sign Program. "RINCON" is 119" x 20" and "CENTER" is 118" x 20". -G.G.
3	BLDG	5/10/23	5/10/23			5/10/23	LO JAMES	OTC PROJECT, APPROVED, PLANS HANDED TO APPLICANT.
4	SFFD	4/25/23	4/25/23			4/25/23	TOLENTINO NEIL	4/25/2023 Approved. OTC. No Inspection -NT
5	SFFD	5/11/23	5/11/23			5/11/23	MARSULLO EDWIN	Approved, plans to client, initial plans were missing a page, new page added to set and stamped.
6	DPW-BSM	5/11/23	5/11/23			5/11/23	DEVINE THEO	
7	CPB	5/12/23	5/12/23			5/12/23	BUFKA SUSAN	

This permit has been issued. For information pertaining to this permit, please call 628-652-3450.

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 628-652-3400 between 8:30 am and 3:00 pm.

Station Code Descriptions and Phone Numbers

Online Permit and Complaint Tracking home page.

# BRIEF SUBMITTED BY THE APPELLANT(S)

# Rincon Center Tenants Association

88 Howard Street  
Post Office Box 193015  
San Francisco, CA 94119

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June 21, 2023

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue  
Suite 1475  
San Francisco, CA 94103

Re: Appeals No. 23-020, 23-021, 23-022, 23-023

Dear Mr. President and Members of the Board of Appeals:

Our organization was founded in 1995 and represents people living and working at Rincon Center. We are appealing four building permits issued by the San Francisco Planning Department allowing approximately EIGHT SETS of unnecessary extra signs<sup>1</sup> (see Exhibit 1) on the 83-year-old landmark Rincon Annex on Mission Street near the Embarcadero. Additional building permits for signs on the historic building were also issued which we are not appealing. We are submitting one brief to cover the four appeals.



These permanent new signs would violate sound planning practices for historic buildings. They are excessive, ineffective, inconsistent with each other, too large,

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<sup>1</sup> In this case, the word “sign” often refers to a cluster of words and symbols. At least four “signs” would include a tenant name, the words “Rincon Center” and a graphic symbol. Each element, including letters, would be bolted into the building individually. One permit can allow as many as four “signs” – each one with these multiple elements.

unnecessary, and completely clash with the original architect's wonderful signage and dolphin designs. The building largely retains its original [Streamline Moderne](#) design (a type of Art Deco). These new



permanent signs would represent a significant deterioration in the city's (eroding) commitment to preserving historic buildings. Where else has a landmark building been plastered with this many signs? Approving these permits misinterprets politicians' calls for streamlining government. The new sign plan is not historic preservation—it's historic disfigurement.

#### **PRECEDENT:**

Communities all around the globe strive to preserve their landmark buildings. It is embarrassing that San Francisco is so out of sync with the rest of the world by permitting 14 unnecessary signs (eight under appeal) on the historic Rincon Annex. The comparable former Federal Reserve building



(right), also downtown, has **no** such signage. What will be next: signs on the beautiful Audiffred Building across the street? The original mint? The

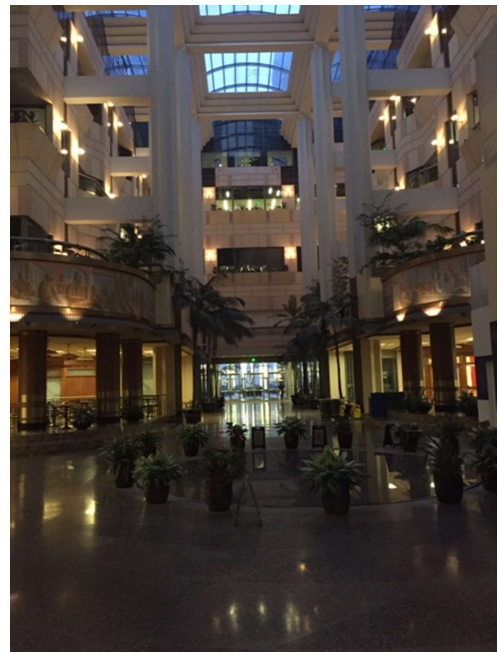
newer mint (designed by the same architect)? The Southern Pacific building? Accept no excuses as city officials attempt to explain their erratically inconsistent approaches to similar buildings.

## **UNINTENDED CONSEQUENCES OF STREAMLINED PLANNING:**

Politicians at the state and local level are calling for unnecessary planning processes to be streamlined, but none have ever said it is okay for the city to lower his standards and disfigure monuments. Historic preservation is somewhat subjective, and planners must use good judgment in evaluating changes to landmarks. This signage plan does not show good judgment. We were told that the owners wished to replace two enormous (25' high) blade signs currently on the southern corners of the Annex. Planners told them replacement would be fine but asked them to reduce their size. The owners refused. This does indicate that planners have discretion to use good judgment and not just follow inadequate bureaucratic rules. Therefore, you do too. Historic preservation is always going to be somewhat subjective, and it's clear this proposed sign plan is excessive and unnecessary.

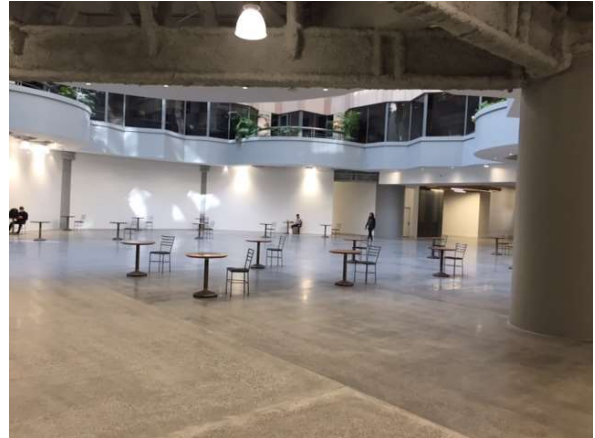
## **BASIS FOR APPEAL:**

Rincon Annex was redeveloped into Rincon Center in the late 1980s. The S.F. Redevelopment Agency created an Owner Participation Agreement that the city and various owners abided by. The new building was constructed on the south end of the block. The mail sorting area was transformed into a beautiful and successful food court with a five-story rain column and new murals by Richard Haas (right). It thrived for 30 years. The original lobby and exterior



of the Annex were to be preserved. Numerous signs were allowed but strictly controlled (Exhibit 2).

Unfortunately, things began to deteriorate after the Redevelopment Agency went away. Control went to the Office of Community Investment and Infrastructure and then to the Planning Department. The owners wanted a new look and remodeled the beautiful food court. The rain column, which attracted tourists, was destroyed. The Haas murals were painted over. The fine marble floors were jackhammered and replaced with



bare concrete. That's the look they wanted (above). Successful food vendors, such as Sorabol Korean and Pepe's Taqueria, were removed. (This was before Covid.) Planning records (Exhibit 4) appear to indicate the owners applied to remove part of the historic lobby as well. Incredibly, the Planning Department approved two huge 25-foot-tall blade signs that were installed on the southern corners of the building (below). Now they have been issued permits for 14 new signs on the historic building.

Needless to say, Planning's decision-making has been arbitrary, capricious and without reasonable or rational basis. No reasonable person would have permitted these actions on such a historic landmark. After the giant blade signs were installed, a senior planner wrote on 9-1-21 that "...the proposals for blade



signs on the Annex are not something that the department would support” (See Exhibit 3). Now they have issued permits for two additional blade signs (along with 12 other signs). Planning Department officials keep contradicting themselves. No other landmark building has this kind of signage. This is clear abuse of discretion and error in interpretation by the Zoning Administrator and Planning staff.

**AUTHORITY:**

The people of San Francisco want the city’s historic buildings preserved, and the Planning Department has failed to use their authority to protect the Rincon Annex. The Board of Appeals has the authority, acting in its de novo capacity, to rescind the Department’s misguided permits. Planning staff has told us they attempted to negotiate the size of two large blade signs previously installed, and the building



owners refused to cooperate. However, this does confirm that the Department has the authority to do more than just rubberstamp applications. Furthermore, the owners clearly recognize (in bold print) in the introduction of their sign plan that the city decides whether these signs are authorized or not. This recognizes that the Board of Appeals also has the power to unauthorize them. If the site was zoned improperly, then the city needs to correct that mistake.

Please keep in mind that:

- The Annex has numerous signs all around it now (Exhibit 2) – and has had them for 30 years – and they contributed to the center’s success as a busy commercial

center (pre-Covid). Additional PERMANENT signs are not necessary (post-Covid).

- The current conversion from food service to offices actually reduces the need for signage.

- The building was designed by [Gilbert Stanley Underwood](#), a renowned architect working for the Roosevelt Administration who also designed numerous grand railroad stations, post offices and national park lodges (including the Ahwahnee Hotel).



- The LA-based owner's 55-page sign plan says nothing specific about the building's great Streamline Moderne architecture and nothing at all about its history. This is indicative of their lack of appreciation for the historic San Francisco building that they own.

- The site was re-developed in the 1980s into the multi-use [Rincon Center](#) and the historic building's lobby (right) and exterior were to be preserved. The passage of time only increases the importance of maintaining historic preservation. It never decreases.



- A carefully crafted sign plan was implemented in the 1980s, and it contributed to the many successful businesses at the center for 30 years.
- The planning process could be streamlined without lowering standards or jeopardizing historic preservation.



- The current LA-based corporate owners are development professionals and certainly made the decision to purchase this historic landmark knowing (and expecting) that changes to the exterior would be restricted or prohibited altogether.



- The building permits were issued in secret, behind closed doors, and over-the-counter by the San Francisco Planning Department.
- There was no neighborhood notice, hearing, or opportunity for comment.

- We do not call the building “historic” simply because it is 83-years-old. The WPA murals (right) in the lobby were considered controversial by some, and congressional hearings were held seeking their removal.



San Franciscans came to the defense of this building then, and true San Franciscans will do the same now.

- This building is truly one of the “hearts“ of San Francisco.

A question the Board of Appeals may be answering in this matter – whether you intend to or not – is whether historic preservation is dead in San Francisco.

**Sincerely,**  
**David Osgood**

## Appeal 23-020

(Permit 202105251018)

Commercial two-sided blade signs are eyesores and have been restricted for decades. New ones should be prohibited everywhere (whatever their size). Permitting two of these on the Mission Street corners shows a lack of appreciation for the landmark building which still largely retains its original 80-year-old design. They would exclusively promote a single tenant and could potentially read “Boba Bubble Tea.” There is nothing to prevent a future owner from changing it to read “Coca-Cola.” They would be permanent. They are to generate a little income. They would be of little use in providing directions. Sadly, two oversized blade signs have already been installed on the southern corners of the historic building. A Planning Department official told us the owners wanted to replace them. Planning asked the owners to reduce their size, but they refused. They are planning atrocities. No more are needed. Enough is enough.



## Appeal 23-021

(Permit 202105251021)

This proposed sign for just one tenant (which could read “Nick’s Gyros” for example) would be totally out of place on this landmark. There is nothing to keep it from being changed to read “Bud Lite” in the future. It is completely different from all the other proposed signs and looks like the entrance to a bar in Hayward. Compare it with the detailed original grill work immediately above it. The ordinary door itself has already been installed by the current owner and demonstrates the lack of respect for the historic design. Because the sign names a single tenant, its directional benefits are nominal. We believe its sole purpose is to generate income for the owners. It is of no importance. There are signs now just a few feet away right around the corner. It is not worth disfiguring the Streamline Moderne building.



## Appeal 23-022

(Permit 202105251015)

This permit would double the number of words on the Mission Street façade (around the two entrances) and add four poorly-defined symbols in duplicate. The name “Rincon Center” currently appears twice

in large letters (shown) and this has been more than sufficient to call out the name of the successful center for over 30 years. This permit would double the name “Rincon Center” so it appears four times in a row. This is excessive clutter and unnecessary. And capricious.

Above each word set would be four wavy lines (right). This is a poor use of symbolism because one will not know what the wavy lines represent unless they are told. Are they a flag? No. Do they represent waves? No. They do represent something specific, but it is not clear. We believe the wavy line design would



clash with the original architect's thoughtful dolphin motif (see page 2), and a future owner will probably remove the wavy lines.

All of these individual letters and wavy lines would be affixed with two or three bolts each drilled into to the clean surface of the building (common with Streamline Moderne). Removal of the current signage would also mar the light-colored façade. There is nothing to guarantee that these holes would be patched and painted correctly.

In total, there would be **six** sign sets on the Mission Street façade (including the two blade signs on the corners: Appeal 23-020). The Planning Department could have acted responsibly and asked the owners to keep the number of signs within reason, but they failed to do so. The Board of Appeals should uphold this appeal and keep the current signage which has proven—over 30 years—to be effective and more than sufficient to support the businesses at Rincon Center.

## Appeal 23-023

(Permit 202105251011)

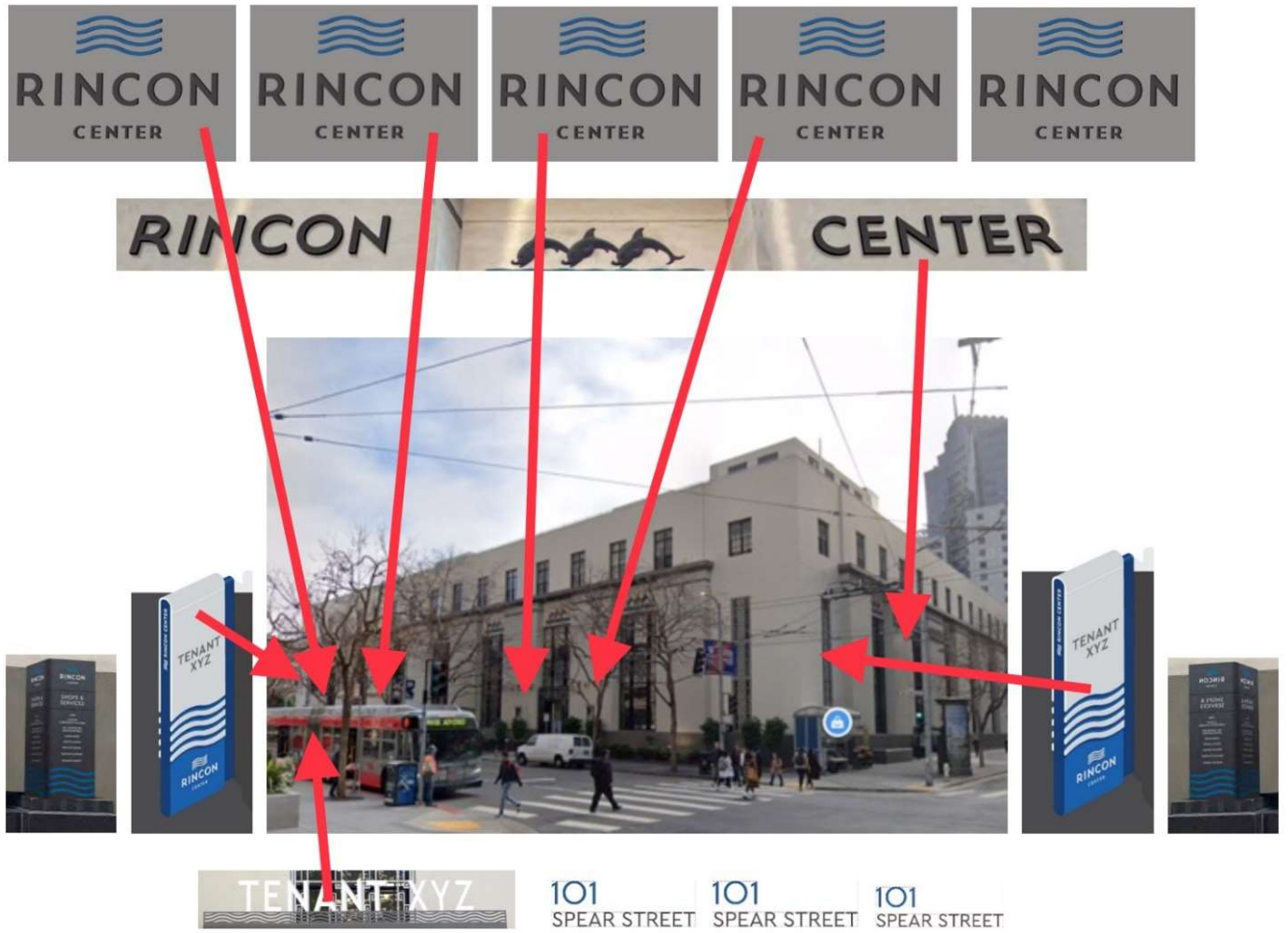
As you can see, these signs on the Spear Street side would change very little. Therefore it is important that they not be changed. They have successfully served to name the building and provide direction for 30 years. The new letters would mean additional new bolt holes driven into the façade. The existing signs' bolt holes would have to be patched and



Painted. There is nothing to guarantee the quality of the work. This further demonstrates the capricious nature of the proposed sign plan.

**Exhibit 1**

14 Newly Permitted Signs – 8 Under Appeal (with red arrows)

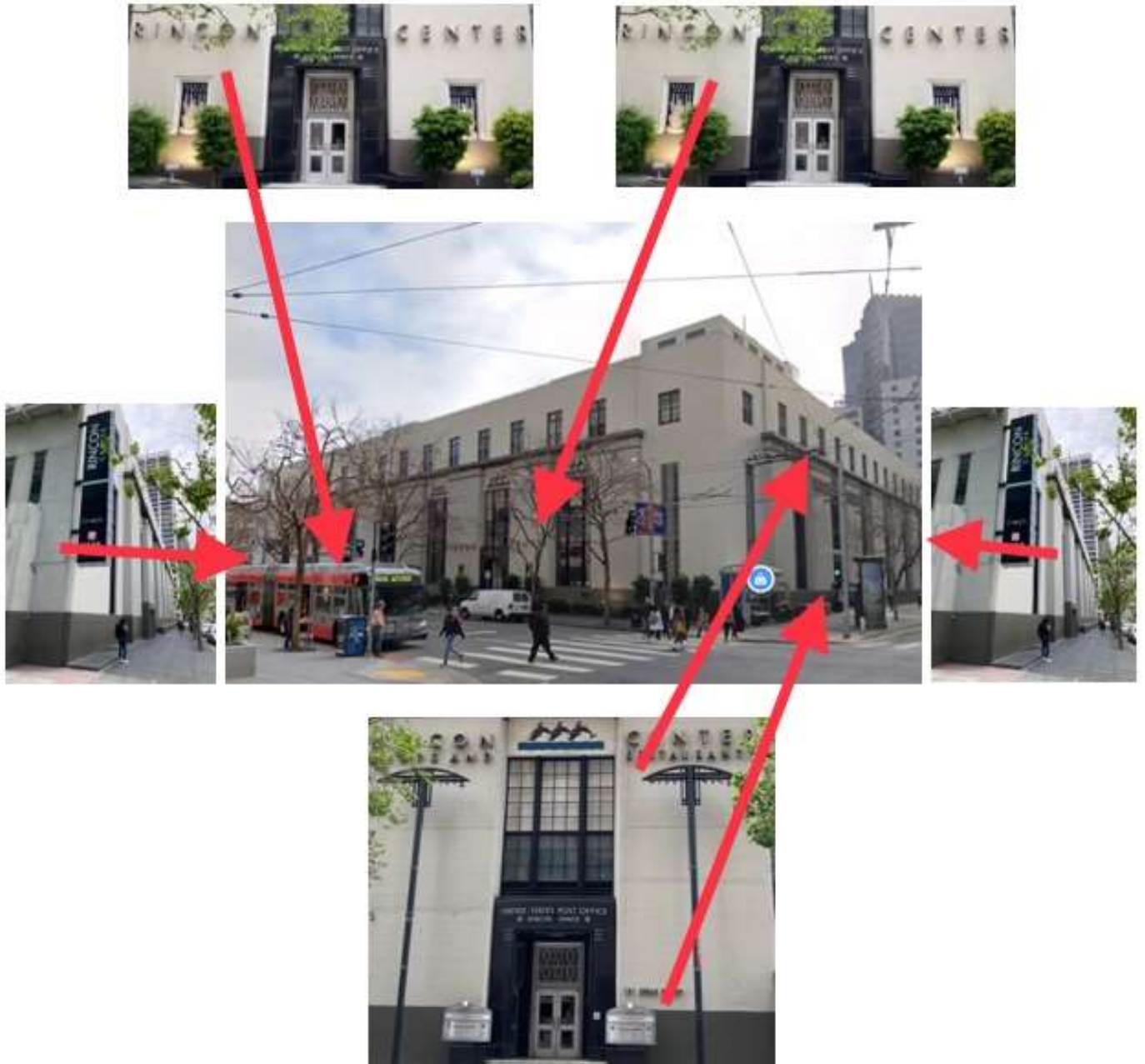


14 Signs Approved

8 Signs Being Appealed

## Exhibit 2

### Current Adequate Signage





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Exhibit 3

Dave Osgood

From: Asbagh, Claudine (CPC) <claudine.asbagh@sfgov.org>  
Sent: Wednesday, September 1, 2021 12:17 PM  
To: Dave Osgood; Langlie, Michelle (CPC)  
cc: Sue Hestor; info@sfheritage.org; Woody LaBounty; Vimr, Jonathan (CPC); GordonJonckheer, Elizabeth (CPC)  
Subject: RE: 101 Spear, Rincon Annex  
Hi David,

Thank you for reaching out to us. I spent some time looking into the permit history and have contacted the owner's rep. There seems to be confusion about the city's process. There are multiple permit applications, even beyond those you included in your email. We've discussed this internally and believe it would be beneficial for them to work with staff to create a sign program. This could assist them with their internal operations and management of future tenants—each sign will need a new permit, however, it would provide clarity as to what their tenants can do (for both historic, and non-historic portions of the site).

Just so you are aware, the proposals for blade signs on the Annex are not something that the department would support.

I thought it would also be helpful to clarify the process for permit review at the site since this was formerly under OCII's jurisdiction. In January of this year, the redevelopment plan expired and jurisdiction transferred to the Planning

Department. As such, the site is subject to the planning code. Prior to the transfer, OCII approved the new office tenant within the former food court (this would have needed a conditional use authorization once jurisdiction transferred).

As you've noted, Rincon Annex remains subject to Article 10. Through the HPC, certain approvals have been delegated to preservation staff (either through an administrative entitlement, or through over the counter review). A couple of years ago, the Delegation was updated to allow signs to be reviewed over the counter by preservation staff.

I appreciate your concerns over the new ownership and hope to get this sorted out. Please feel free to reach out to me or Elizabeth Gordon if you have additional questions or concerns.

Sincerely,

Claudine Asbagh, Principal Planner  
Northeast Quadrant/ Current Planning  
San Francisco Planning  
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103  
Direct: 628,652.7329

Exhibit 4

City and County of San Francisco

SFGov | Residents | Business | Government | Visitors | Online Services | Help

Home | Permit Services | Plan Review | Inspection Services | Most Requested | Key Programs | About Us

Home > Most Requested

### Welcome to our Permit / Complaint Tracking System!

#### Permit Details Report

Report Date: 6/22/2023 12:08:53 PM

Application Number: 201806071251

Form Number: 3

Address(es): 3716 /023 /0 101 SPEAR ST

Description: REMOVE PORTION OF EXISTING INTERIOR FL SLAB 2 EXISTING SERVICE ENTRY, PORTION OF EXISTING RATED TRANSFER CORRIDOR & EGRESS STAIR, EXISTING WALLS, DOORS CEILINGS, LIGHTING, ENTRY,ELEVATOR LOBBY, INSTALL NEW SLABS, STAIRS, CEILINGS, LIGHTING, RATED CONSTRUCTION @ NEW PUBLIC LOBBY AND ELEVATOR LOBBY.

Cost: \$645,620.00

Occupancy Code: M.B

Building Use: 15 - RETAIL SALES

Disposition / Stage:

Action Date	Stage	Comments
6/7/2018	TRIAGE	
6/7/2018	FILING	

SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION

## **BRIEF SUBMITTED BY THE PERMIT HOLDER(S)**

# REUBEN, JUNIUS & ROSE, LLP

July 6, 2023

**Delivered Via E-Mail:** [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org) / [julie.rosenberg@sfgov.org](mailto:julie.rosenberg@sfgov.org)

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue, Suite 1475  
San Francisco, CA 94103

**Re: Permit Holder Brief in Opposition of Appeals**  
**Appeal Nos.: 23-20, 23-21, 23-22, and 23-23**  
**101 Spear Street / Rincon Center**  
**Permit Nos.: 2021.0525.1011, 2021.0525.1015, 2021.0525.1018, 2021.0525.1021**  
**Hearing Date: July 12, 2023**

Dear President Swig and Commissioners:

Our office represents Hudson Rincon Center LLC, the owner of the property (the “**Owner**”) located at 101 Spear Street, commonly known as Rincon Center (the “**Property**”), and holders of Building Permit Applications: 2021.0525.1011, 2021.0525.1015, 2021.0525.1018, and 2021.0525.1021 (the “**Permits**”). This is a consolidated response to the Appeals of the above-mentioned Permits filed on May 26, 2023, by David Osgood (the “**Appellant**”). We request that the Board of Appeals **deny** the Appeal and uphold the issuance of the Permits. The Permits, which are for the alteration of signs at the Property, conform with the Property’s approved Master Sign Plan and the applicable provisions of the City’s Planning Code. The Appellant’s arguments are speculative at best and based on his subjective opinion about what “looks better” at the Property. He has not provided any legitimate grounds on which to base the Appeal or to overturn the Permits.

## **A. PROPERTY DESCRIPTION**

101 Spear Street, also known as Rincon Center, is a large mixed-use development that encompasses the full block bounded by Mission Street to the north, Steuart Street to the east,

Howard Street to the south, and Spear Street to the west. Centered around the historic Rincon Annex Post Office, the complex consists of two components: the historic post office structure constructed in 1939 that fronts on Mission Street and wraps halfway down Spear and Stuart Streets, and a mixed-use development that was constructed in 1989, consisting of office space, residential apartment towers, and extensive retail focused on a central atrium, as well as an on-site parking garage.

In 1980, the historic Rincon Annex Post Office was designated as City Landmark No. 107 under Article 10 of the Planning Code (see designating ordinance attached as **Exhibit A**). The designating ordinance identifies the exterior post-office structure designed by Gilbert S. Underwood, and the interior lobby of the post office, including the murals that were painted by Anton Refregier as the aspects of historic significance. In the late 1980's the remainder of the block was developed into the current mixed-use complex present today. Two new stories were added to the top of the Rincon Annex Post Office building, which opened up to the central atrium, and two 23-story tall towers that front Howard Street were constructed. The current signage was installed by previous owners in the late 1980's-early 1990's.

## **B. PERMIT HISTORY**

In the summer of 2022, the Owner desired to upgrade the signage throughout the Property and initiated the review of a Master Sign Program (“**MSP**”) with the Planning Department. Due to the Property containing a designated landmark, any proposed exterior changes, including signs, required preservation review. There was an initial Project Review meeting with Planning Department staff on June 13, 2022, where the Owner and their architects went through their proposal(s). Over the next several months, the Owner worked with Planning staff to refine the proposal, including modifications to materials, finish, and other details. On September 20, 2022,

the 101 Spear Street MSP (see MSP attached as **Exhibit B**) was found to be compliant with the preservation standards of Article 10 and approved (see approval e-mail attached as **Exhibit C**). Per Planning Department procedures, the MSP was uploaded into the city's databases for reference when the building permits to install the signs were reviewed by Planning staff.

The four Permits at issue were applied for under the MSP. The Permits were reviewed by Planning staff and found to conform with the MSP on May 11, 2023, with the final permits being issued on the same day (see final permits attached as **Exhibit D**).

On May 23, 2023, the Appellant filed this Appeal with the Board, requesting that the subject Permits be revoked.

### **C. PLANNING CODE REQUIREMENTS FOR SIGN PERMITS**

#### ***1. Article 6 City-Wide Sign Regulations***

Signs are regulated by Article 6 of the Planning Code, which grants the Planning Department very limited discretion in reviewing permit applications for signs. The sign regulations provide that a permit for sign work that conforms with the provisions of Article 6 “shall be approved by the Planning Department without modification or disapproval by the Planning Department or the Planning Commission...” (San Francisco Planning Code § 604(a)).

The provisions of Article 6 apply to all sign work, including the erection, alteration, reconstruction, replacement, or change of copy (San Francisco Planning Code §§ 604(a), (b), and (f)). The only exceptions to this limited authority are signs that are regulated by the historic preservation provisions of Article 10 (Landmarks and Historic Districts) and Article 11 (Significant Buildings and Conservation Districts in the C-3 Districts) (San Francisco Planning Code §§ 604(a), 1005, 1110).

## ***2. Article 10 Landmark & Historic District Sign Controls***

Because the Property contains a designated Landmark, the provisions of Article 10 apply. Section 1005 states that all exterior work on sites containing a designated landmark (and work to designated interiors) shall be in conformity with Article 10 and obtain approval for a Certificate of Appropriateness (San Francisco Planning Code § 1005(a)). Article 10 provides exceptions from these requirements for specific types of work that do not impact the integrity of the landmark site. One example is signage. Section 1005(e)(6) provides in pertinent part:

*“...in the following cases the Department shall process the permit application without further reference to this Article 10 ... (6) when the application is for a permit to install business signs or awnings as defined in Section 602 of this Code to a landmark or district, provided that signage, awnings, and transparency conform to the requirements outlined in Section 1006.6”* (emphasis added).

The requirements outlined in Section 1006.6 generally require that any such work aims to preserve the integrity of the landmark site, such as by following the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (“SOI Standards”) or any other specified requirements under Article 10.

Taken together, these provisions exempt the installation of business signs from obtaining a Certificate of Appropriateness if they conform to the SOI Standards. This does not eliminate signage from preservation review; rather, it removes the entitlement process. A permit is still required for signs on landmark sites. Such sign work is simply reviewed by Planning Department’s preservation staff to conform with the standards of Section 1006.6. Unless a proposal is found to comply with these standards, no permits can be issued.

**D. THE MASTER SIGN PLAN**

A Master Sign Plan (“MSP”) is a preliminary plan that details proposed signage for an entire site. Used on both landmarked and non-landmarked sites, the purpose of an MSP is to allow the Planning Department to review the totality of proposed signage for larger sites that may install signs in phases or require the installation of signage at varying times across the life of the project. An MSP is particularly effective for large developments like the Property, which have multiple street frontages, numerous tenants, and considerations related to the landmarked Rincon Annex Post Office structure. Because sign permits are subject to very limited discretion, an MSP acts in like a site permit, giving a general outline of all planned signage under which individual permits are later sought as the work is ready to be performed. The MSP allows Planning to review the entire signage plan for consistency and conformity to Article 6, and to give comments and suggestions on the entire context of the proposal that may otherwise be overlooked if each individual sign is reviewed separately. For a project sponsor, an MSP gives certainty and allows them to finalize a consistent and uniform signage plan. Further, it allows for quicker review of sign permits because conformance with the MSP means those permits already conform with Article 6 and other regulations under which the MSP was reviewed and approved.

Here, the Owner initiated an MSP with the Planning Department in June 2022. After review, comments, and revisions by Planning’s preservation staff, the MSP was adopted on September 20, 2022 (see **Exhibit C**). The MSP was uploaded to, and is publicly accessible from, the Property’s page on the City’s Property Information Map,<sup>1</sup> and is known as the “101 Spear St Sign Program”.

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<sup>1</sup> <https://sfplanninggis.org/pim/>



**E. APPELLANT PROVIDES NO BASIS FOR DENYING THE PERMITS**

The Appellant provides no sound reasoning behind this Appeal. His arguments are purely subjective – a difference of opinion about what is “appropriate” at the Property. He assumes to have more knowledge than qualified preservation professionals, even more than the Board of Supervisors. He distains the current requirements of Article 6 and Article 10, which allow for administrative review and approval of signage on landmark sites. Further, the Appellant has not shown how the issued permits adversely affect his personal interests or the public interests, as required under the SF Charter Section 4.106(b).

Appellant alleges that the “building permits were issued in secret, behind closed doors, and over-the-counter by the San Francisco Planning Department.” This is simply untrue. The Owner initiated review of the MSP in June 2022 at a meeting with Planning staff. The meeting details are publicly available on the city’s websites. Over the next several months, there was regular correspondence with Planning staff about the MSP. Throughout this time the Owner was fully aware of the public nature of their conversations with Planning. Further, the MSP for the Property was accepted in September 2022, and the Permits were not issued until May 2023 – eight months later. The MSP has been publicly accessible on the City’s Property Information Map since September 2022, where anyone can view it. It is not a “secret” document.

Most permits in the city, including sign permits, are issued “over-the-counter;” meaning if they meet the applicable Code regulations, then they are approved by Planning staff. This is not “secret” or “behind closed doors.” As previously described, sign permits must be approved if they comply with Article 6 of the Planning Code, and they are subject to very limited review other than compliance with the established standards in that Article.

The MSP was referenced on each Permit's application. The Permits were reviewed against the adopted MSP and applicable Planning Code regulations and approved in line with standard practice. There is nothing irregular or nefarious about this process as Appellant seems to imply.

Appellant further complains that there was "no neighborhood notice, hearing, or opportunity for comment." Said processes are not required for sign permits, which are subject to very limited discretion and approved more or less ministerially. The Appellant bemoans the current review process, arguing that it has allowed Planning staff to 'degrade' preservation standards. This is not the case. The Board of Supervisors in 2018 purposely passed legislation to allow signage that would be subject to Article 10 and 11 requirements to be approved ministerially (see excerpts of Ord. 179-18, attached as **Exhibit E**). It did not remove preservation review of signage; it just removed the cumbersome and time-consuming entitlement process. The Board made findings that administrative review was in the best interests of the city, met the city's General Plan's goals and policies, and that it would not adversely harm the public. If the Appellant has an issue with the current review process, they should seek change at the legislative level, not with the Permits that were reviewed and approved correctly. Disagreement with city procedures is not an adequate basis for revoking the Issuance of the Permits.

The Appellant admits that historic preservation is "somewhat subjective" and says that the MSP does not "show good judgement" (*see* Appellant's Brief, pg. 3). Both Article 6 and Article 10 require that historic preservation professionals review signage against the SOI Standards. Those are the base requirements that landmarked properties must meet. They are not rule-based; rather, they provide a framework for professionals to use when evaluating alterations to landmarks. The Planning Department has qualified staff that meets the Secretary of the Interior's *Professional*

*Qualifications Standards for Preservation.*<sup>2</sup> The Owner worked with preservation staff throughout the MSP process, and it was preservation staff that approved the final MSP. Surely professionals that meet the national requirements for preservation review are knowledgeable about what would or would not be appropriate at the Property. That he disagrees with what Planning staff approved is just a difference of opinion. It is not a reason for overturning the Issuance of the Permits.

The Owner and Planning Department followed all legal requirements for sign permits on landmark structures, and there were no errors with the issuance of the permits. Importantly, the MSP was found to meet all applicable preservation standards and not to have an adverse impact to the Landmark.

#### **1. APPEAL 23-020**

Appellant appeals Permit 2021.0525.1018 on the basis that “two-sided blade signs are eyesores and have been restricted for decades.” This basis is misstated and insufficient. The only regulations on blade signs within the applicable C-3-O(SD) zoning district are that they do not project out from the building more than 75% of the distance between the property line and the curb line, but in no case more than 6 feet from the property line. (San Francisco Planning Code § 607(g) (see Planning’s Chart of C-3 Sign Regulations attached as **Exhibit F**). Their height is restricted to be no higher than 100 feet above the ground. (San Francisco Planning Code § 607(h)(1)). The signs under this permit conform with these standards and provide no reason to overturn the permit. Whether Appellant considers the design an “eyesore” is irrelevant to the approval of the permit.

The rest of Appellant’s arguments against this permit are strictly his personal opinion. He states “new [blade signs] should be prohibited everywhere (whatever their size).” This is ultimately

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<sup>2</sup> See <https://www.nps.gov/articles/sec-standards-prof-quals.htm>

a legislative question and beyond the scope of the appeal. The Code allows the new signage at the size and placement proposed. The Permit was reviewed and approved in conformance with the City's current sign regulations. Appellant cannot fairly insist this permit and the other Permits be revoked based on what he thinks the law "should be". If he wants to see blade signs prohibited or other changes in the law relevant here, he should pursue changes through the legislative process.

## **2. APPEAL 23-021**

Appellant appeals Permit 2021.0525.1021 for a tenant business sign on the basis that it would be "totally out of place on this landmark." He mentions that it could read "Nick's Gyros" but that there is nothing keeping it from being changed to "Bud Lite." These are First Amendment issues that the city cannot opine on. The worthiness of a sign does not, and cannot, depend on the name of the subject tenant. The City has extremely limited authority in regulating the contents of a sign—especially one that simply names an on-site business. Appellant's argument provides absolutely no basis to deny this permit.

Appellant further argues that the sign's directional benefits are nominal because it only names the tenant occupying the space and would only serve to increase the income of the Owner. This argument makes little sense considering the point of a sign is to attract and direct business to the holder of the sign. A sign that increases commercial activity and foot traffic to a tenant business is arguably the primary purpose of a sign and is more of a direct benefit to the tenant business and its prospective customers.

The remainder of Appellant's arguments against this permit are highly subjective and his personal opinions, such as it being "totally out of place", "demonstrates a lack of respect for the historic design", and "is of no importance." We again reiterate that the sign is consistent with all applicable regulations and was approved by Planning under the MSP, which considered the context

of the entire site. Further, the proposed sign is merely lettering, and so long as it comports with the size, placement, and other regulations of the Code (it does), the City cannot regulate the content of the sign or approve/disapprove a sign based on a potential tenant. One could argue that the sign's thin, angular font does in fact complement the Art Deco style of the building, but doing so goes well beyond the consideration of all relevant and currently enacted regulations.

### **3. APPEAL 23-022**

Appellant appeals Permit 2021.0525.1015 to change four existing "Rincon Center" identifying signs (currently arranged as two separate "Rincon" and two separate "Center" signs placed to read "Rincon Center") on various subjective design bases. His arguments center on the addition of words, the use of a logo, "poor symbolism," and "excessive clutter." None of these reasons are sufficient grounds to revoke the Issuance of the Permits.

We would highlight the fact that this permit replaces four signs with four signs, that the font on the new signs is smaller overall, and that, although the new signs are taller in the vertical dimension, they are narrower in the horizontal dimension. On balance, the replacement signs occupy roughly the same physical area as the existing signs (although sign area is not explicitly regulated in the applicable C-3-O(SD) zoning district). Appellant's arguments as to the utility and use of symbolism of these signs is irrelevant to the Issuance of the Permits. As has been stated throughout this brief, the Permits conform with the applicable regulations and the MSP, and the City properly approved them. The MSP itself underwent review by the city and the Owner implemented several revisions at the City's suggestion.

The Appellant's second argument is that changing the signs will require new bolt holes in the historic façade and the patching of the old bolt holes. He states, "[t]here is nothing to guarantee that these holes would be patched and painted correctly." This argument is an insufficient basis for

revoking the permit. All work on the historic façade would strictly follow required standards for work on landmarked buildings, including any adopted or recommended methods and treatments for such work. A permit cannot be overturned simply on the unsupported allegation that the work may be performed incorrectly. If there are any issues with the work once completed, there are available channels to report and correct any incorrectly done work.

#### **4. APPEAL 23-023**

Appellant appeals Permit 2021.0525.1011 on the basis that the signs would change very little, and thus should not be changed. The two current signs are read together as “Rincon Center Shops And Restaurants” with the left sign reading “Rincon” over “Shops And” and the right sign reading “Center” over “Restaurants”. The Permit would remove the “Shops And Restaurants” portions, and the new sign would read “Rincon Center” split across the two signs. The lettering and materials would be updated to conform with the rest of the signage plan.

Although this permit would remove three words and reduce the overall size of the two signs in both the vertical and horizontal dimensions—seemingly implementing changes the Appellant has pushed in his other appeals—the Appellant now takes issue with making such changes to these signs. He provides no reasoning for this position except it is “important that they not be changed”.

The Appellant also repeats his arguments from Appeal 23-022 regarding new bolt holes and the patching of old bolt holes, arguing that “[t]here is nothing to guarantee the quality of the work.” As we stated above, the potential risk of work being performed incorrectly is not a valid basis to deny a permit. There are adopted and required standards and methods for doing work on landmarked buildings, and such standards will be followed. If any work is not completed correctly, there are appropriate channels to report and correct such work.

**F. CONCLUSION**

The Appellant has provided no substantial basis for overturning the Permits. Under the provisions of the Planning Code, the City has very limited discretion in denying a permit that conforms with Article 6. Further, permits for signs on designated landmarks are generally exempt from the provisions of Article 10, so long as the signs preserve the integrity of an underlying landmark. There is no separate entitlement required for the installation of signage; the Department simply checks that the work complies with the preservation standards of Section 1006.6. All such review for the Permits was conducted under the Property's adopted MSP.

Given that the Permits conform to the MSP and also conform with the applicable regulations of Article 6 and Article 10, the Permits were properly approved. The Planning Department, which is charged with implementing the City's historic preservation policies, reviewed the Permits and found them to comply.

For these reasons, we respectfully request that the Board **deny** the appeal and uphold the Issuance of the Permits.

Very truly yours,

**REUBEN, JUNIUS & ROSE, LLP**



Tara N. Sullivan

cc: Jose Lopez, Vice-President  
Alex Lemberg, Commissioner  
John Trasviña, Commissioner  
J.R. Epper, Commissioner  
Julie Rosenburg, Executive Director

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Exhibits

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Exhibit A: LM107

Exhibit B: Approved 32855 Rincon Center MSP 9-15-22.

Exhibit C: Planning MSP Approval 09-06-22

Exhibit D: Permits and Plans

Exhibit E: BOS 0179-18 – admin for signs

Exhibit F: C-3 Sign Regulations



**Exhibit A**

**LM107**

017D

FILE NO. 90-79-9

ORDINANCE NO. 10-80

1 DESIGNATING THE RINCON ANNEX POST OFFICE AS A LANDMARK PURSUANT TO  
2 ARTICLE 10 OF THE CITY PLANNING CODE.

3 Be it Ordained by the People of the City and County of San  
4 Francisco:

5 Section 1. The Board of Supervisors hereby finds that  
6 portion of the Rincon Annex Post Office designed by Gilbert S.  
7 Underwood and its interior public lobby containing murals painted  
8 by Anton Refregier located on the south line of Mission  
9 Street between Steuart and Spear Streets, being Lot 1 in Assessor's  
10 Block 3716, have a special character and special historical,  
11 architectural and aesthetic interest and value, and that its  
12 designation of this structure, including the interior lobby, as a  
13 Landmark will be in furtherance of and in conformance with the  
14 purposes of Article 10 of the City Planning Code and the standards  
15 set forth therein.

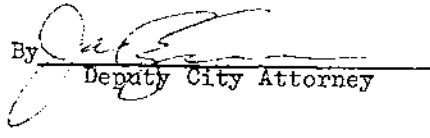
16 (a) Designation. Pursuant to Section 1004 of the City Planning  
17 Code, Chapter II, Part II of the San Francisco Municipal Code,  
18 that portion of the Rincon Annex Post Office designed by Gilbert  
19 S. Underwood and its interior public lobby containing murals painted  
20 by Anton Refregier is hereby designated as a Landmark, this  
21 designation having been duly approved by Resolution No. 8375 of  
22 the City Planning Commission, which Resolution is on file with the  
23 Clerk of the Board of Supervisors under File No. 90-79-9.

24 (b) Required Data. The descriptions of the location and  
25 boundaries of the Landmark site; of the characteristics of the  
26 Landmark which justify its designation; and of the particular  
27 features that should be preserved; as included in the said Resolution,  
28 are hereby incorporated herein and made a part hereof as though  
29 fully set forth.

30

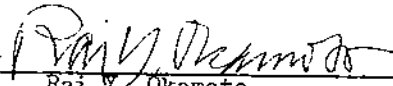
1 APPROVED AS TO FORM:

2 GEORGE AGNOST  
3 CITY ATTORNEY

4 By   
5 Deputy City Attorney

RECOMMENDED:

CITY PLANNING COMMISSION

By   
6 Rai Y. Okamoto  
7 Director of Planning

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Passed for Second Reading  
Board of Supervisors, San Francisco

DEC 26 1979

Ayes: Supervisors Britt, Dolson, ~~Gonzales~~, Horanzy, ~~Hutch~~, Kopp, Lau, Molinari, Pelosi, Renne, ~~Silver~~

~~Noes: Supervisors~~

Absent: Supervisors GONZALES HUTCH

SILVER

*[Signature]* Clerk

90-77-9  
File No.

JAN 11 1980  
Approved

Read Second Time and Finally Passed  
Board of Supervisors, San Francisco

JAN 2 1980

Ayes: Supervisors Britt, Dolson, ~~Gonzales~~, Horanzy, Hutch, ~~Kopp~~, ~~Lau~~, Molinari, Pelosi, Renne, Silver.

~~Noes: Supervisors~~

Absent: Supervisors GONZALES KOPP LAU

I hereby certify that the foregoing ordinance was finally passed by the Board of Supervisors of the City and County of San Francisco.

*[Signature]* Clerk

*[Signature]*  
Mayor

This is a copy of the City Planning Commission's Resolution which is on file at the Department of City Planning.

SAN FRANCISCO  
CITY PLANNING COMMISSION  
RESOLUTION NO. 8375

WHEREAS, A proposal to designate the 1939 structure designed by Gilbert S. Underwood for the Rincon Annex Post Office on the south side of Mission Street between Steuart and Spear Streets as a Landmark pursuant to the provisions of Article 10 of the City Planning Code was initiated by the Landmarks Preservation Advisory Board on November 1, 1978, and said Advisory Board, after due consideration, has recommended approval of this proposal; and

WHEREAS, The City Planning Commission, after due notice given, held a public hearing on September 20, 1979 to consider the proposed designation and the report of said Advisory Board; and

WHEREAS, The Commission believes that the 1939 building designed by Gilbert S. Underwood has a special character and special historical, architectural and aesthetic interest and value; and that the proposed designation would be in furtherance of and in conformance with the purposes and standards of the said Article 10, but believes further that other structures on the entire block site initiated by the Advisory Board do not have such interest or value; and

WHEREAS, The Commission recognizes the social and artistic importance of the lobby murals painted by Anton Refregier, and would desire that those murals be preserved in place:

THEREFORE BE IT RESOLVED, First, the proposal to designate the interior lobby and exterior of the aforementioned structure of the Rincon Annex Post Office on the south side of Mission Street between Steuart and Spear Streets as a Landmark pursuant to Article 10 of the City Planning Code is hereby APPROVED, the precise location and boundaries of the Landmark site being those of the 1939 structure designed by Gilbert S. Underwood, said structure being situated on a portion of Lot 1 in Assessor's Block 3716;

Second, That the special character and special historical, architectural and aesthetic interest and value of the said Landmark justifying its designation are set forth in the Landmarks Preservation Advisory Board Resolution No. 183 as adopted on November 1, 1978, which Resolution is incorporated herein and made a part thereof as though fully set forth;

Third, That the said Landmark should be preserved generally in both of its exterior and interior lobby features as existing on the date hereof and as described and depicted in the photographs, case report and other material on file in the Department of City Planning Docket LM78.14;

AND BE IT FURTHER RESOLVED, That the Commission hereby directs its Secretary to transmit the proposal for designation, with a copy of this Resolution, to the Board of Supervisors for appropriate action.

I hereby certify that the foregoing Resolution was ADOPTED by the City Planning Commission at its regular meeting of September 20, 1979.

Lee Woods, Jr.  
Secretary

AYES: Commissioners Bierman, Christensen, Dearman, Mignola, Nakashima, Rosenblatt, Starbuck

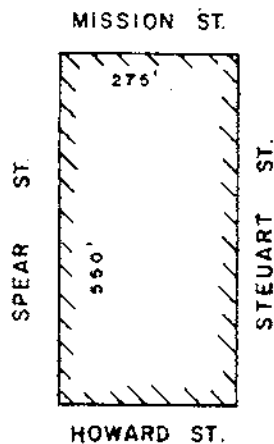
NOES: None

ABSENT: None

PASSED: September 20, 1979

Final Case Report  
September 5, 1979

Rincon Annex Post  
Office Spear and  
Mission Streets



OWNER: The United States  
Postal Service

LOCATION: Lot 1, Assessor's  
Block 3716, bet-  
ween Mission &  
Howard, Steuart  
& Spear

**HISTORY:**

The land on which Rincon Annex is located was previously owned by the Southern Pacific Railroad, and was a proposed site for the location of a train station. With the construction of the Bay Bridge, and the increased automobile and public transit commuting on the bridge, the need for a new depot was obviated. The Federal Government obtained the site for its new mail handling facility.

Ground-breaking for Rincon Annex began June 1, 1939. Construction was finished on October 15, 1940, and the facility officially opened on October 26, 1940. Rincon Annex was primarily built to handle mail and parcel post, but when the United States entered World War II, the Postal Department had to move its bulk mail facility to Oakland because of the abundance of military mail. Between 1959-60, the Postal Department expanded its facility at the rear portion of Rincon Annex, which primarily consists of loading areas and a conveyor belt system to handle incoming and outgoing mail. In 1966, automated letter sorting equipment was installed to speed up service, and during the period 1968-78, electronic equipment was installed.

Because of the inefficiency of multi-story vertical movement, new mail handling techniques and high land values, Rincon Annex in the near future will move its facility to a more efficient one story facility which is more centrally located for San Francisco and the Peninsula.

**STATEMENT OF  
SIGNIFICANCE:**

The Rincon Annex to the United States Post Office was designed by Gilbert S. Underwood and built in 1939 by the George A. Fuller Construction Company. It is one of the finest examples of a large public building designed in the Streamline Moderne style of architecture in San Francisco. One of the similarly sponsored W.P.A. buildings built throughout the nation in the 1930's, Rincon Annex shares an approach to building design in which classically derived architectural principles

STATEMENT OF  
SIGNIFICANCE:

- a large compact mass, regularly treated, symmetrical at least in the main facade, with expression of pilasters or piers, and an emphasis on mass rather than volume in the overall building envelope - are merged with the then-modernist design principles that required smooth, clean machine-like surfaces and detailing and the use of "modern" materials - aluminum, glass block, special concealed or reflective lighting. The building is a superb specimen of its type, a period piece in mint condition. The murals inside serve to complete the total package, and are inseparable from it. The closest representative public building in San Francisco of that style is the Maritime Museum, also built in 1939. These Streamline Modern buildings in the 1930's spirit are important to San Francisco today primarily because so few of them were built during those years, and few of them still stand.

ARCHITECTURE:

Rincon Annex is monumental in its scale and massing, as is appropriate to a public building, but it is accessible in its approaches. Rather than being raised on an imposing podium, it is only three shallow steps from street level to the entry. The building envelope is essentially flat. A base is suggested by painting a horizontal strip of dark grey at the ground level. Along the top of the building, the attic windows are untrimmed punched-out holes. The roof line is without cornice or string course to mark its termination. In the end bays, the recessed windows are fitted with a pierced Art Deco aluminum grille, almost flush with the surface of the building. One bay from each end, a projecting seven bay unit, defined by a darker grey-beige color and by the colossal piers which bracket and subdivide it, breaks out from this smooth recessed frame. The piers, which are abstracted pilasters, have no true capitals, but their vertical thrust is restrained by a simple shallow cornice just below the attic windows, which emphasizes the modernity of smooth flowing continuous horizontal lines.

The windows between the piers are recessed, and rise two stories in height to spandrels decorated with leaping dolphins. Nautical devices (portholes, railings, flagpoles) are frequent and decorative features of Streamline Moderne buildings, and this reference seems appropriate as well as delightful. The doors are framed in black marble, which bows forward in a shallow curve. They are of an unpretentious aluminum and glass design. The aluminum Art Deco grillework of the end windows is repeated in the door transoms. The piers on either side of the doors have niches lined with stars and stripes in which a stubbed-winged eagle sits.

Rincon Annex is constructed of reinforced concrete and trimmed with marble. The main building measures 310 feet by 269 feet, and has three floors with a half basement which contains heating and air circulation equipment. The first floor comprises

ARCHITECTURE:

mail sorting and customer service areas in the shape of an L. The main lobby is 208 feet long, with a ceiling height of 25 feet. The architecture of the interior includes tables, doors and transition hall spaces decorated with aluminum in modernistic panels; even clocks, signs and lettering are designed in typical Streamline Moderne fashion.

The third floor is mainly employee lounge areas, dressing rooms, maintenance departments and administrative office space situated in "U" shape. Rincon Annex was originally designed for future vertical expansion of the 4th and 5th floors, but that was never implemented.

DESCRIPTION OF  
ART:

The murals covering the 400 foot wall space of the L-shaped lobby were painted over an eight year period between 1940-48 by Anton Refregier, a graduate of the Rhode Island School of Design and a member of the National Society of Mural Painters. They are painted in casein tempera on white gesso over plaster walls. The commission for the murals was awarded on the basis of a national competition, and was the largest single program awarded by the Section of Painting and Sculpture of the Treasury Department. The commission prize of twenty six thousand dollars was also the largest awarded by the government.

The murals are important in the history of American mural painting, not only for their size, but for the sweep of their narrative power and for the controversy caused by their treatment of the subject matter. Although they were not completed until 1948, they represent the finest of W.P.A. art, and are an integral part of the building and of their era.

Brain N. Wallis, in an essay for the catalog on Anton Refregier published by the University of Virginia Art Museum in 1977, says:

"Although the history of California was specified as the subject matter of the murals, Refregier created a series which encompasses not only California, but stands, in a larger sense, for the evolution of civilization. The founding of the United Nations, depicted in the final panel, becomes in this context not just an historical event, but the hope for a new level of civilization which might transcend the struggles illustrated in the previous panels. It is for this broader vision as well as the technical excellence of his murals that Refregier's Rincon Post Office murals deserve to be ranked among the handful of WPA mural commissions which qualify as major artistic achievements.... Refregier's murals embody implications beyond the level of California history and thus constitute a significant cultural and intellectual statement.

"In selecting his program for the twenty seven panels, Refregier had recourse to two interpretations of California history, these being the



DESCRIPTION OF  
ART:  
(cond't)

glorious, romantic vision of folk tales, or the realistic depiction of the hardships and struggles of the early settlers. Refregier selected the realistic representation as being more accurate, more interesting and more dramatic. This deviation from the accepted, or preferred, view of history was the source of much of the dispute over the murals, but one California historian noted that in addition to his adherence to documentary records, Refregier was remarkably sensitive to early American types. The series consists of the following twenty seven panels.

"1. A California Indian Creates. 2. Indians by the Golden Gate. 3. Sir Francis Drake. 4. Conquistadores Discover the Pacific. 5. Monks Building the Missions. 6. Preaching and Farming at Mission Dolores. 7. Fort Ross-Russian Trading Post. 8. Hardships of the Emigrant Trail. 9. An Early Newspaper Office. 10. Raising the Bear Flag. 11. Finding Gold at Sutter's Mill. 12. Miners Panning Gold. 13. Arrival by Ship. 14. Torchlight Parade. 15. Pioneers Receiving Mail. 16. Building the Railroad. 17. Vigilante Days. 18. Civil War Issues. 19. The Sand Lot Riots of 1870. 20. San Francisco as a Cultural Center. 21. Earthquake and Fire of 1906. 22. Reconstruction After the Fire. 23. The Mooney Case. 24. The Waterfront - 1934. 25. Building the Golden Gate Bridge. 26. Shipyards During the War. 27. War and Peace.

"Clearly the selection of scenes in this program can be interpreted on several levels. While ostensibly relating to the history of California, these paintings also reflect a microcosmic view of the history of California, and in the largest sense, the development of human civilization. Thematically, Refregier traces the progress of mankind from the natural paradise of the primitive Indian to the technological paradise of modern man. Civilization becomes in this content man's increasing ability to adapt to a hostile world and to create order and function from chaos and disaster. This, then, makes history a human, social drama in which progress is only achieved through social unity and individual perseverance.

"...But the greatest national recognition was afforded these murals after their completion, when the threat of destruction aroused the interest and the defense of the art world."

By 1943, the section of Painting and Sculpture of the Treasury Department, which had lent its support to the project, had been phased out, and the Public Buildings Administration became responsible for overseeing the job. Refregier was inundated with inspections and requests for changes designed to satisfy the government and local interests groups (mostly politically conservative). Ninety one such revisions were necessary, some small and scarcely affecting the overall meaning; others, such as the removal of a monumental head of President Franklin D. Roosevelt in the last panel subtly altering the tone of the program.

DESCRIPTION OF  
ART:  
(cond't)

Mural painting in America has tended to reflect the specific social mood of its time. It is also a very public kind of art, and gives the artist and patron an opportunity to convey their own attitudes on a monumental scale. When the social mood changes, or the artist's view does not conform to a preconcieved style or ideals, pressure of various kinds is brought to bear.

The idealism of the New Deal which the artist had conveyed in the series, and which had been acceptable to the public at the time these murals were first planned, was now suspect, and the national mood of suspicion of things "Communist" focused on the political significance of the murals. In 1948, a coalition of warehousemen and artists successfully organized to prevent the removal of a panel depicting the waterfront strike of 1934. However, as the Cold War heated up, protests about the general tone of the murals by newspapers and citizens gathered momentum. In 1953, at the height of "McCarthyism", a conservative California congressman named Hubert B. Scudder made the removal of the murals his crusade. He introduced House Bill 211 into Congress on March 5, 1953, claiming that the murals were "artistically and historically inaccurate" and that they illustrated "cadaverous, soulless pioneers" and involved "sadistic scenes of riots, earthquakes and strikes." In addition, he charged, inaccurately, that Refregier was not a citizen of the U.S.A., and that he was affiliated with "Red" organizations.

In defense of the murals, artists, the labor movement, museum directors and collectors from all over the country rallied. Support came from as far away as the London Times. At a hearing on May 1, 1953, to determine the historic and artistic validity of the murals, a fellow Republican California congressman, William S. Mailliard likened the proposed destruction of the murals to the Communist suppression of all art which was not politically conforming. He recognized that Congress, in responding to the pressures of special interest groups, was not qualified to judge the artistic merits of such works. Congressman Scudder's resolution was shelved. Although the murals were saved for the time being, the experience reminds one of the precarious position of public art in America.

SURROUNDING LAND  
USE AND  
ZONING:

The property is zoned C-3G-P (Downtown General Commercial-Public Use) and is in a 240-G height bulk district. The area to the northwest of Rincon Annex, Mission Street, is zoned C3-0, which is mainly comprised of high rise, downtown offices; to the southeast and along the Embarcadero lies light and heavy industry and downtown support areas zoned M1, M2 and C3-S respectively.

RECOGNITION IN  
OTHER SURVEYS:

A building profile kept by the San Francisco Department of City Planning done in July of 1976 gives the Rincon Annex an average to above average rating on such architectural features as facade proportions, detailing and decoration, rare or unusual style and overall architectural quality. The study emphasizes that the building is notable for its interior; in addition, the Planning Department categorizes this building as a "classical (WPA) Streamline Moderne monument adorned with sculpture and murals."

The State Historic Preservation Officer has recommended that Rincon Annex be placed in the National Register of Historic Places at the National Level of significance. The matter is pending in Washington, D.C. (9/12/79).

. . .

This report was prepared by Mrs. Marjorie Gordon from material prepared for and submitted by Emmie Lou Packard.

**Exhibit B**

**Approved 32855  
Rincon Center MSP  
09-15-22**



2019 CALIFORNIA BUILDING CODE WILL APPLY TO THIS PROJECT

**SIGN TYPE A.1 - PROPERTY BUILDING ID**

- Flat cut out and install (x3) non-illuminated property building id, wall mounting.

**SIGN TYPE A2 - PROPERTY ADDRESS ID**

- Flat cut out and install (x3) non-illuminated property address id, wall mounting.

**SIGN TYPE A3 - SECONDARY BUILDING ID**

- Flat cut out and install (x1) non-illuminated secondary building id, wall mounting.

**SIGN TYPE A4 - SECONDARY ADDRESS ID**

- Fabricate and install (x1) internally illuminated secondary address id, wall mounting. Connecting to power source ( BY OTHERS) with dedicated circuit, photocell, and timer.

**SIGN TYPE B - SECONDARY TENANT MONUMENT**

- Fabricate and install (x2) internally illuminated secondary tenant monument sign, ground mounting. Connecting to power source ( BY OTHERS) with dedicated circuit, photocell, and timer.and timer.

**SIGN TYPE C - TENANT ID WITH CLADDING**

- Fabricate and install (x1) non-illuminated tenant id with cladding, canopy mounting

**SIGN TYPE D - VERTICAL PROJECTING SIGNAGE**

- Fabricate and install (x2) internally illuminated vertical projecting signage, wall mounting. Connecting to power source ( BY OTHERS) with dedicated circuit, photocell, and timer.

**SIGN TYPE F - TENANT BLADE SIGNAGE**

- Fabricate and install (x3) internally illuminated tenant blade signage, wall mounting. Connecting to power source ( BY OTHERS) with dedicated circuit, photocell, and timer.

PROJECT:

121 SPEAR STREET | SUITE 220  
SAN FRANCISCO, CA 94105

MASTER SIGN PROGRAM

09/15/22

Design + Build.

# TABLE OF CONTENTS



408.292.1600  
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# INTRODUCTION

## A. PROJECT DESCRIPTION

Rincon Center is a high intensity office / R&D project in the City of San Francisco, CA

## B. NAMING CONVENTIONS IN THIS GUIDE

The term Project shall be used to refer to all activities including planning, construction and maintenance in regard to the property.

The term Campus shall be used to refer to all buildings, grounds, roadways or other architectural features not specifically included in the scope of other terms such as Tenant.

The term Tenant shall be used to refer to the occupants and businesses utilizing the portions of the Campus for their business.

The term Owner shall be used to refer to Hudson Rincon Center, L.L.C., its agents and subsidiaries.

The term City shall be used to refer to the city of San Francisco and its respective agencies, laws, policies or representatives.

## C. PURPOSE OF THE MASTER SIGN PLAN CRITERIA

The Master Sign Plan Criteria is provided to guide developers, designers, architects, tenants and the City of San Francisco in the design, development, approval and implementation of signs at the Project. The regulations of this section shall govern the design and maintenance of Campus and Tenant signage within the Project Area.

THE OBJECTIVES OF THIS CRITERIA ARE

- \* To provide a clear criteria for developing a Master Sign Plan. Such a plan should follow the specifications in this document as guidelines for creating specific signage designs addressing all sign types within the Project.
- \* To generate varied and creative signage incorporating a uniformly high level of design, graphics, continuity, consistency and maintenance.
- \* To establish signing as a design element that contributes to the overall aesthetic of the project.
- \* To provide standards of acceptability for signs in order to facilitate the review and approval process by the Owner and the City.
- \* To supply Campus and Tenant identification, information and directional signage, providing for public safety through the ready recognition of wayfinding throughout the campus.
- \* To provide specific criteria regulating various aspects of signage for the campus.
- \* To provide specific criteria regulating various aspects of signage for the Tenant.
- \* To regulate all permanent Campus and Tenant signage within the Projects boundaries.
- \* To provide criteria for approval such that all signage approved from this document needs administrative approval in relation to zoning & guidelines.

**\* All signs will require a permit and must be submitted, reviewed and approved by the city before installed.**

## D. FUTURE REVISIONS

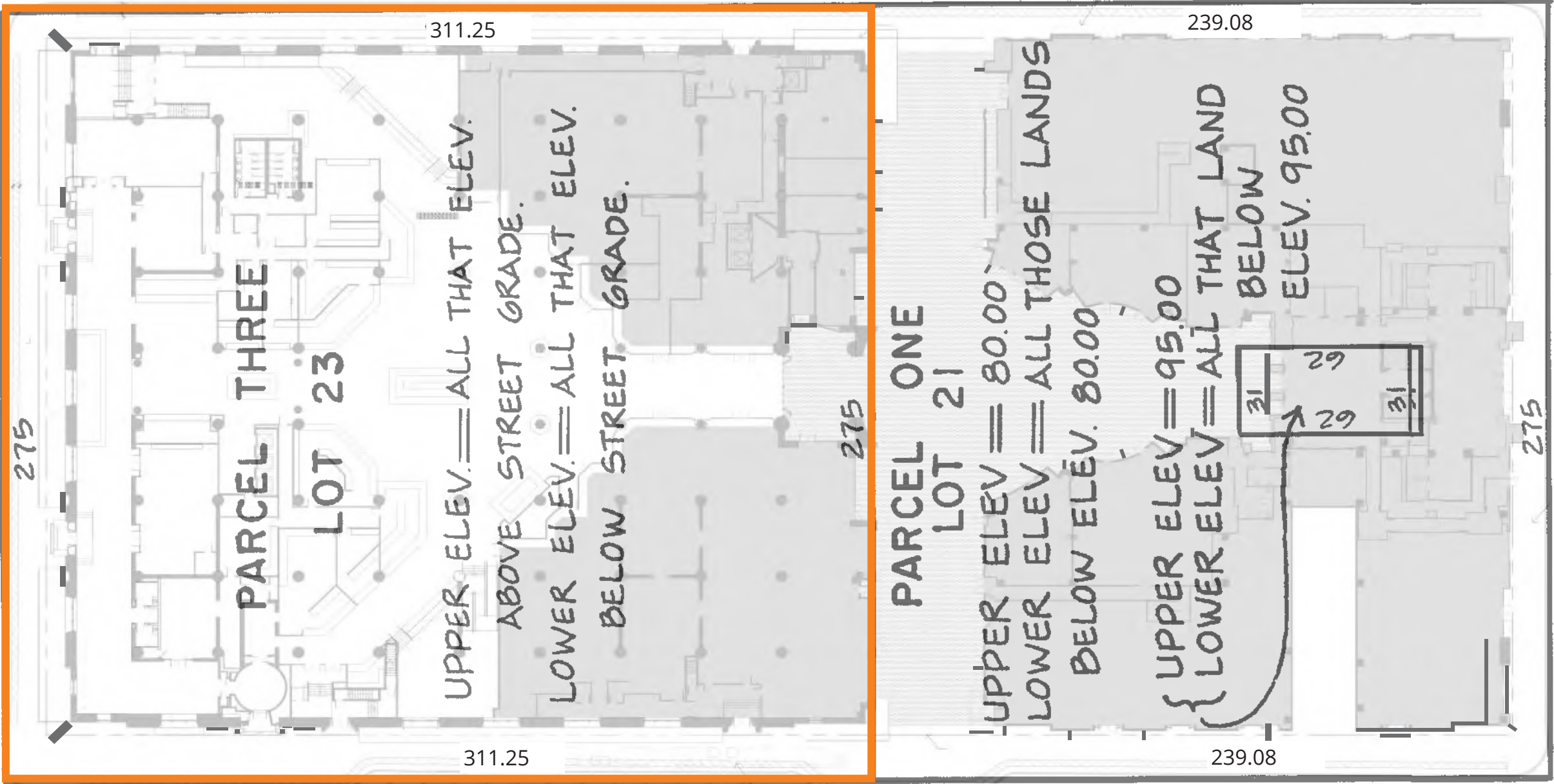
Minor deviations to the master sign program may be reviewed by the city's planning department at staff level. Larger revisions would require an amendment to the Master Sign Program to be submitted. The level of revision requested will be reviewed and determined by the City's planning department.

# SITE PLAN

PARCEL FRONTAGES

STEUART ST

MISSION ST



HOWARD ST

SPEAR ST



# SITE PLAN

PARCEL FRONTAGES

STEUART ST

MISSION ST

275

PARCEL THREE

LOT 23

311.25

UPPER ELEV. == ALL THAT ELEV.  
ABOVE STREET GRADE.  
LOWER ELEV. == ALL THAT ELEV.  
BELOW STREET GRADE.

311.25

SPEAR ST

275

HOWARD ST

**0**  
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# SITE PLAN BUILDING FRONTAGES



# STYLE SHEET

## BRAND ARTWORK

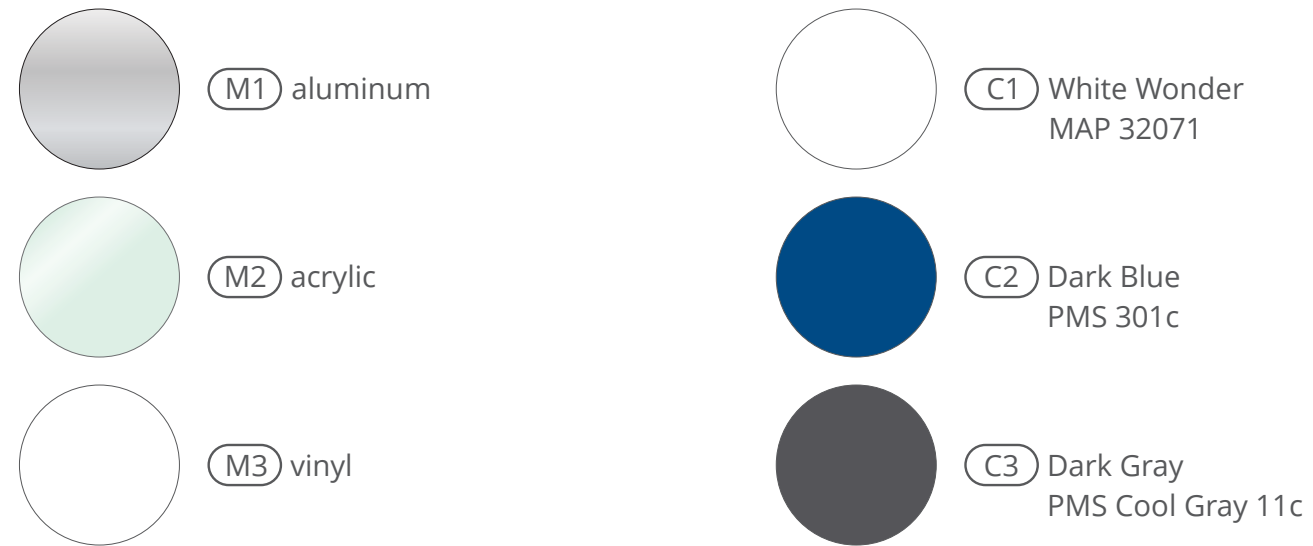


## FONTS

<b>Cera Pro</b>	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
<b>Cera Pro Bold</b>	<b>ABCDEFGHIJKLMNOPQRSTUVWXYZ</b> <b>abcdefghijklmnopqrstuvwxyz</b> <b>1234567890</b>

## ICON/SYMBOLS

## MATERIAL AND COLOR SCHEDULE



The materials and colors shown are intended to be base, standard color pallet for the project. Additional colors and materials may be reviewed and approved on a case-by-case basis. Custom colors for tenant logos may be allowed with planning review.

**NOTES: Apply Matthews paint system with satin finish;  
No conduits will be visible**

# SIGN TYPES



**A1.1**  
**A2.1**

PROPERTY BUILDING ID  
 PROPERTY ADDRESS ID

**A3**  
**A4**

SECONDARY BUILDING ID  
 SECONDARY ADDRESS ID



**C1**  
**B**

TENANT ID WITH CLADDING  
 SECONDARY TENANT MONUMENT

**D**

VERTICAL PROJECTION SIGNAGE

**F**

TENANT BLADE SIGNAGE

# DESCRIPTIONS / USAGE / RESTRICTIONS

## A. CAMPUS SIGNAGE DESIGN GUIDELINES

### 1. Design objective

The primary objective of the Master Sign Program for Rincon Center is to generate quality, creative signage that works to reinforce the quality and character of this Project, while at the same time providing effective project identity, wayfinding and campus safety.

### 2. Design Quality

All signage will achieve the highest level of design quality and be consistent with the quality defined in the Project submittal documents.

All signage will be consistent with the architectural and landscape character of the Project. This consistency shall be maintained through: complimentary materials, design, texture, color and typefaces. The scale and proportion of graphics shall be consistent with the site, landscape and buildings of the project.

All signage must be designed and specified to meet the construction requirements in this document. This includes all quality standards for finishing, color and durability.

Employ illumination techniques in keeping with a high quality development such as:

- Edge lit illuminated letters
- Externally illuminated from light sources hidden in the landscaping for ground / monument signs

### 3. Design Content

Campus signs will convey the name of Project, identify tenants and address as well as provide wayfinding information around the campus. Specifics of this content and its use are detailed in this document.

### 4. Sign Placement

Campus signs shall be located as indicated on the elevations and master sign location plans included in this package.

Locations given indicate a general area where the sign will be located. Exact location will depend on final design and will be given during submittal stage of sign implementation and permitting.

Monument and free-standing signs will be located in such a way as to have a minimum setback from traffic, but shall not block view of traffic entering a lane. Exact location should be coordinated with traffic consultant's line of sight studies.

# DESCRIPTIONS / USAGE / RESTRICTIONS

## 5. Typestyles

Type shall be sized in accordance with established standards for visibility and legibility. Sizing shall take into consideration viewing distance, site lines and vehicle speed for vehicular oriented signs.

The font Cera Pro and Bold has been outlined as the project's default and standard type style. Minor variations may be approved by planning at staff level when keeping consistent with design guidelines and project style.

## 6. Lighting

Design of signage lighting shall contribute to the design of the sign, and shall not detract from the overall design character of the Project. Lighting shall provide for enhanced legibility and effectiveness.

## 7. Colors

Sign colors are to provide sufficient contrast against building background colors. Color of letter returns are to contrast with building colors for good daytime readability.

Refer to this document's style sheet page seven for approved colors and materials.

## 8. Sign Maintenance

All signs shall be maintained in an as-new and fully-functional condition. Signs shall meet all relevant standards of the Project submittal documents at all times. Project management shall make periodic inspections of all signs on site. Any deficiencies shall be immediately corrected by the person(s) or business(es) responsible for the maintenance of said sign or signs.

## 9. Temporary Signs

Temporary signs shall comply with the City's Planning Division requirements.

## 10. Prohibited Sign Types

The following sign types shall be prohibited on this Project :

- Illuminated sign boxes with face lit panels.
- Illuminated back-lit canopies.
- Signs with exposed raceways, conduit, junction boxes, transformer lamps, tubing, or neon crossovers of any type.
- Rotating, animated and flashing signs.
- Pole signs and other signs with exposed structural supports not intended as a design element except for code-required signs.
- Pennants, banners, or flags identifying individual tenants.
- A-frame sandwich boards.
- Vehicle signs, except for the identification of a business enterprise or advertisement upon a vehicle which is used in the operation of the business. The signage must be painted on or otherwise affixed so as not to project from the usual profile of the vehicle. The vehicle must be in an operable state.
- Signs painted on an exterior building wall, window, fascia, chimney of a building, on a fence or fence-type wall, on benches, fence posts, trash receptacles, utility poles, utility boxes, storage sheds, bus shelters, satellite dish antennas or other accessory structures.
- Signs attached, painted on, or otherwise affixed to trees, other living vegetation, landscaping or natural materials.
- Any sign designed to be moved from place to place.
- Signs attached, painted or otherwise affixed to awnings, tents or umbrellas.

- Balloons and inflatable signs.
- Any signs including freestanding signs advertising the availability of employment opportunities.
- Signs which emit sound, odor or visible matter or which bear or contain statements, words or pictures of an obscene, pornographic or immoral character.
- Fluorescent or reflective sign colors.
- Simulated materials, i.e. wood grained plastic laminate, wall covering, paper, cardboard or foam.
- Signs attached directly to raceways unless reasonable access is possible through wall or structure behind sign.
- Fluorescent or reflective materials such as mirror.

**\*NOTE - All signs must be submitted to the City for staff review and approval before being installed. Exemptions to any of the restrictions outlined in this document must be presented to and approved by the Director of Community Development or equivalent authority and will require an amendment to the Master Sign Program for future reference.**

# PROPERTY BUILDING AND ADDRESS ID

## SIGN TYPE A1 AND A2

### Property Building ID

#### A. DESIGN INTENT

Building Ids - A1 are intended to identify the major Tenants in a prominent way from a larger or campus-wide view.

Address Ids - A2 are intended to identify the 'front door' of a building and inform visitors that they have arrived at a destination.

Building Id and Address Id may be either a pedestrian or a vehicular sign and should be designed and located in such a way as to effectively communicate its content under both viewing circumstances.

#### B. DESIGN CRITERIA

Final designs for Building Id and Address Id will be developed to comply with the guidelines outlined within this Master Sign Plan Criteria.

Final designs for Building Id and Address Id should conform to all general design Guidelines.

#### C. SIGN MASSING

Sign shall not be attached to an extend building or be located above the roofline of the building to which it is attached. Sign in C-3 District shall not exceed 100 feet from the ground and Sign in C,M, and PDR District shall not exceed 60 feet from the ground. Such sign may contains letters, numbers, a logo, service mark and/or trademark and may be Nonilluminated or Indirectly Illuminated.

#### D. VARIATION

Final design for Building Id and Address Id should contain no (or very minimal) variation in size or layout to provide for maximum recognition and wayfinding effectiveness.

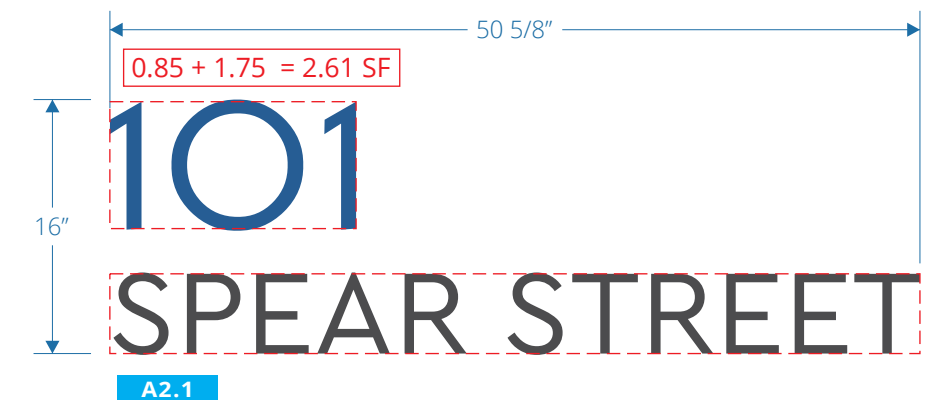
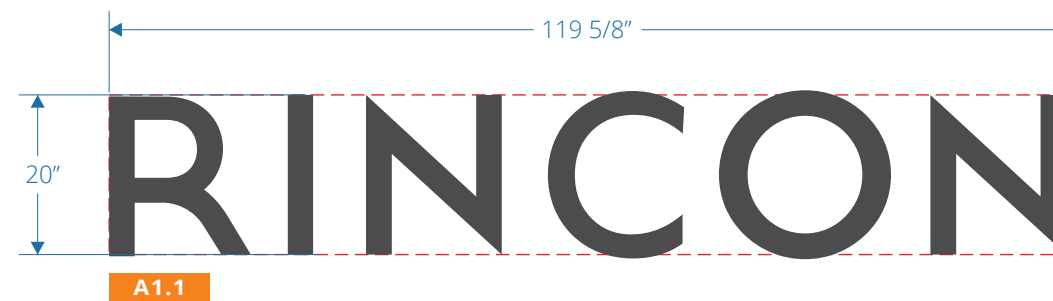
#### E. SIGN LOCATION

Exact sign location to be determined based on final sign design and shape, and to comply with sight distance analyses based on 10' clear sight distance at project driveways and adjacent intersections.

#### SIGN TYPE A1 AND A2 PROPERTY BUILDING AND ADDRESS ID

PROPERTY BUILDING ID - A1.1  
PROPOSED = 16.61 + 16.45 = 33.06 SF  
BUILDING ID - A1.2  
PROPOSED = 35.49 + 35.49 = 70.96 SF

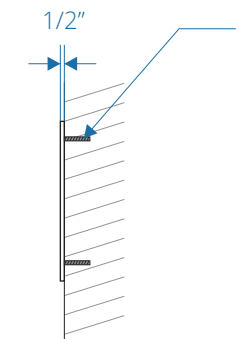
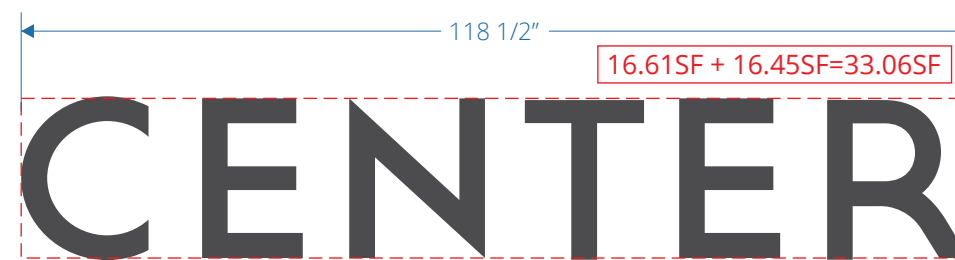
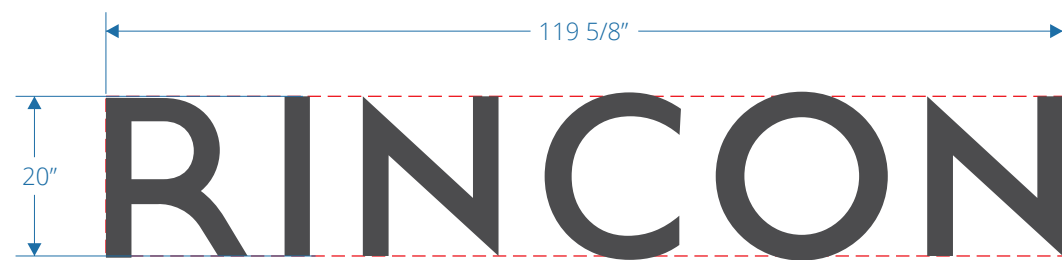
PROPERTY ADDRESS ID - A2  
PROPOSED = 2.61 SF



**1** FRONT VIEW - PROPERTY BUILDING ID  
scale: 1/2" = 1'-0"

**2** FRONT VIEW - PROPERTY ADDRESS ID  
scale: 1" = 1'-0"

# PROPERTY BUILDING ID CONSTRUCTION DETAILS



**1** FRONT VIEW  
scale: 1/2" = 1'-0"

A1.1

**2** SIDE VIEW  
scale: 1/2" = 1'-0"

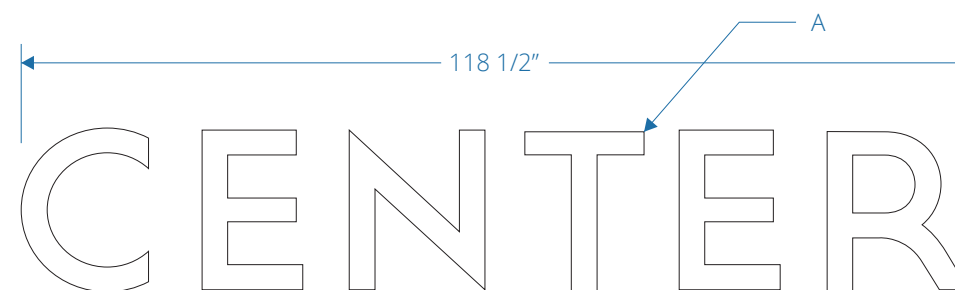
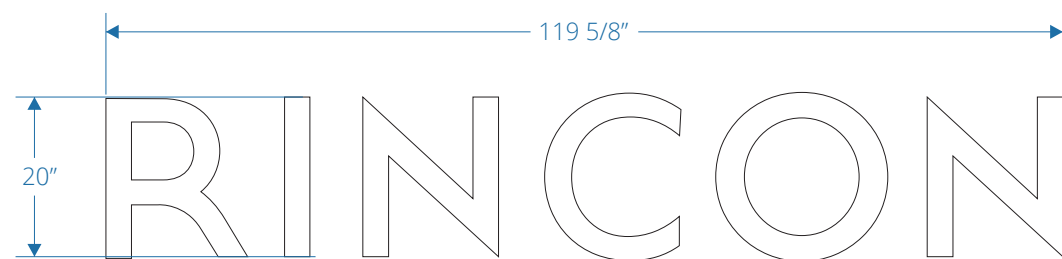
SIGN TYPE

**A1.1**

DESCRIPTION

QTY: 1

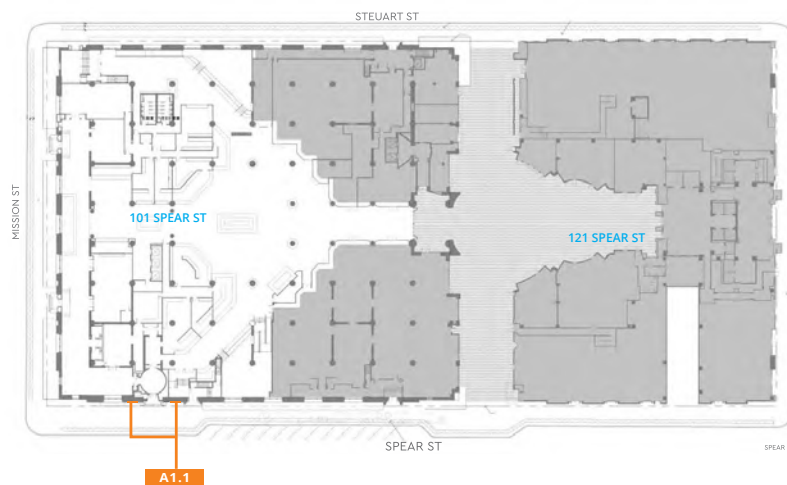
- A. 1/2" fco aluminum lettering, painted C3 gray
- B. attached flush to wall with stud mounting



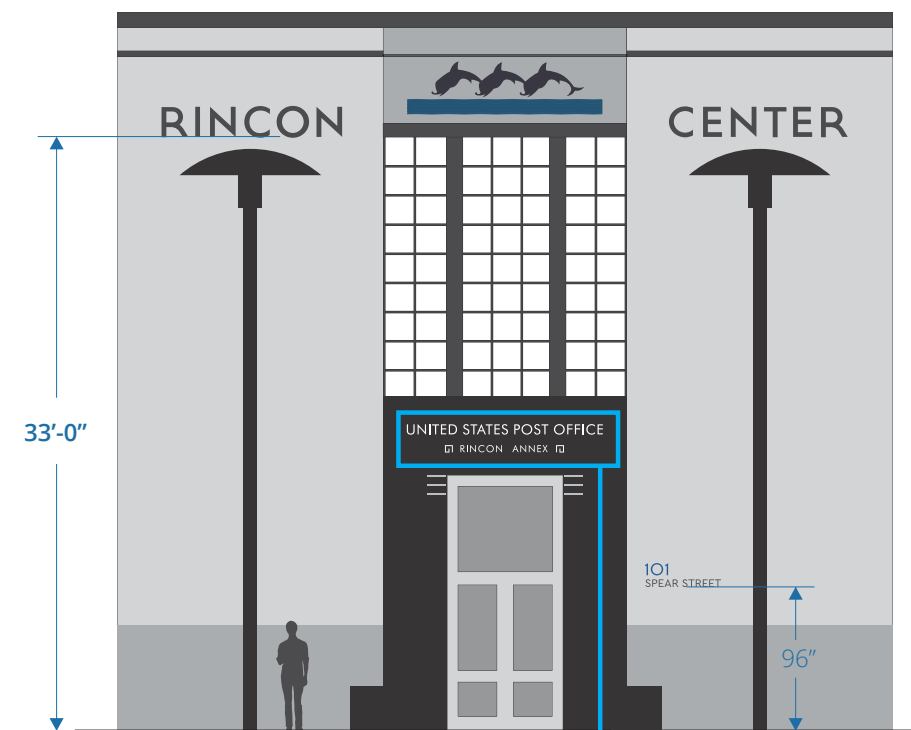
**3** FRONT VIEW - DETAIL  
scale: 1/2" = 1'-0"



**6** ISOMETRIC VIEW  
scale: NTS



**5** KEY MAP  
scale: NTS



**4** ELEVATION  
scale: 3/32" = 1'-0"

SIGN TYPE A1 AND A2  
PROPERTY BUILDING AND ADDRESS ID

PROPERTY BUILDING ID - A1.1  
PROPOSED = 16.61 + 16.45 = 33.06 SF  
BUILDING ID - A1.2  
PROPOSED = 35.49 + 35.49 = 70.96 SF

PROPERTY ADDRESS ID - A2  
PROPOSED = 2.61 SF

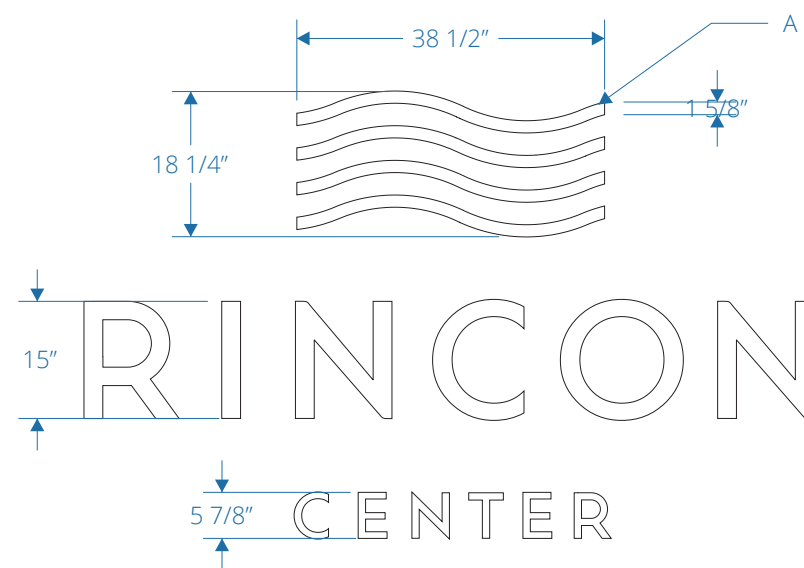


# PROPERTY BUILDING ID CONSTRUCTION DETAILS

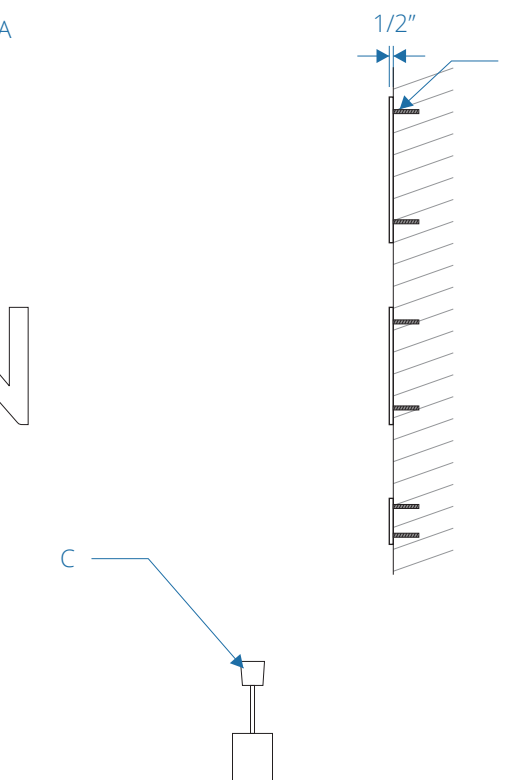


A1.2.3 A1.2.1  
A1.2.4 A1.2.2

**1** FRONT VIEW  
scale: 1/2" = 1'-0"



**2** FRONT VIEW  
scale: 1/2" = 1'-0"



**3** SIDE VIEW  
scale: 1/2" = 1'-0"

**SIGN TYPE**

**A1.2**

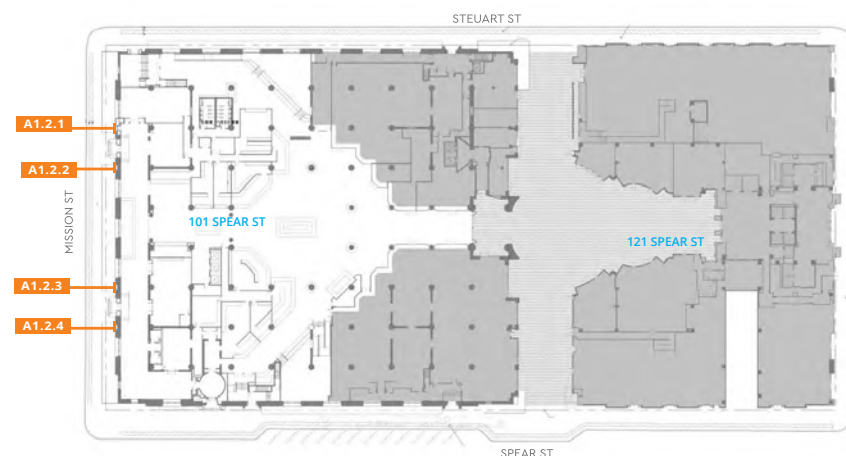
**DESCRIPTION**

**QTY: 4**

- A.** 1/2" fco aluminum lettering, painted C2 blue and C3 gray
- B.** attached flush to wall with stud mounting
- C.** external illumination with existing uplights



**6** ISOMETRIC VIEW  
scale: NTS



**5** KEY MAP  
scale: NTS



**4** ELEVATION  
scale: 3/32" = 1'-0"

**SIGN TYPE A1 AND A2  
PROPERTY BUILDING AND ADDRESS ID**

**PROPERTY BUILDING ID - A1.1  
PROPOSED = 16.61 + 16.45= 33.06 SF**

**BUILDING ID - A1.2  
PROPOSED = 35.49 + 35.49= 70.96 SF**

**PROPERTY ADDRESS ID - A2  
PROPOSED = 2.61 SF**

# PROPERTY ADDRESS ID CONSTRUCTION DETAILS

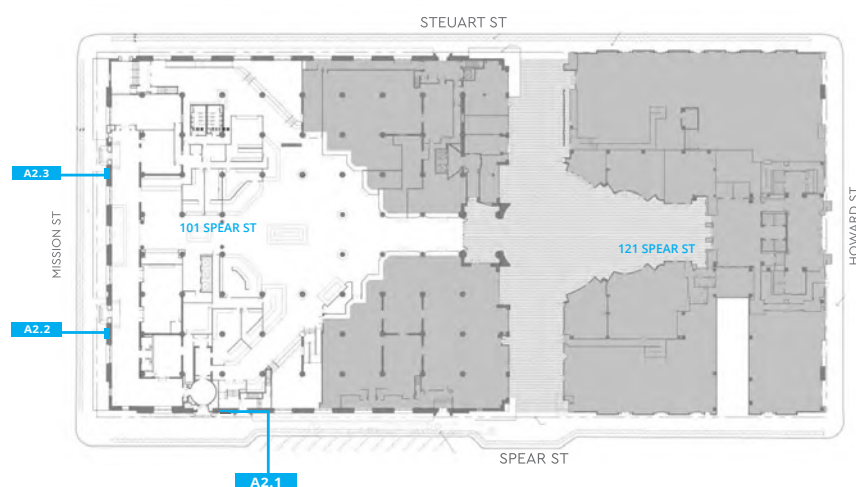


**A2.1**

**1** FRONT VIEW  
scale: 1" = 1'-0"



**3** FRONT VIEW - DETAIL  
scale: 1" = 1'-0"



**6** KEY MAP  
scale: NTS



**A2.2** **A2.3**



**5** ISOMETRIC VIEW  
scale: NTS



**2** SIDE VIEW  
scale: 1" = 1'-0"

**SIGN TYPE A1 AND A2  
PROPERTY BUILDING AND ADDRESS ID**

**PROPERTY BUILDING ID - A1.1  
PROPOSED = 16.61 + 16.45= 33.06 SF**

**BUILDING ID - A1.2  
PROPOSED = 35.49 + 35.49= 70.96 SF**

**PROPERTY ADDRESS ID - A2  
PROPOSED = 2.61 SF**

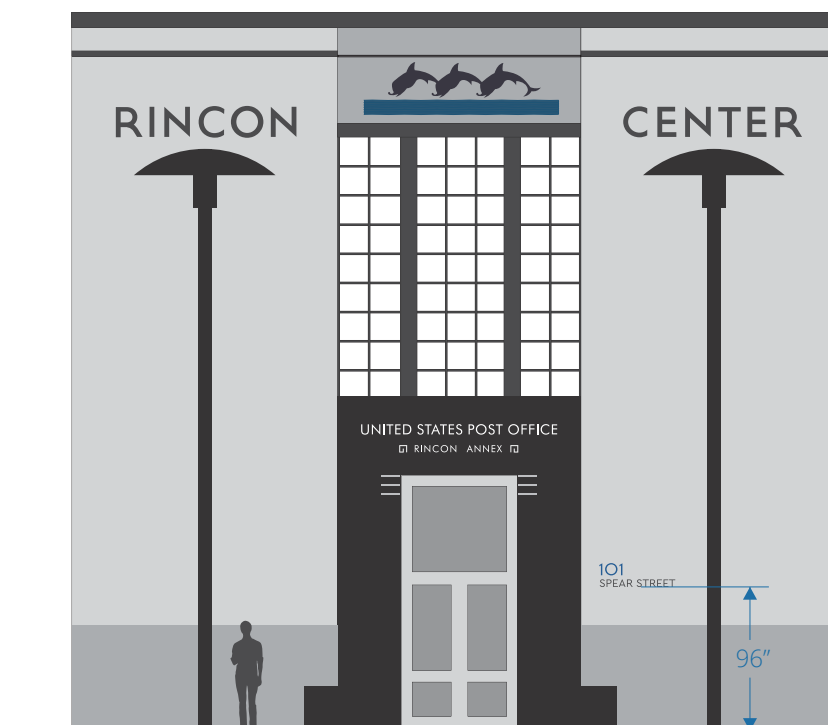
SIGN TYPE

**A2**

DESCRIPTION

QTY: 3

- A. 1/2" fco aluminum address number and lettering, painted C2 blue and C3 gray
- B. attached flush to wall with stud mounting



**4** ELEVATION  
scale: 3/32" = 1'-0"

# PROPERTY BUILDING AND ADDRESS ID ELEVATION



A1.1

1 PROPOSED SIGNAGE AT SPEAR  
scale: NTS



2 EXISTING TO BE REPLACED  
scale: NTS

# PROPERTY BUILDING AND ADDRESS ID ELEVATION



EXISTING UPLIGHTS

A1.2.1 A2.2

**1** PROPOSED SIGNAGE AT MISSION  
scale: NTS

**2** EXISTING TO BE REPLACED  
scale: NTS



# PROPERTY BUILDING AND ADDRESS ID ELEVATION



EXISTING UPLIGHTS

A1.2.2 A2.3

**1** PROPOSED SIGNAGE AT MISSION  
scale: NTS

**2** EXISTING TO BE REPLACED  
scale: NTS



# PROPERTY BUILDING AND ADDRESS ID ELEVATION

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**1** PROPOSED SIGNAGE A2.1  
scale: NTS



**2** EXISTING TO BE REPLACED  
scale: NTS

# SECONDARY BUILDING AND ADDRESS ID

## SIGN TYPE A3 AND A4

### Secondary Building and Address ID

#### A. DESIGN INTENT

Building Ids - A3 are intended to identify the major Tenants in a prominent way from a larger or campus-wide view.

Address Ids - A4 are intended to identify the 'front door' of a building and inform visitors that they have arrived at a destination.

Building Id and Address Id may be either a pedestrian or a vehicular sign and should be designed and located in such a way as to effectively communicate its content under both viewing circumstances.

#### B. DESIGN CRITERIA

Final designs for Building Id and Address Id will be developed to comply with the guidelines outlined within this Master Sign Plan Criteria.

Final designs for Building Id and Address Id should conform to all general design Guidelines.

#### C. SIGN MASSING

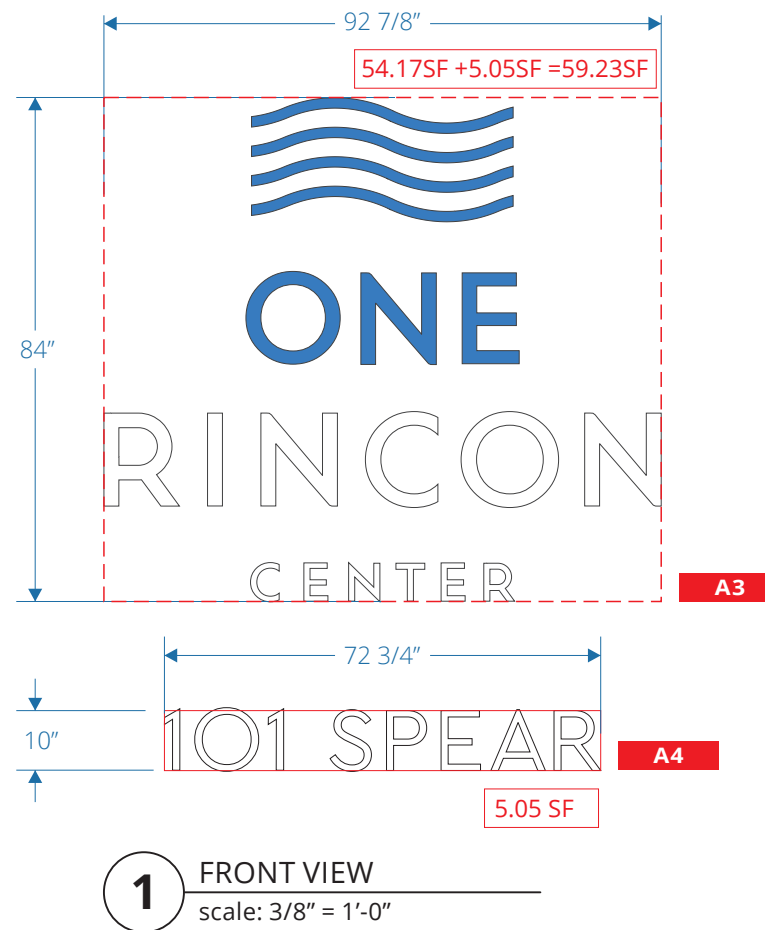
Sign shall not be attached to an extend building or be located above the roofline of the building to which it is attached. Sign in C-3 District shall not exceed 100 feet from the ground and Sign in C,M, and PDR District shall not exceed 60 feet from the ground. Such sign may contains letters, numbers, a logo, service mark and/or trademark and may be Nonilluminated or Indirectly Illuminated.

#### D. VARIATION

Final design for Building Id and Address Id should contain no (or very minimal) variation in size or layout to provide for maximum recognition and wayfinding effectiveness.

#### E. SIGN LOCATION

Exact sign location to be determined based on final sign design and shape, and to comply with sight distance analyses based on 10' clear sight distance at project driveways and adjacent intersections.



2 ISOMETRIC VIEW  
scale: NTS

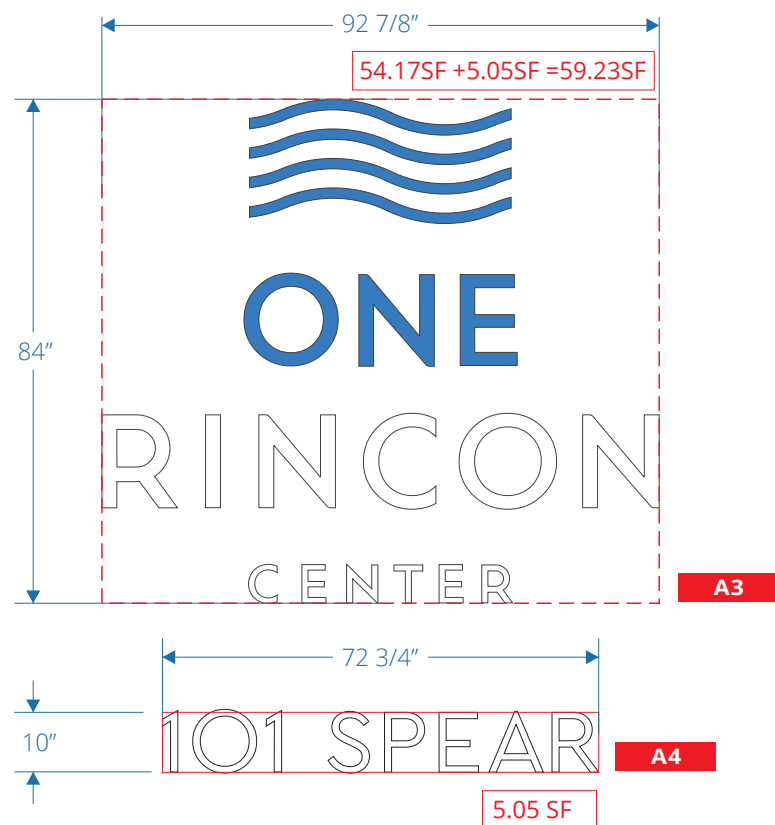
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

**SIGN TYPE A3 AND A4  
SECONDARY BUILDING AND ADDRESS ID**

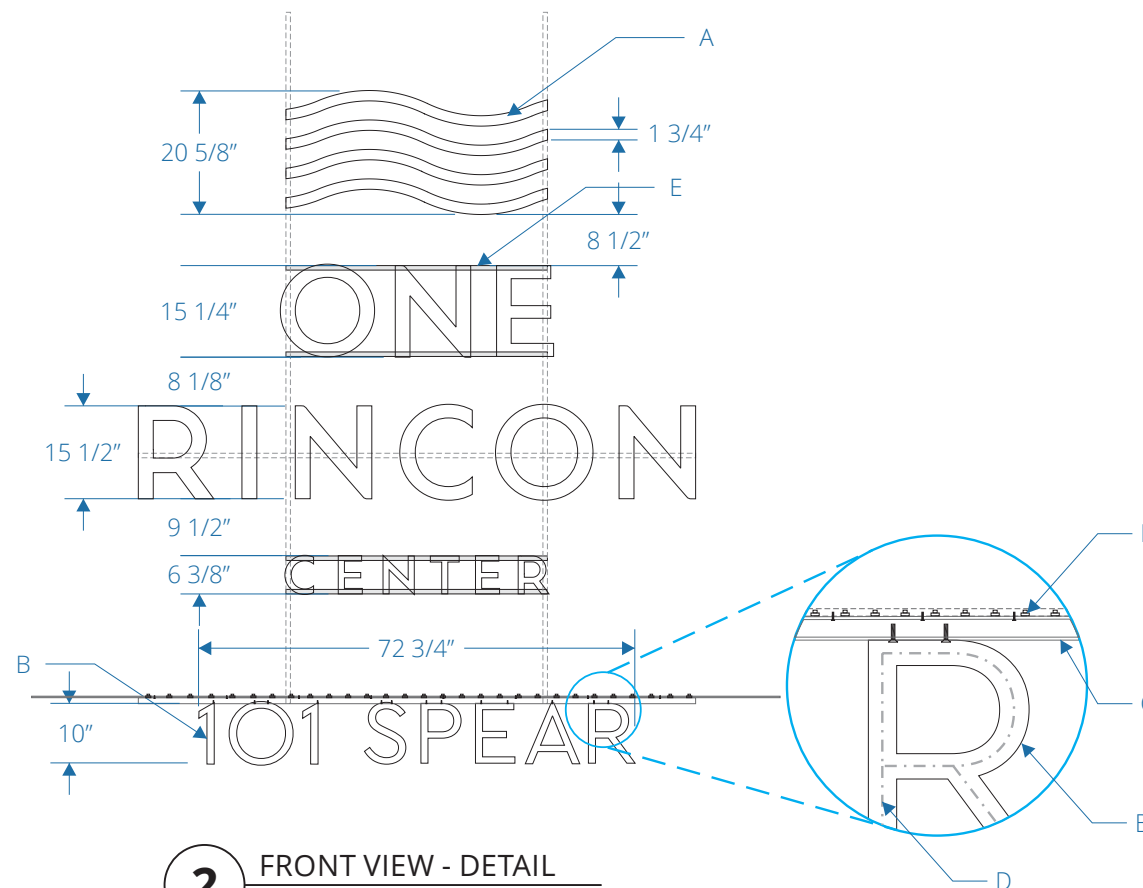
**SECONDARY BUILDING ID - A3  
PROPOSED = 54.17 + 5.05 = 59.23 SF**

**SECONDARY ADDRESS ID - A4  
PROPOSED = 5.05 SF**

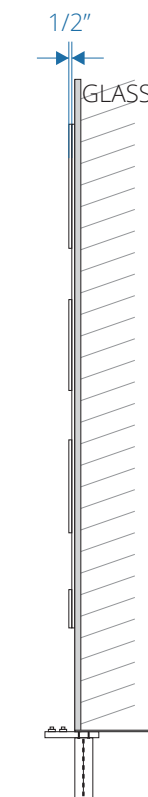
# SECONDARY BUILDING AND ADDRESS ID CONSTRUCTION DETAILS



**1** FRONT VIEW  
scale: 3/8" = 1'-0"



**2** FRONT VIEW - DETAIL  
scale: 3/8" = 1'-0"



**3** SIDEVIEW  
scale: 3/8" = 1'-0"

**SIGN TYPE**

**A3 / A4**

**DESCRIPTION**

**QTY: 1**

**A.** 1/2" thick fco aluminum logo lettering and graphics, painted C1 white and C2 blue; attached to existing mullions mechanically fasteners

**B.** 3"d fabricated aluminum address id with edge lit, painted C1 white

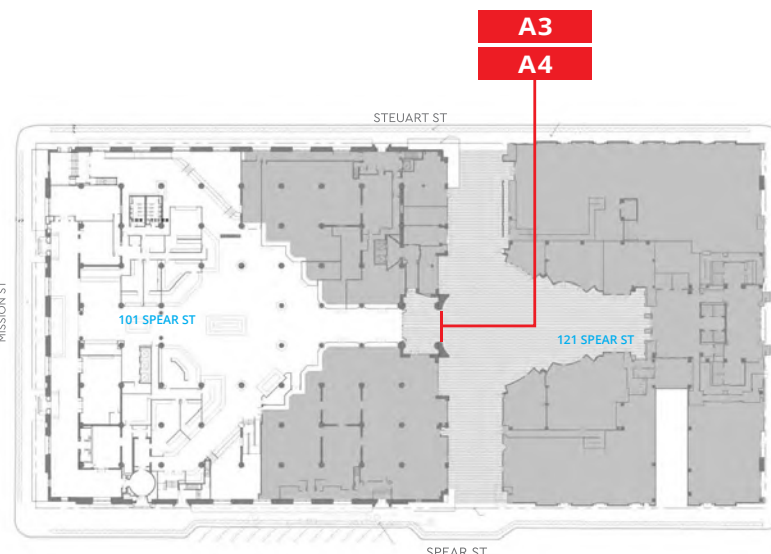
**C.** 1" thick fabricated aluminum box to hold LED up light strip attached to existing mullion structure with counter sunk, painted to match existing mullion

**D.** white LEDs

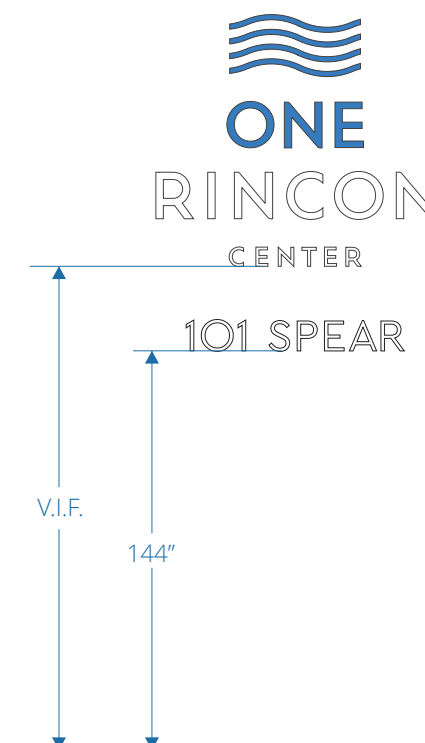
**E.** 1/4" thick aluminum bar rail mounting attached to existing mullion structure with counter sunk, painted to match existing mullion



**6** ISOMETRIC VIEW  
scale: NTS



**5** KEY MAP  
scale: NTS



**4** ELEVATION  
scale: 3/16" = 1'-0"

**SIGN TYPE A3 AND A4  
SECONDARY BUILDING AND ADDRESS ID**

**SECONDARY BUILDING ID - A3  
PROPOSED = 54.17 + 5.05 = 59.23 SF**

**SECONDARY ADDRESS ID - A4  
PROPOSED = 5.05 SF**

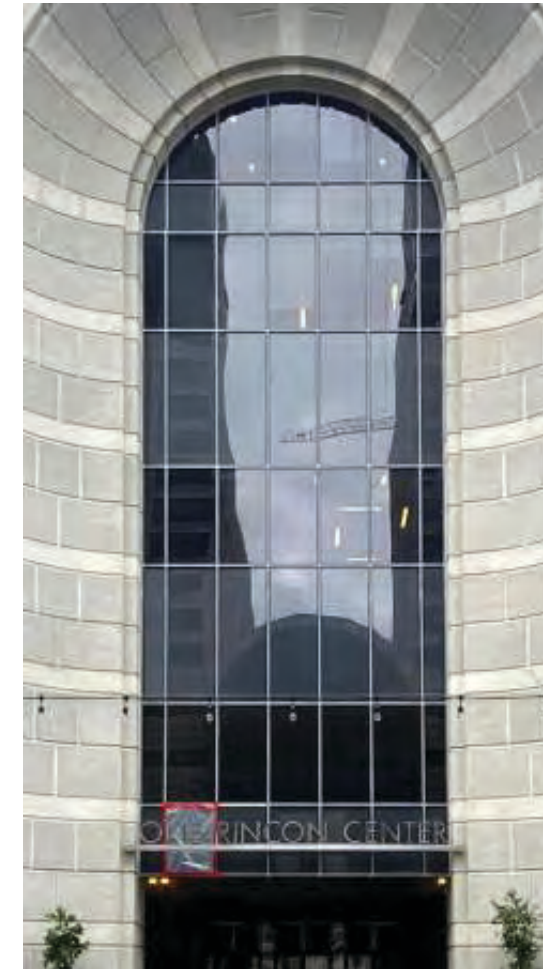
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



# SECONDARY BUILDING AND ADDRESS ID ELEVATION

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**1** PROPOSED ELEVATION - BUILDING ONE  
scale: NTS

A3  
A4

**2** EXISTING - BUILDING ONE  
scale: NTS

# SECONDARY TENANT MONUMENT

## SIGN TYPE B

### Secondary Tenant Monument

#### A. SIGN MASSING

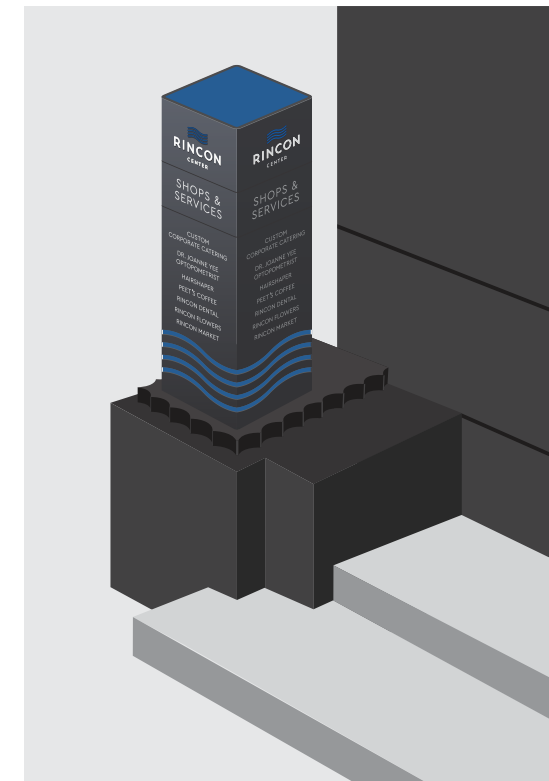
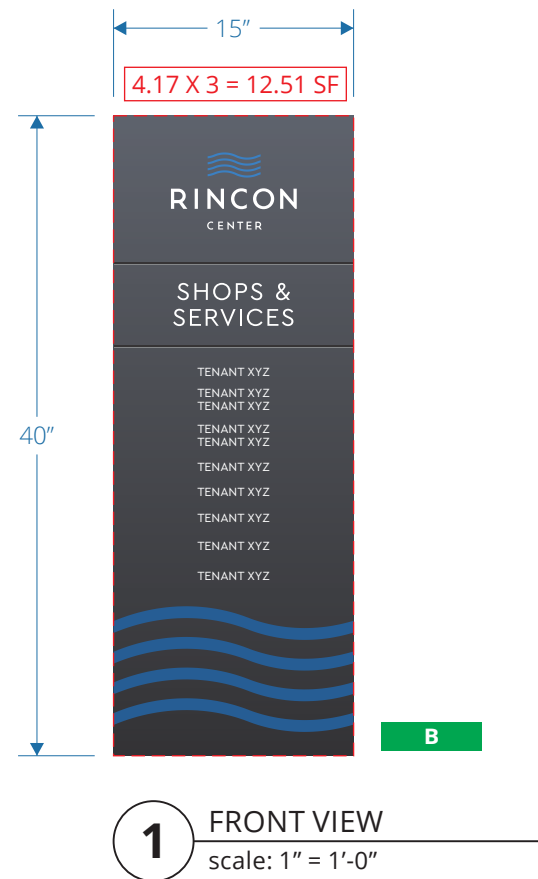
The height of Monument signs are in C-2 District shall not exceed 36 feet, and in all other C, M and PDR District shall not exceed 40 feet. The height of such signs shall be measured from the top of the nearest public street curb. Signs located near street corners and driveways may be referred to the City's traffic engineer for determinations regarding appropriate vehicle sight clearances.

#### B. VARIATION

Final placement, orientation and dimensions of this sign type may vary slightly from location to location and dependent on final architectural conditions. The overall mass and total sign area should remain consistent with this document.

#### C. SIGN LOCATION

Signs will be located as per the location plans in this document. Exact sign location to be determined based on final sign design and shape, and to comply with the City's sign triangle and traffic view area.



**SIGN TYPE B**  
**SECONDARY TENANT MONUMENT**  
**PROPOSED = 4.17 x 3 = 12.51 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

# SECONDARY TENANT MONUMENT ELEVATION

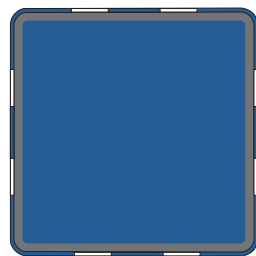


**1** PROPOSED SIGNAGE  
scale: NTS



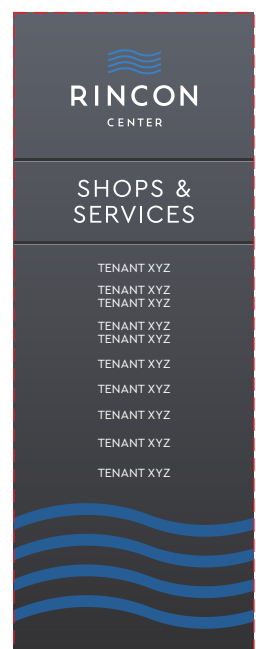
**2** EXISTING TO BE REPLACED  
scale: NTS

# SECONDARY TENANT MONUMENT CONSTRUCTION DETAILS

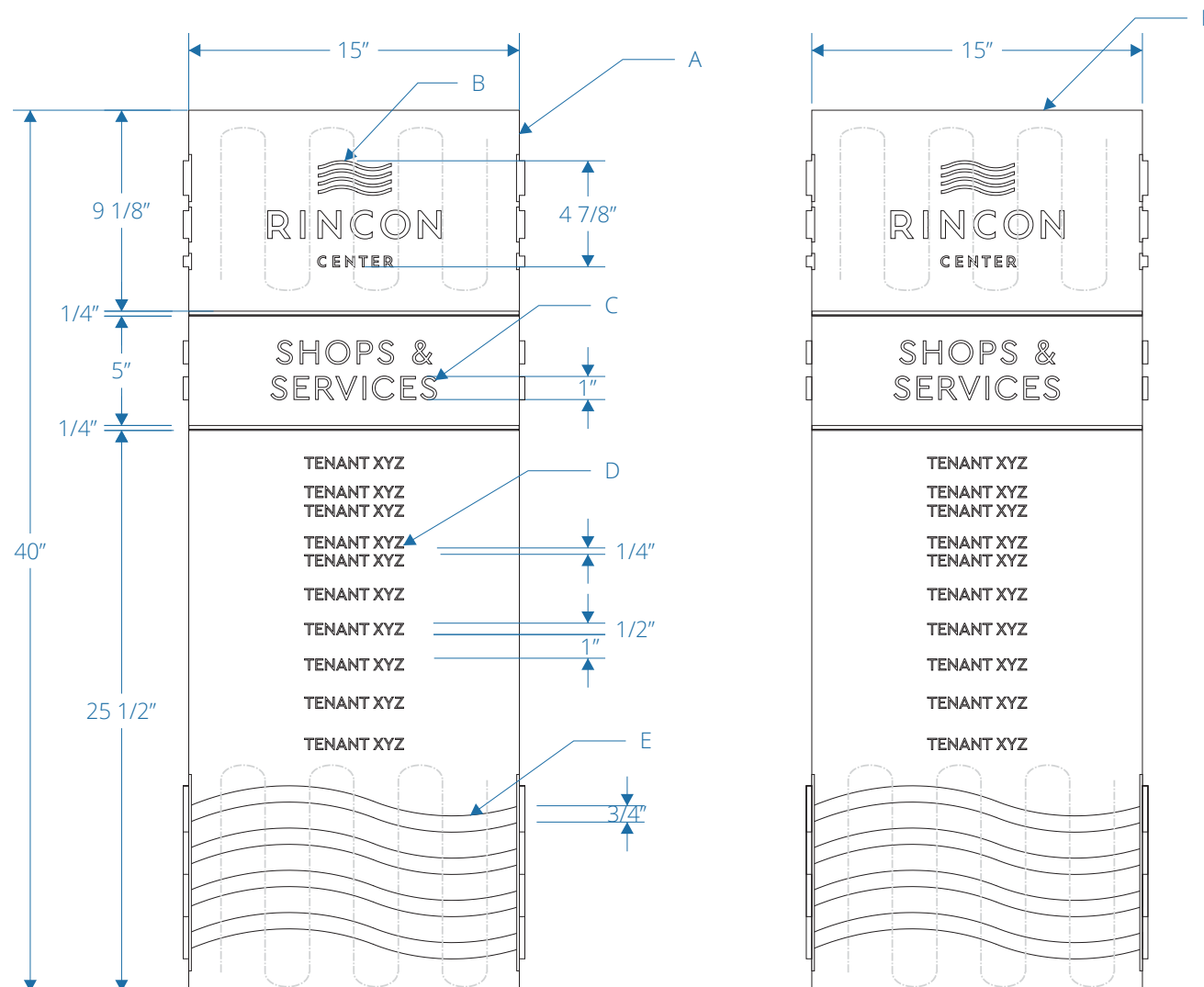


**1** TOP VIEW  
scale: 1" = 1'-0"

4.17SF

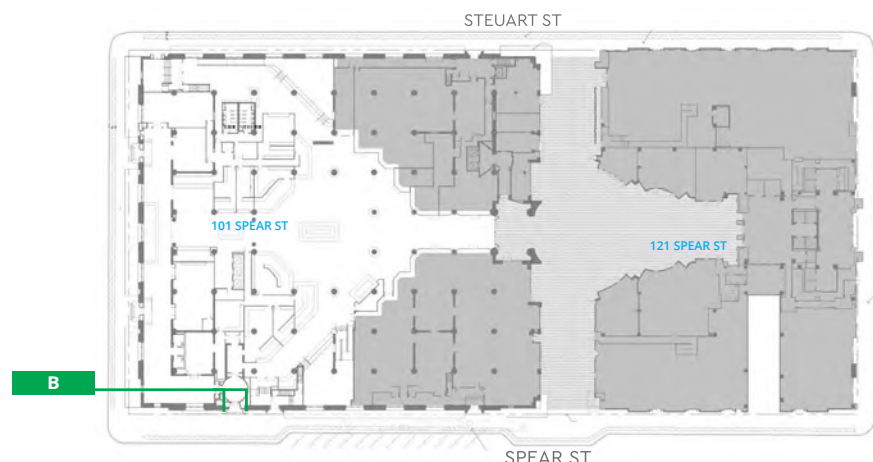


**2** FRONT VIEW  
scale: 1" = 1'-0"

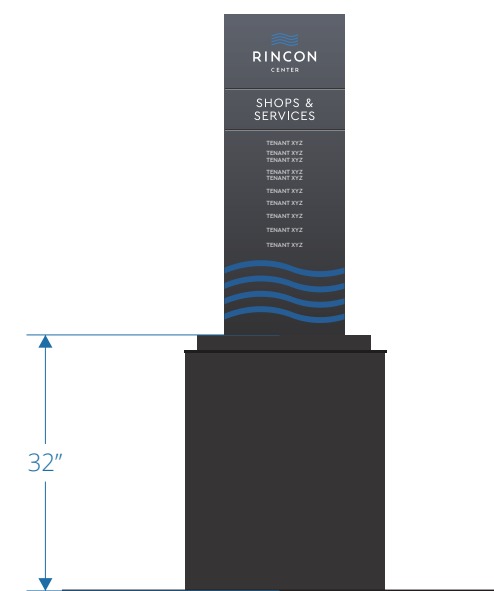


**3** FRONT VIEW - DETAIL  
scale: 1 1/2" = 1'-0"

**4** SIDE VIEW  
scale: 1 1/2" = 1'-0"



**6** KEY MAP  
scale: NTS



**5** INSTALL ELEVATION  
scale: 1/2" = 1'-0"

**SIGN TYPE**

**B**

**DESCRIPTION**

**QTY: 2**

- A.** 15" w x 40" h x 15" d fabricated aluminum cabinet, painted C3 gray
- B.** 1/4" push through acrylic logo and internally illuminated, painted C1 white and C2 blue
- C.** 1/4" FCO acrylic lettering, painted C1 white
- D.** vinyl tenant name, painted C1 white
- E.** 1/4" push through aluminum wavy bar with internally illuminated and applied blue LEDs, painted C2 blue
- F.** applied acrylic panel to the top panel, color C2 blue; and internally illuminated with blue LEDs

**SIGN TYPE B**  
**SECONDARY TENANT MONUMENT**  
**PROPOSED = 4.17 x 3 = 12.51 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

# TENANT ID WITH CLADDING

## SIGN TYPE C1 AND C2

### Tenant ID

#### A. DESIGN INTENT

Tenant IDs with cladding are intended to identify the major Tenants in a prominent way from a larger or campus-wide view.

#### B. DESIGN CRITERIA

Final designs for Tenant ID with Cladding will be developed to comply with the guidelines outlined within this Master Sign Plan Criteria.

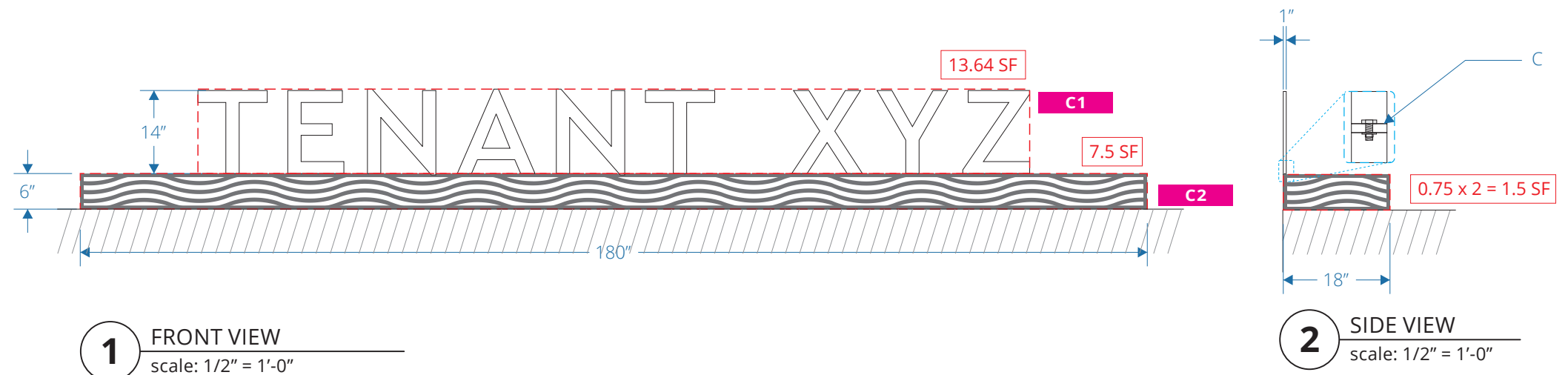
Final designs for Sign Tenant ID with Cladding should conform to all general design Guidelines.

#### C. SIGN MASSING

Sign shall not be attached to an extend building or be located above the roofline of the building to which it is attached. Sign in C-3 District shall not exceed 100 feet from the ground and Sign in C,M, and PDR District shall not exceed 60 feet from the ground. Such sign may contains letters, numbers, a logo, service mark and/or trademark and may be Nonilluminated or Indirectly Illuminated.

#### D. VARIATION

Final design for this sign should contain no (or very minimal) variation in size or layout to provide for maximum recognition and wayfinding effectiveness.

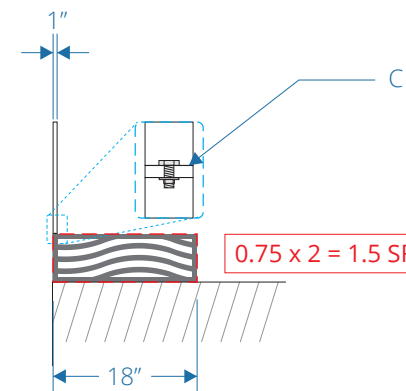
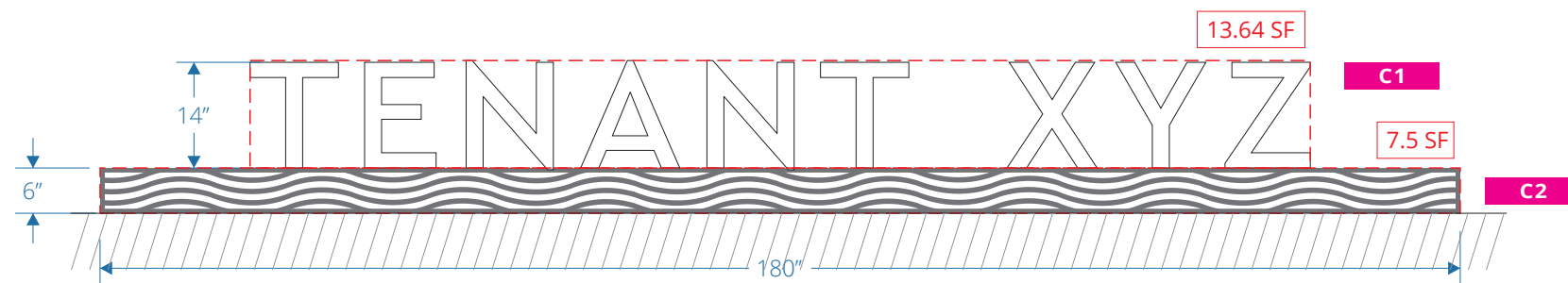


**SIGN TYPE C1 AND C2  
TENANT ID AND CLADDING**

**TENANT ID  
PROPOSED = 13.64 SF**

**CLADDING  
PROPOSED = 7.5 + 1.5 = 9 SF**

# TENANT ID AND CLADDING CONSTRUCTION DETAILS



**1** FRONT VIEW  
scale: 1/2" = 1'-0"

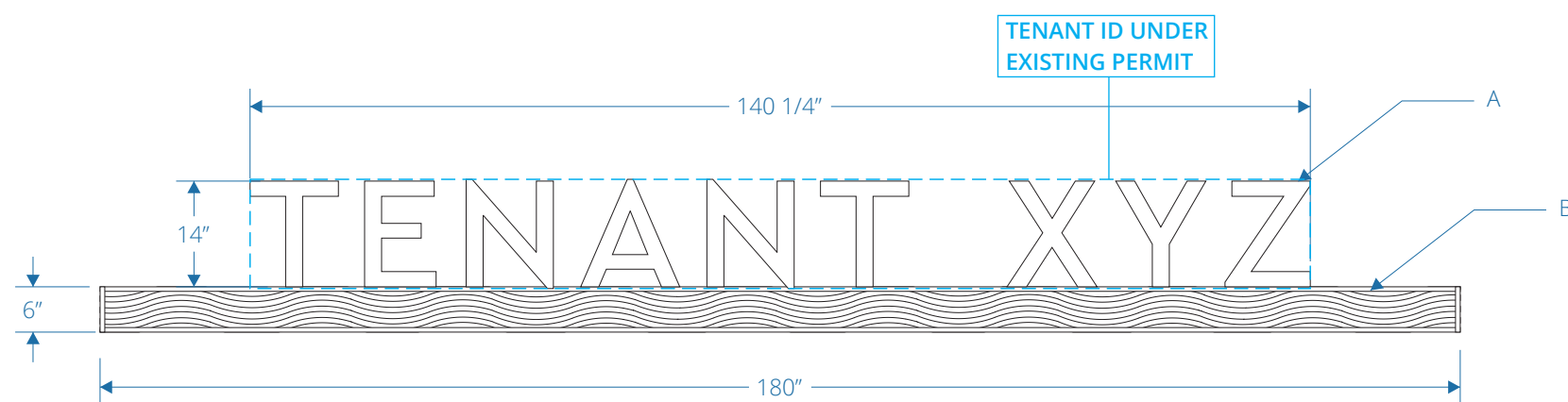
**2** SIDE VIEW  
scale: 1/2" = 1'-0"

SIGN TYPE

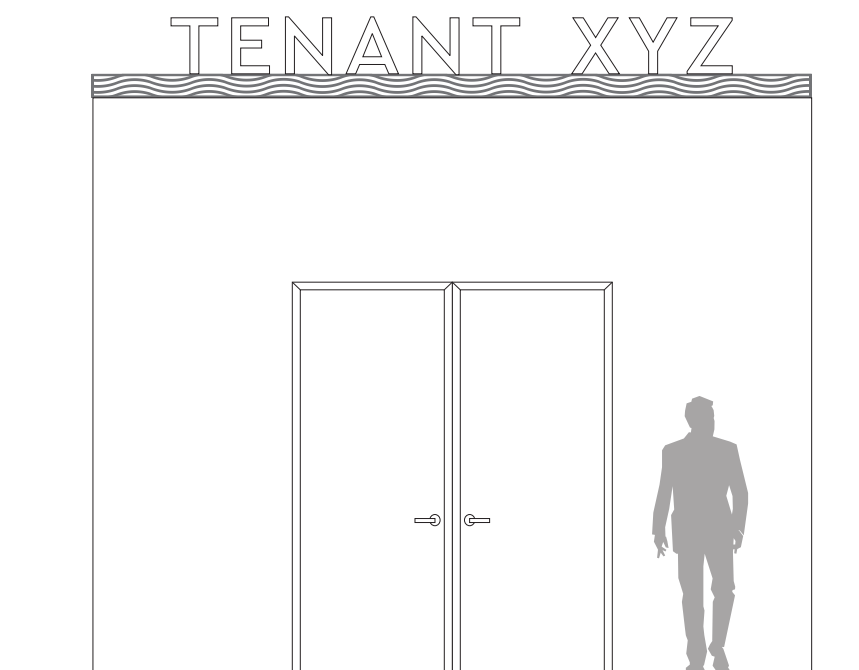
**C1/C2**

DESCRIPTION QTY: 1

- A.** 14" h x 1" d fabricated aluminum tenant name, painted C1 white (under existing permit of #201804045529)
- B.** 6" h x 180" w x 1" d (front) and 6" h x 18" w x 1" d ( 2 sides) fabricated aluminum "wavy" canopy bar, painted C3 gray; attached to wall with mechanically fasteners
- C.** attached to canopy with 1/4" aluminum bar and bolted with bolt and washers and nuts



**3** FRONT VIEW - DETAIL  
scale: 1/2" = 1'-0"



**4** ELEVATION  
scale: 1/4" = 1'-0"

SIGN TYPE C1 AND C2  
TENANT ID AND CLADDING

TENANT ID  
PROPOSED = 13.64 SF

CLADDING  
PROPOSED = 7.5 + 1.5 = 9 SF



**5** KEY MAP  
scale: NTS

# TENANT ID AND CLADDING ELEVATION

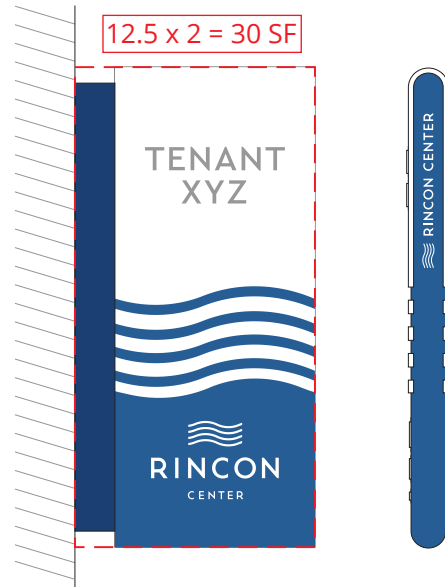
**0**  
**corporate**<sup>™</sup>  
SIGN SYSTEMS

408.292.1600  
2464 De La Cruz Blvd., Santa Clara, CA 95050  
[www.corporatesigns.com](http://www.corporatesigns.com)  
CONTRACTOR'S LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR

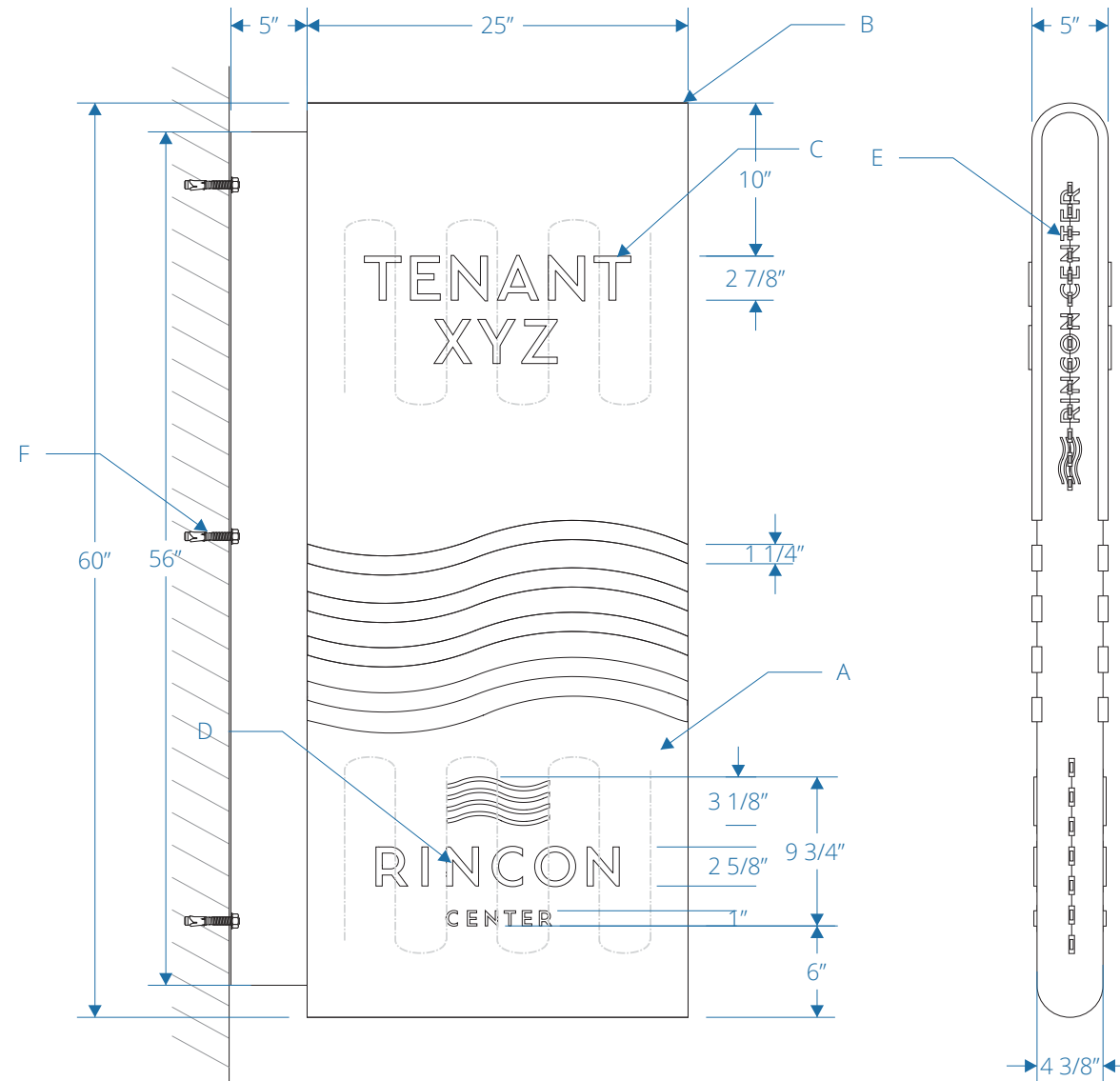


**1** PROPOSED ELEVATION  
scale: 3/4" = 1'-0"

# VERTICAL PROJECTING SIGNAGE CONSTRUCTION DETAILS



**1** FRONT VIEW  
scale: 1/2" = 1'-0"

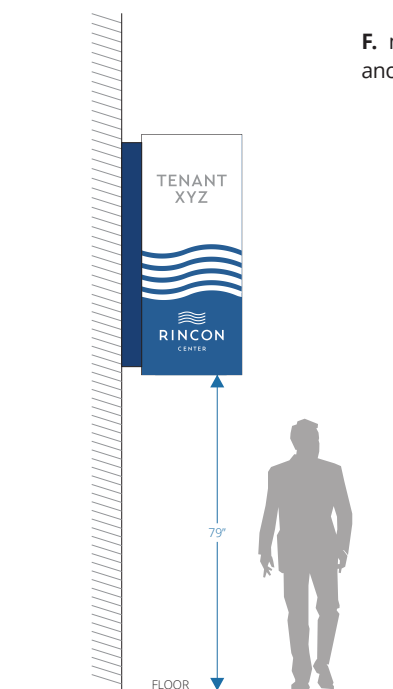


**2** FRONT VIEW - DETAIL  
scale: 1" = 1'-0"

**3** SIDE VIEW  
scale: 1" = 1'-0"



**5** KEY MAP  
scale: NTS



**4** ELEVATION  
scale: 1/4" = 1'-0"

**SIGN TYPE**

**D**

**DOUBLE SIDED SIGNAGE DESCRIPTION** QTY: 2

- A.** 87" h x 36" w x 6" d fabricated aluminum cabinet, painted C2 dark blue
- B.** 3/8" thick wavy panel applied to face and back side of cabinet, painted C1 white
- C.** 1/4" push through acrylic edge lit tenant name, and face applied vinyl color C3 dark gray
- D.** 1/4" push through acrylic logo of "Rincon Center", painted C1 white
- E.** 1/4" push through flush logo to match color C1 white
- F.** mechanically attached to wall with tapcon concrete anchor

**SIGN TYPE D**  
**VERTICAL PROJECTING SIGNAGE**  
**PROPOSED = 21.75 X 2 = 43.5 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



# VERTICAL PROJECTING SIGNAGE

## SIGN TYPE D

### Vertical Projecting Signage

#### A. SIGN MASSING

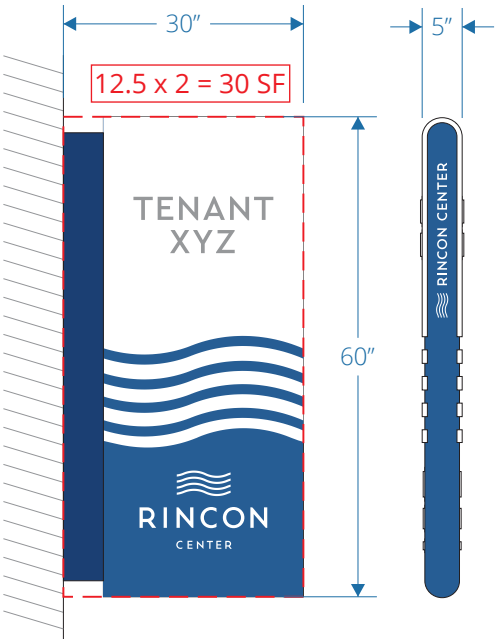
Vertical Projecting signs are relatively flat, two-sided solid panels attached to brackets which are mounted on and perpendicular to the face of buildings and storefronts. In addition to text, they may include graphic images that express the unique personality of an individual business.

#### B. VARIATION

Simple round or square horizontal supports with capped ends. More decorative approaches may be desirable when appropriate to the sign and/or architectural character of the building.

#### C. SIGN LOCATION

Sign shall be located no more than 75% of the horizontal distance from the Street Property Line to the curblineline and in no case shall a Sign project more than six feet beyond the Street Property Line or building setback line. Sign in C-3 District shall not exceed 100 feet from the ground and Sign in C,M, and PDR District shall not exceed 60 feet from the ground.



D

1 FRONT VIEW  
scale: 1/2" = 1'-0"

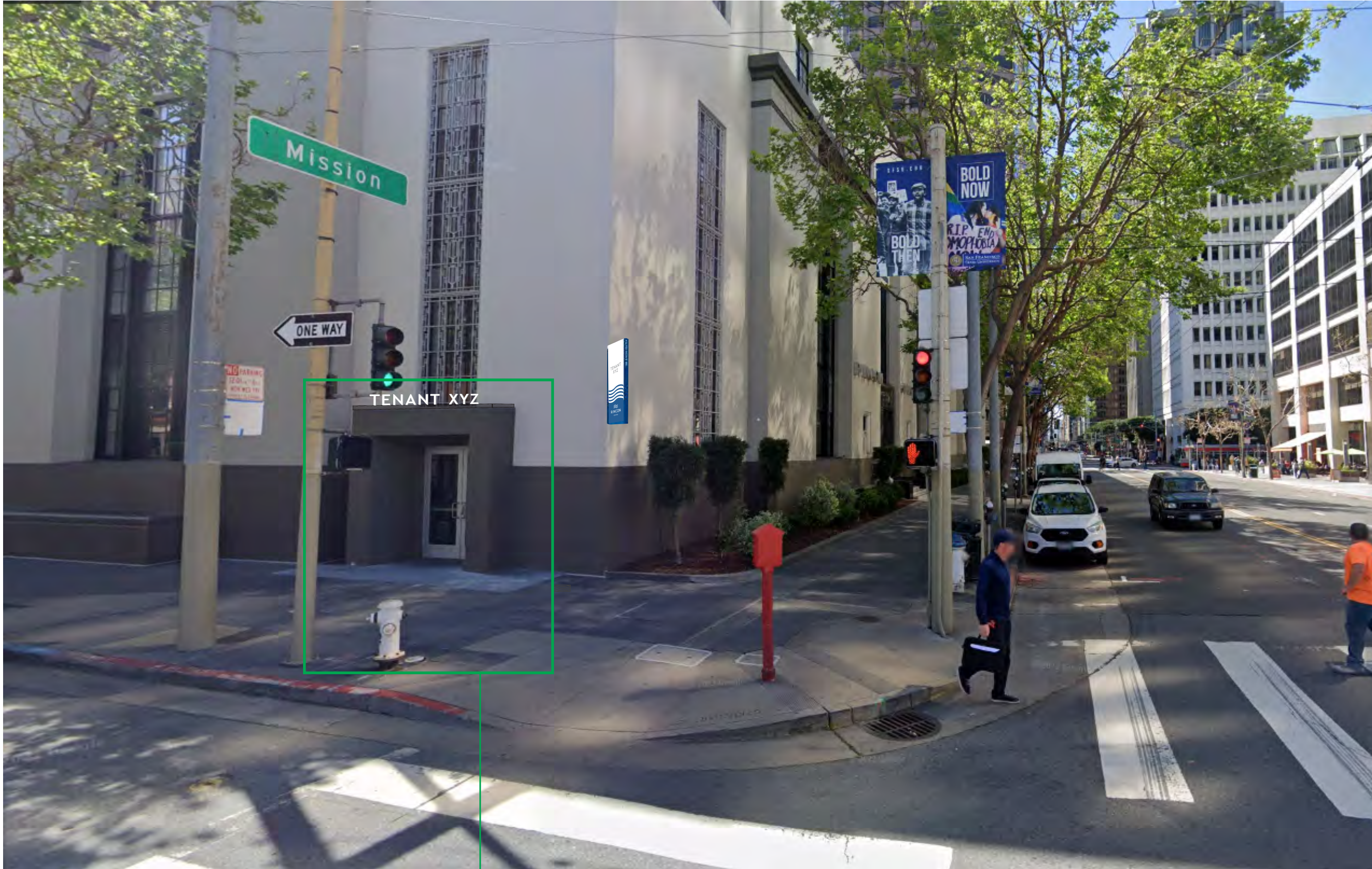


2 ISOMETRIC VIEW  
scale: NTS

**SIGN TYPE D**  
**VERTICAL PROJECTING SIGNAGE**  
**PROPOSED = 21.75 X 2 = 43.5 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

# VERTICAL PROJECTING SIGNAGE ELEVATION



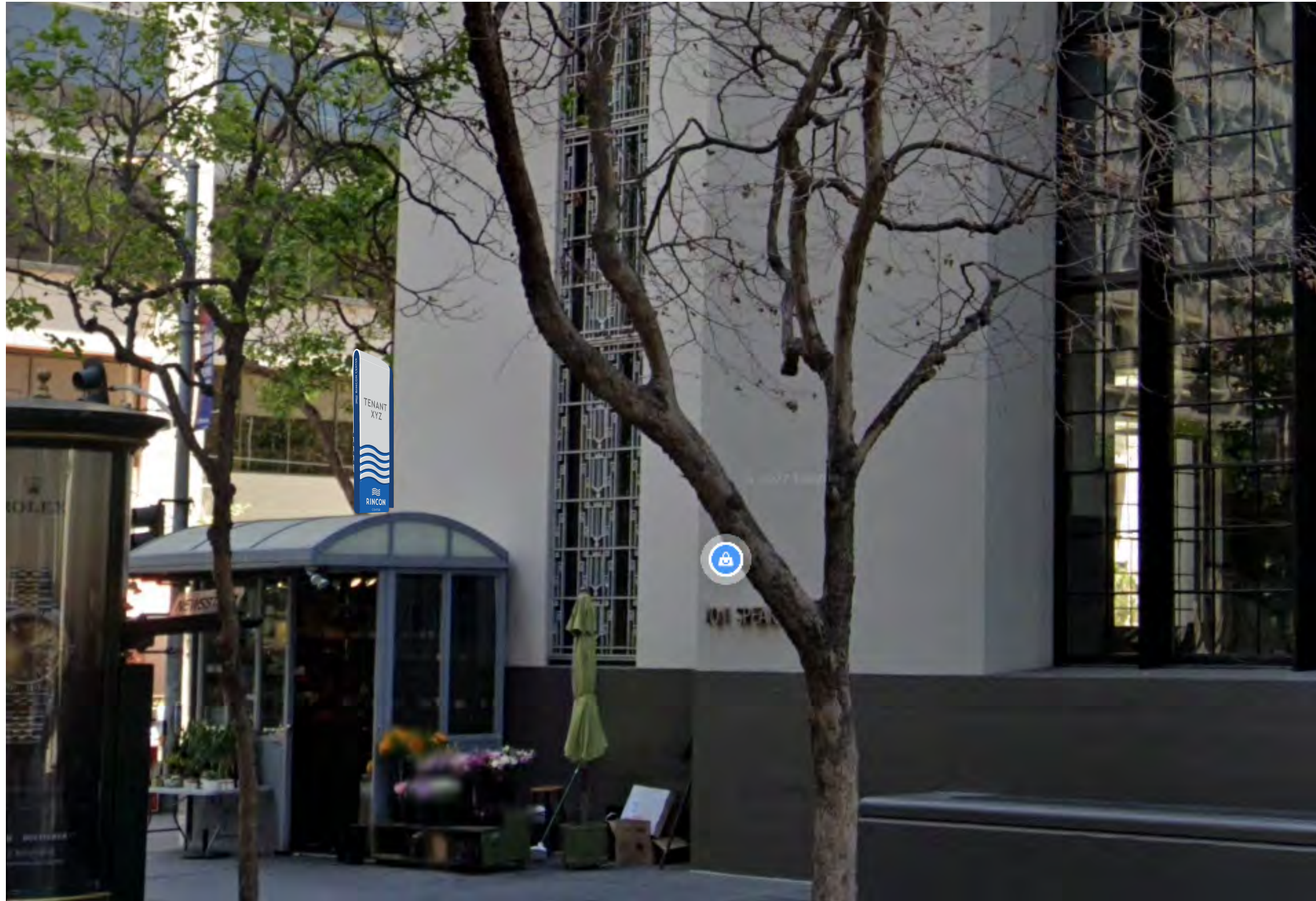
TENANT XYZ

**1** ELEVATION @ STEUART  
scale: NTS

D1

C1  
C2

# VERTICAL PROJECTING SIGNAGE ELEVATION



**2** ELEVATION @ SPEAR  
scale: NTS

**D2**

# TENANT BLADE SIGNAGE

## SIGN TYPE F

### Tenant Blade Signage

#### A. SIGN MASSING

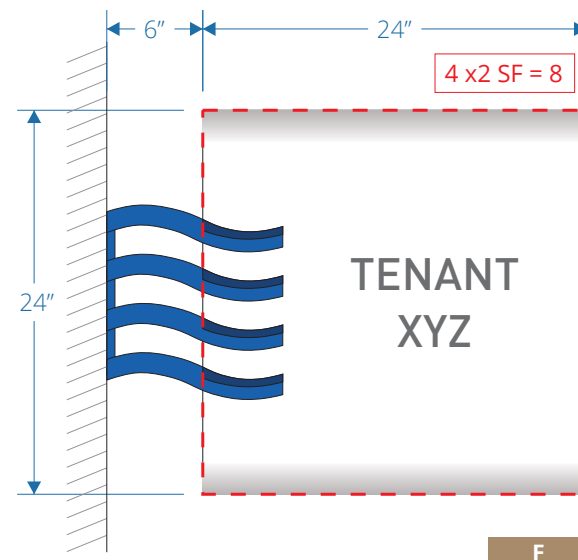
Tenant Blade signs are relatively flat, two-sided solid panels attached to brackets which are mounted on and perpendicular to the face of buildings and storefronts. Tenant Blade signage shape, colors, and materials and illumination (optional) style to be established by tenant and approved by property management.

#### B. VARIATION

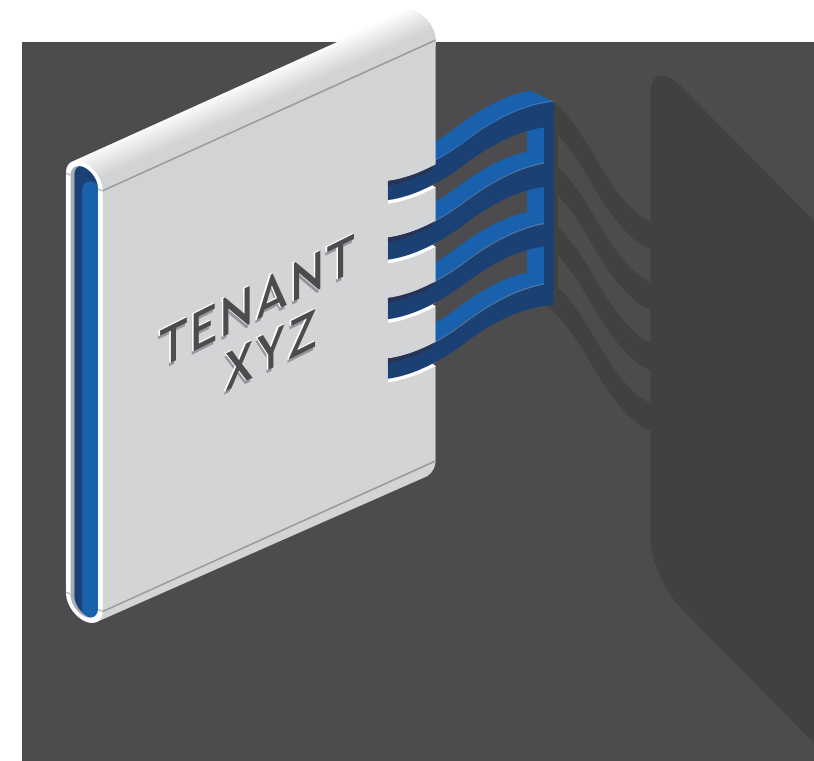
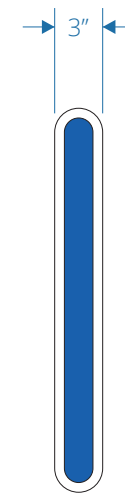
Simple round or square horizontal supports with capped ends. More decorative approaches may be desirable when appropriate to the sign and/or architectural character of the building.

#### C. SIGN LOCATION

Sign shall be located no more than 75% of the horizontal distance from the Street Property Line to the curblineline and in no case shall a Sign project more than six feet beyond the Street Property Line or building setback line. Sign in C-3 District shall not exceed 100 feet from the ground and Sign in C,M, and PDR District shall not exceed 60 feet from the ground.



**1** FRONT VIEW  
scale: 1" = 1'-0"

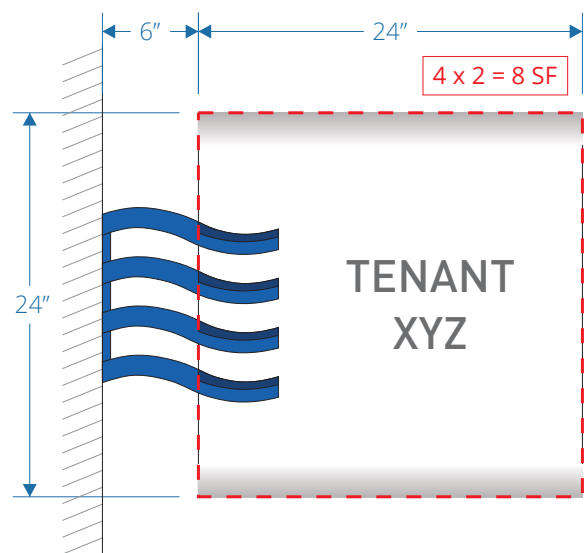


**2** ISOMETRIC VIEW  
scale: NTS

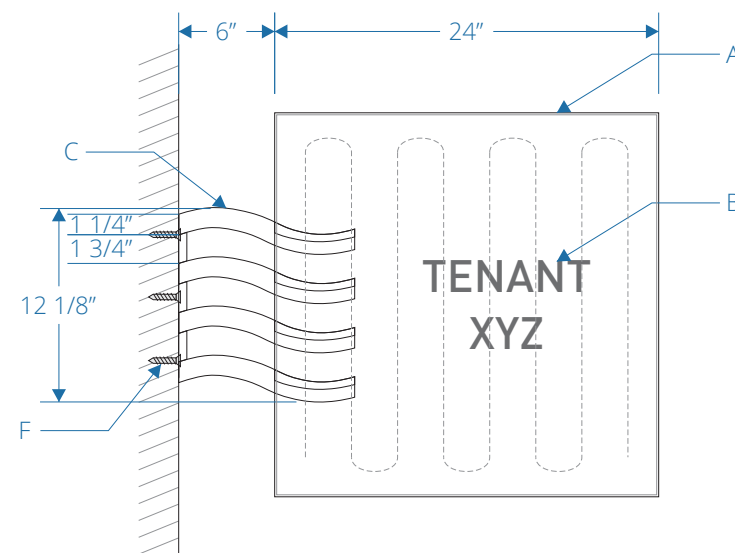
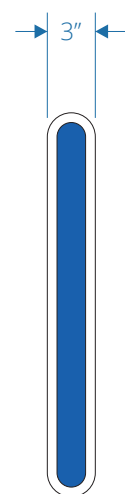
**SIGN TYPE F**  
**TENANT BLADE SIGNAGE**  
**PROPOSED = 4 x 2 = 8 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

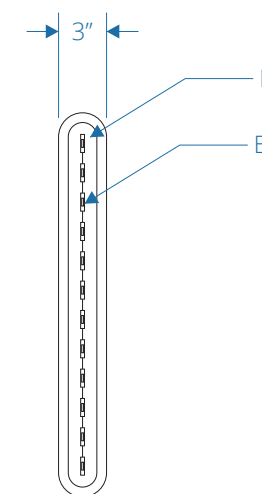
# TENANT BLADE SIGNAGE CONSTRUCTION DETAILS



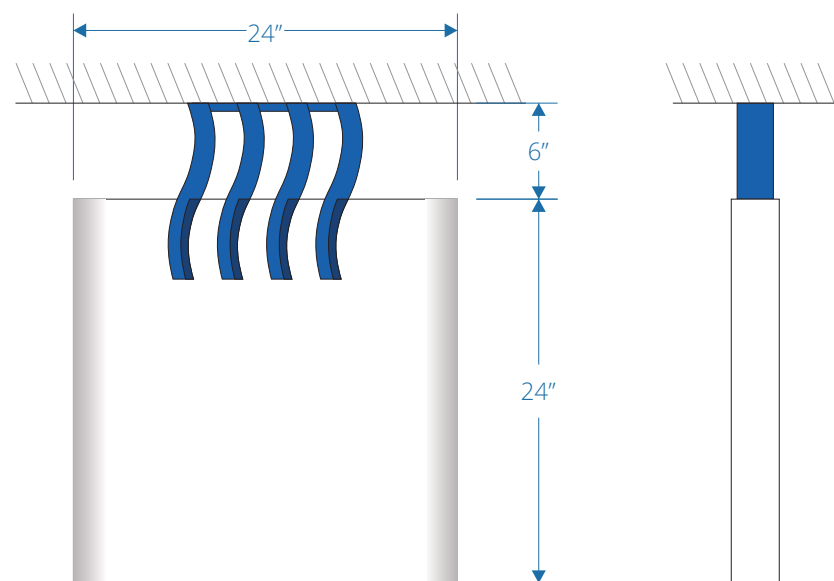
**1** FRONT VIEW  
scale: 1" = 1'-0"



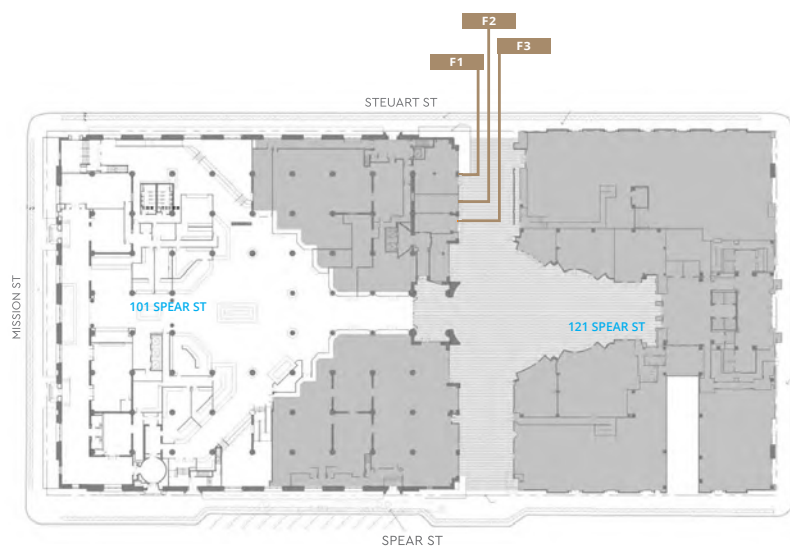
**3** FRONT VIEW - DETAIL  
scale: 1" = 1'-0"



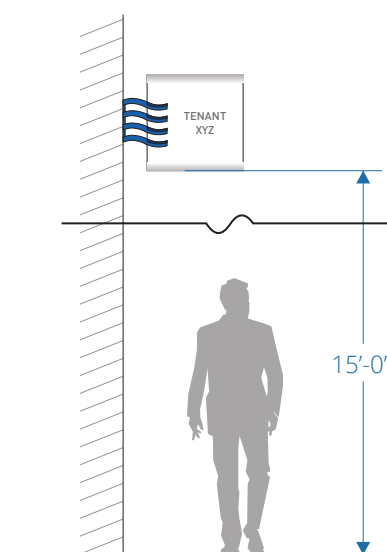
**4** SIDE VIEW  
scale: 1" = 1'-0"



**2** ALTERNATIVE LAYOUT  
scale: 1" = 1'-0"



**5** KEY MAP  
scale: NTS



**6** ELEVATION  
scale: 1/4" = 1'-0"

**SIGN TYPE**

**F**

**DOUBLE SIDED SIGNAGE DESCRIPTION**

**QTY: 3**

- A.** 24" h x 24" w x 3" d fabricated brushed aluminum cabinet, internally illuminated with blue LEDs
- B.** routed tenant name and applied translucent vinyl on 1/4" acrylic, color C3 gray; internally illuminated with white LEDs
- C.** fabricated wavy aluminum bracket mechanically fastened to the wall, painted C2 blue
- D.** 1/4" thick acrylic with translucent vinyl overlay, color C2 blue
- E.** LEDs
- F.** mechanically attached to wall with tapcon concrete anchor

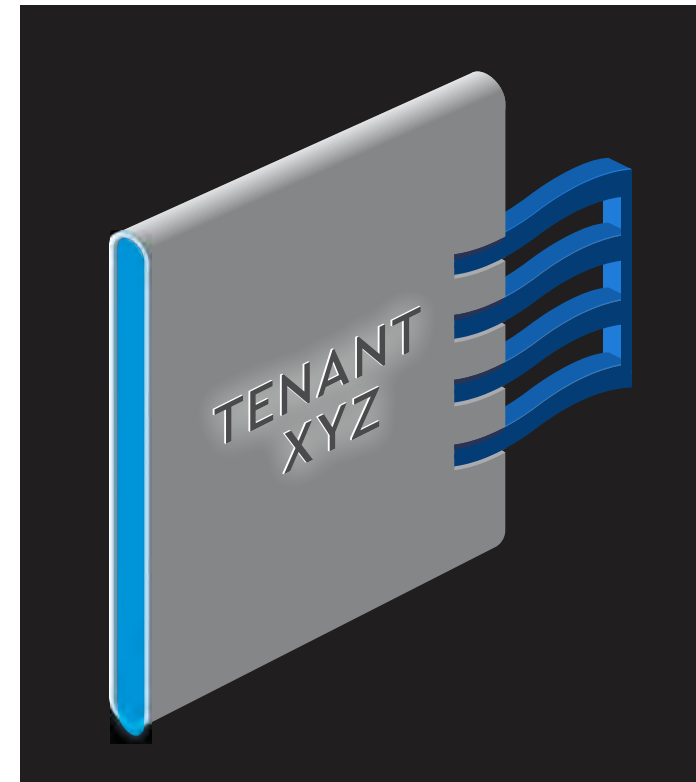
**SIGN TYPE F  
TENANT BLADE SIGNAGE  
PROPOSED = 4 x 2 = 8 SF**

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

# TENANT BLADE SIGNAGE ELEVATION



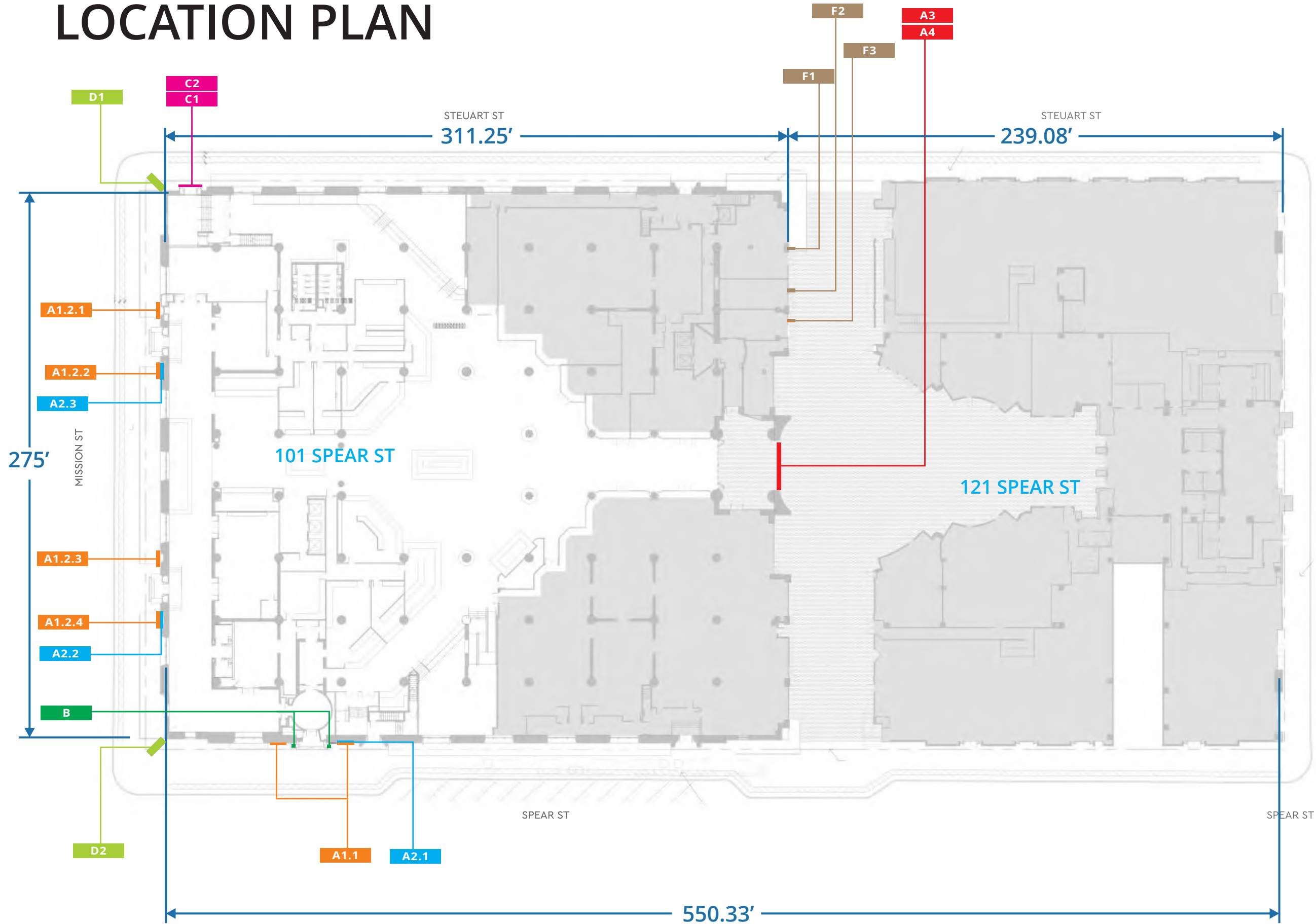
**2** EXISTING TO BE REPLACED  
 scale: NTS



**3** NIGHT VIEW  
 scale: NTS

**1** PROPOSED SIGNAGE  
 scale: NTS

# LOCATION PLAN



- A1.1 PROPERTY BUILDING ID/ 1/2
- A2.1 PROPERTY ADDRESS ID/ 3
- A3 SECONDARY BUILDING ID/ 1
- A4 SECONDARY ADDRESS ID/ 1
- B SECONDARY TENANT MONUMENT/ 2
- C1/C2 TENANT ID WITH CLADDING/ 1
- D VERTICAL PROJECTION SIGNAGE/ 2
- F TENANT BLADE SIGNAGE/ 3

**Exhibit C**

**Planning**

**MSP Approval**

**09-06-22**



## Tara N. Sullivan

---

**From:** Salgado, Rebecca (CPC) <rebecca.salgado@sfgov.org>  
**Sent:** Tuesday, September 20, 2022 1:03 PM  
**To:** Tara N. Sullivan  
**Cc:** Jared Willis  
**Subject:** RE: Rincon Sign Program - updated/final sign package for review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Hi Tara,  
I've reviewed the updated sign program and sent it along to our IT team to upload to PIM, as I have no further comments. The PIM link should show up under the Zoning tab for the property later tonight or early tomorrow. Thanks,

Rebecca

---

**From:** Salgado, Rebecca (CPC)  
**Sent:** Friday, September 16, 2022 12:03 PM  
**To:** Tara N. Sullivan <tsullivan@reubenlaw.com>  
**Cc:** Jared Willis <JWillis@hudsonppi.com>  
**Subject:** RE: Rincon Sign Program - updated/final sign package for review

Thanks, Tara! I'll review early next week. Have a great weekend,

Rebecca

---

**From:** Tara N. Sullivan <[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)>  
**Sent:** Thursday, September 15, 2022 4:19 PM  
**To:** Salgado, Rebecca (CPC) <[rebecca.salgado@sfgov.org](mailto:rebecca.salgado@sfgov.org)>  
**Cc:** Jared Willis <[JWillis@hudsonppi.com](mailto:JWillis@hudsonppi.com)>  
**Subject:** RE: Rincon Sign Program - updated/final sign package for review

Hi Rebecca,

Attached please find an updated plan set for Rincon Center's sign program (dated 9/15/22). The issues you raised have been addressed. Please review and let us know if the changes are satisfactory or if you have further edits or questions.

Thanks for your help with this one.

Best,  
-tara

**REUBEN, JUNIUS & ROSE, LLP**

Tara N. Sullivan, Partner  
T. (415) 567-9000  
[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)  
[www.reubenlaw.com](http://www.reubenlaw.com)

**SF Office:**

One Bush Street, Suite 600  
San Francisco, CA 94104

**Oakland Office:**

492 9<sup>th</sup> Street, Suite 200  
Oakland, CA 94607



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---

**From:** Salgado, Rebecca (CPC) <[rebecca.salgado@sfgov.org](mailto:rebecca.salgado@sfgov.org)>  
**Sent:** Wednesday, September 14, 2022 3:37 PM  
**To:** Tara N. Sullivan <[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)>  
**Cc:** Jared Willis <[JWillis@hudsonppi.com](mailto:JWillis@hudsonppi.com)>  
**Subject:** Re: Rincon Sign Program - updated/final sign package for review

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender.

Hi Tara,

I've finished reviewing the updated sign program, and have just a couple of minor notes:

- The sign program still does not specify a paint-application method for painted elements of the signs. Instead, there are notes that appear to be place-holder text on pages 7, 24, 29, and 33 that all say

**NOTES: Regarding paint application and finish:**  
this:

- Page 27 appears to show a sample dimensional letter "A" with light coming through the front, but I'd clarified that letters should have a solid, opaque front and could be lit around the edges instead. Could this image be removed from this page?

I can also confirm that your understanding of the process for the sign program is correct. Once I determine it is good to go, it will be saved to our server and also linked to the property in PIM so anyone can access the sign program. Thanks,

Rebecca

---

**From:** Salgado, Rebecca (CPC) <[rebecca.salgado@sfgov.org](mailto:rebecca.salgado@sfgov.org)>  
**Date:** Wednesday, September 7, 2022 at 10:07 AM  
**To:** Tara N. Sullivan <[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)>  
**Cc:** Jared Willis <[JWillis@hudsonppi.com](mailto:JWillis@hudsonppi.com)>  
**Subject:** Re: Rincon Sign Program - updated/final sign package for review

Hi Tara,

Hope you're doing well and staying cool during the heat wave as well! Thanks for the updated sign program. I'll review and get back to you with any remaining comments/questions, hopefully next week or the following week.

Rebecca

---

**From:** Tara N. Sullivan <[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)>  
**Date:** Tuesday, September 6, 2022 at 3:46 PM  
**To:** Salgado, Rebecca (CPC) <[rebecca.salgado@sfgov.org](mailto:rebecca.salgado@sfgov.org)>  
**Cc:** Jared Willis <[JWillis@hudsonppi.com](mailto:JWillis@hudsonppi.com)>  
**Subject:** Rincon Sign Program - updated/final sign package for review

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Rebecca,

Hope all's well and you had a good holiday weekend (and aren't melting today). I am following up with Rincon Center's sign program that we reviewed with you in June. The team revised the package to modify those items you requested (regarding materials, etc.). Please see the attached drawing set dated 8/22/22. This should be the final package for Planning's review.

One item to note: the large blade sign that is located on Steuart Street near the central pathway (on the non-historic portion of the building) is NOT included in this package. The owners are not proposing any changes to the sign so excluded it from the sign program. If in the future they do decide to modify it, they will come back to Planning for a sign-specific approval. But for now, they are keeping it as-is.

As we understand the process from our meeting, if the sign package is sufficient and meets approval, then it will be 'administratively' approved. The plans will be loaded into the server and linked to the addresses in PIM so that the sign permits can be approved OTC. If you can confirm this process for us that would be great.

Please let us know of questions or further comments on the sign program. Happy to discuss over the phone if needed. Thanks for your time on this one and talk soon.

Best,  
-Tara

## **REUBEN, JUNIUS & ROSE, LLP**

**Tara N. Sullivan, Partner**

T. (415) 567-9000

[tsullivan@reubenlaw.com](mailto:tsullivan@reubenlaw.com)

[www.reubenlaw.com](http://www.reubenlaw.com)

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San Francisco, CA 94104

**Oakland Office:**

492 9<sup>th</sup> Street, Suite 200  
Oakland, CA 94607



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## **Exhibit D**

### **Permits and Plans**

APPLICATION FOR PERMIT TO ERECT SIGN

BLDG. 4/7  
FORM

FOR DEPARTMENTAL USE ONLY:

**A**

MAY 12 2023

**FIRE**

REVIEWED BY FIRE DEPT.  
MAY 11 2023  
FIRE DEPT. INSPECTIONS  
NOT REQUIRED

DCP FEE

PERMIT CONTROL		ACTIVE COMPLAINTS				BBI PC CHECK ONE														
		<input type="checkbox"/> NONE	<input type="checkbox"/> HD	<input type="checkbox"/> CED / PCD	<input type="checkbox"/> BID	<input type="checkbox"/> DCP	<input type="checkbox"/> OTHER													
STATION	H	D	P	D	S	D	C	D	C	D	C	D	C	D	C	D	C	D	C	D
SEQ																				
ACCEPTED																				
APPROVED*																				
DATE																				

APPLICATION IS HEREBY MADE FOR PERMISSION TO ERECT, PAINT, ETC. IN ACCORDANCE WITH PLANS AND SPECIFICATIONS SUBMITTED HERewith AND FOR THE PURPOSE SET FORTH HEREIN:

4  ERECT SIGN (BUILDING INSPECTION AND PLANNING DEPARTMENT APPROVAL REQUIRED.)

7  PAINTED OR OTHER NON-STRUCTURAL SIGN (ONLY PLANNING DEPARTMENT APPROVAL REQUIRED.)

DATE FILED: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

FILING FEE RECEIPT NO.: \_\_\_\_\_

ISSUED: \_\_\_\_\_

6. STREET ADDRESS OF JOB: \_\_\_\_\_

BLOCK / LOT: \_\_\_\_\_

DO NOT WRITE ABOVE THIS BUILDING  
DESCRIPTION OF EXISTING BUILDING

(1) TYPE OF CONSTR. \_\_\_\_\_ (2) NO. OF STORES \_\_\_\_\_ (3) PRESENT USE \_\_\_\_\_ (4) BLDG HT. AT CENTER LINE OF FRONT OF BUILDING: \_\_\_\_\_ FT. (5) ESTIMATED COST OF JOB: \_\_\_\_\_

DESCRIPTION OF PROPOSED SIGN

(7) TYPE OF SIGN (MORE THAN 1 BLOCK MAY BE CHECKED IF APPLICABLE)

GROUND  ELECTRIC  NON-ELECTRIC  ROOF  WALL  PROJECTING  SINGLE FACED  DOUBLE FACED  PAINTED WALL  DOOR/WINDOW

BULLETIN BOARD  EXISTING AWNING/MARQUEE/CANOPY  PROFESSIONAL OCCUPATION

SIZE OF SIGN: \_\_\_\_\_ x \_\_\_\_\_ FT. THICKNESS: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ TOTAL SURFACE AREA: \_\_\_\_\_ SQ. FT. TOTAL AREA OF ALL ADVERTISING SPACE: \_\_\_\_\_ SQ. FT. STANDARDIZED APPROVAL NO.: \_\_\_\_\_

ILLUMINATION:  DIRECT  INDIRECT  NON ILLUMINATED  FLASHING  WALL STREET SPACE BE USED DURING CONSTRUCTION?  YES  NO

PURPOSE:  NEW SIGN  REPLACEMENT  RECONSTRUCTION  RELOCATION  EXPANSION  CHANGE COPY  OTHER

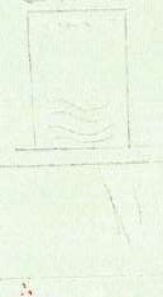
(8) CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ CONT. LIC. \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(9) ARCHITECT OR ENGINEER (DESIGN  CONSTRUCTION ): \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ CALIF. CERTIFICATE NO. \_\_\_\_\_

(10) CONSTRUCTION LENDER (LENDER NAME AND BRANCH DESIGNATION IF ANY IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER 'UNKNOWN'). ADDRESS: \_\_\_\_\_

(11) OWNER - LESSEE (CROSS OUT ONE) ADDRESS: \_\_\_\_\_ PHONE (FOR CONTACT BY DEPT.): \_\_\_\_\_

(12) PLOT PLAN AND ELEVATION: INDICATE ON SCALED DRAWINGS THE EXACT LOCATION OF THE SIGN HORIZONTALLY AND VERTICALLY ON THE BUILDING AND ON THE LOT. SHOW SIDEWALK WIDTH AND SIGN CONSTRUCTION. IF ERECTING SIGN, ILLUMINATION FOR SIGN, MARQUEE, ETC., SHOW METHOD OF ATTACHMENT AND THE CONSTRUCTION OF THE SIGN HEREON OR ON SEPARATE DRAWINGS IN DUPLICATE. PROVIDE HEIGHT OF SIGN ABOVE GROUND AND THE PROJECTION IN FEET FROM THE BUILDING. IF WALL SIGN, PROVIDE SIGN COPY.



IMPORTANT NOTICES

Where top guy wire is required, anchor with 1/2" dia. through-bolt (minimum), to the structural frame of the building below the parapet wall. No portion of building or structure, or scaffolding used during construction, to be closer than 60" to any wire operating at more than 750 volts. See Sec. 385 Calif. Penal Code.

Encroachments authorized on public Property are revocable when ordered by Board of Supervisors (S.F. Building Code). Any stipulation required herein or by Code may be appealed.

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR THE ELECTRICAL WIRING, A SEPARATE PERMIT FOR THE WIRING MUST BE OBTAINED. THIS IS NOT A PERMIT TO ERECT A SIGN. NO WORK SHALL BE STARTED UNTIL A PERMIT TO ERECT A SIGN IS ISSUED.

CHECK APPROPRIATE BOX

OWNER  ARCHITECT  ENGINEER

LESSEE  AGENT WITH POWER OF ATTORNEY

CONTRACTOR  ATTORNEY IN FACT

APPLICANT'S CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERETO WILL BE COMPLIED WITH.

NOTICE TO APPLICANT

HOLD HARMLESS CLAUSE: The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), (IV) or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:

- I hereby affirm under penalty of perjury one of the following declarations:
- ( ) I. I have and will maintain a certificate of consent to self-insure for worker compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
  - ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier \_\_\_\_\_  
Policy Number \_\_\_\_\_
  - ( ) III. The cost of the work to be done is \$100 or less.
  - ( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
  - ( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

**CONDITIONS AND STIPULATIONS**

REFER TO:

APPROVED:

TWO TENANT MONUMENT SIGNS  
 Zone C-3-0(SD) INSTALLED ON SPEAR ST  
 ENTRY, MADE OF ALUMINUM.  
 CPC Setback  
 SIGNS ARE 40" X 15". BASE IS 32"  
 TALL.

*[Signature]* 1/19/23  
 DEPARTMENT OF CITY PLANNING  
 GRETEL GUNTHER

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

APPROVED:

*[Signature]*  
 James Lo, DBI

OK TO PROCESS  
*[Signature]* 5/11/23

MAY 10 2023  
 CITY ENGINEER, DEPT. OF BLDG. INSPECTION

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

APPROVED:

*[Signature]*  
 Marco Jacobo, DBI

MAY 11 2023

BUREAU OF ENGINEERING

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

APPROVED:

**NO ALTERATION TO OR RECONSTRUCTION OF  
 CITY RIGHT-OF-WAY UNDER THIS PERMIT**

Theo Devine, PW-BSM

*[Signature]*  
 MAY 11 2023

REDEVELOPMENT AGENCY

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

APPROVED:

REVIEWED BY FIRE DEPT.  
 Neil T. *[Signature]* 4/25/2023  
 FIRE DEPT. INSPECTIONS  
 NOT REQUIRED

*[Signature]*  
 Neil Tolentino, SFFD

APR 25 2023

*[Signature]*  
 Edwin Marsullo, SFFD

MAY 11 2023

SFFD

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_

HOLD SECTION — NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING

CONTACT DISTRICT INSPECTOR NAMED ON FACE OF APPLICATION AT START OF WORK (TELEPHONE NO. 861-5820). THIS APPLICATION IS APPROVED WITHOUT FIELD INSPECTION AND DOES NOT CONSTITUTE AN APPROVAL OF THE BUILDING. WORK AUTHORIZED MUST BE DONE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODE.

I AGREE TO COMPLY WITH ALL CONDITIONS OR STIPULATIONS OF THE VARIOUS BUREAUS OR DEPARTMENTS NOTED ON THIS APPLICATION, AND ATTACHED STATEMENTS OF CONDITIONS OR STIPULATIONS, WHICH ARE HEREBY MADE A PART OF THIS APPLICATION.  
 NUMBER OF ATTACHMENTS

SIGNATURE OF OWNER, LESSEE OR AUTHORIZED  
 AGENT FOR OWNER OR LESSEE

APPLICATION FOR PERMIT TO ERECT SIGN

FOR DEPARTMENTAL USE ONLY:

**APPROVED**  
Dept. of Building Insp  
- San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION



REVIEWED  
FIRE DEPT. INSPECTIONS  
NOT REQUIRED  
FIRE

PERMIT CONTROL		ACTIVE COMPLAINTS																			
		<input type="checkbox"/> NONE <input type="checkbox"/> HD <input type="checkbox"/> CED / PGD <input type="checkbox"/> BID <input type="checkbox"/> DCP <input type="checkbox"/> OTHER:																			
STATION	H	D	C	P	D	B	D	D	D	D	D	BBI PC CHECK ONE				C	A	B			
												CNT-PC	PAD-PC	PAD-MAJ	SSS	PARAPET					
SEQ																					
ACCEPTED																					
APPROVED *																					
DATE																					
CHECK APPLICABLE: <input type="checkbox"/> TITLE 24 - HC <input type="checkbox"/> TIDP <input type="checkbox"/> HAZARDOUS MATERIAL												<input type="checkbox"/> SITE PENALTY		<input type="checkbox"/> 9X <input type="checkbox"/> 2X		<input type="checkbox"/> BLDG ENLARGEMENT (STAMP APPL)		BBL KEY:			
												<input type="checkbox"/> EXPEDITOR <input type="checkbox"/> SFUSD		<input type="checkbox"/> BLDG ENLARGEMENT (STAMP APPL)		RESID. = CNT-PC		NEW / MAJOR = PAD-PC		UMB = SSS	
												*SIGN APPL.									

DATE FILED: 5/11/23

FILING FEE RECEIPT NO.:

PERMIT NO.:

ISSUED:

APPLICATION IS HEREBY MADE FOR PERMISSION TO ERECT, PAINT, ETC. IN ACCORDANCE WITH PLANS AND SPECIFICATIONS SUBMITTED HERewith AND FOR THE PURPOSE SET FORTH HEREIN:

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7  PAINTED OR OTHER NON-STRUCTURAL SIGN (ONLY PLANNING DEPARTMENT APPROVAL REQUIRED.)

6. STREET ADDRESS OF JOB: BLOCK / LOT

DO NOT WRITE ABOVE THIS BUILDING

DESCRIPTION OF EXISTING BUILDING

(1) TYPE OF CONSTR. (2) NO. OF STORIES (3) PRESENT USE: (4) BLDG HT. AT CENTER LINE OF FRONT OF BUILDING: (5) ESTIMATED COST OF JOB: FT.

DESCRIPTION OF PROPOSED SIGN

(7) TYPE OF SIGN (MORE THAN 1 BLOCK MAY BE CHECKED IF APPLICABLE)

GROUND  ELECTRIC  NON-ELECTRIC  ROOF  WALL  PROJECTING  SINGLE FACED  DOUBLE FACED  PAINTED WALL  DOOR/WINDOW

BULLETIN BOARD  EXISTING AWNING/MARQUEE/CANOPY  PROFESSIONAL OCCUPATION

SIZE OF SIGN: 132' x 8' FT. THICKNESS: 22' WEIGHT: 70 TOTAL SURFACE AREA: 1056 SQ. FT. TOTAL AREA OF ALL ADVERTISING SPACE: 1056 SQ. FT. STANDARDIZED APPROVAL NO.:

ILLUMINATION:  DIRECT  INDIRECT  NON ILLUMINATED  FLASHING

PURPOSE:  NEW SIGN  REPLACEMENT  RECONSTRUCTION  RELOCATION  EXPANSION  CHANGE COPY  OTHER

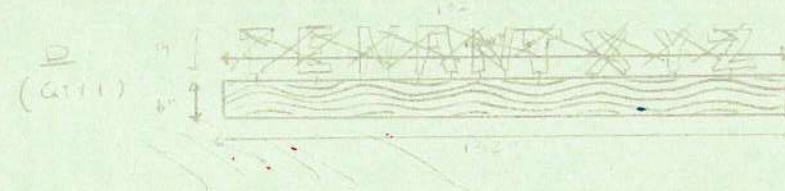
(9) CONTRACTOR ADDRESS PHONE CONT. UC. EXP. DATE

(9) ARCHITECT OR ENGINEER (DESIGN  CONSTRUCTION ) ADDRESS PHONE CALIF. CERTIFICATE NO.

(10) CONSTRUCTION LENDER (LENDER NAME AND BRANCH DESIGNATION IF ANY IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN"). ADDRESS

(11) OWNER - LESSEE (CROSS OUT ONE) ADDRESS PHONE (FOR CONTACT BY DEPT.)

(12) PLOT PLAN AND ELEVATION: INDICATE ON SCALED DRAWINGS THE EXACT LOCATION OF THE SIGN HORIZONTALLY AND VERTICALLY ON THE BUILDING AND ON THE LOT. SHOW SIDEWALK WIDTH AND SIGN CONSTRUCTION. IF ERECTING SIGN, ILLUMINATION FOR SIGN, MARQUEE, ETC., SHOW METHOD OF ATTACHMENT AND THE CONSTRUCTION OF THE SIGN HEREON OR ON SEPARATE DRAWINGS IN DUPLICATE. PROVIDE HEIGHT OF SIGN ABOVE GROUND AND THE PROJECTION IN FEET FROM THE BUILDING. IF WALL SIGN, PROVIDE SIGN COPY.



IMPORTANT NOTICES

Where top guy wire is required, anchor with 1/2" dia. through-bolt (minimum), to the structural frame of the building below the parapet wall. No portion of building or structure, or scaffolding used during construction, to be closer than 6'0" to any wire operating at more than 750 volts. See Sec. 385 Calif. Penal Code.

Encroachments authorized on public Property are revocable when ordered by Board of Supervisors (S.F. Building Code). Any stipulation required herein or by Code may be appealed.

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CHECK APPROPRIATE BOX

- OWNER  ARCHITECT  ENGINEER
- LESSEE  AGENT WITH POWER OF ATTORNEY
- CONTRACTOR  ATTORNEY IN FACT

APPLICANT'S CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERETO WILL BE COMPLIED WITH.

NOTICE TO APPLICANT

HOLD HARMLESS CLAUSE: The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), or (IV), or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:

I hereby affirm under penalty of perjury one of the following declarations:

- ( ) I. I have and will maintain a certificate of consent to self-insure for workers compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier: 103 3078436 10/10/2021  
Policy Number: 10271344
- ( ) III. The cost of the work to be done is \$100 or less.
- ( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply forthwith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
- ( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

BLDG 4/7  
FORM 9021092-102  
APPLICATION NUMBER  
OSH APPROVAL REQ  
APPROVAL NUMBER:

**CONDITIONS AND STIPULATIONS**

REFER TO:  APPROVED: ONE (N) TENANT ID W/  
 Zone C-3-0(SD) CLADDING. SIGN TO BE 9 SF  
 CPC Setback (132" x 6") TO BE MOUNTED ON  
 STEVART ELEVATION ABOVE ENTRY PER  
 RINCON CENTER MSP.  
 NO LETTERING. *9/11/23*  
 DEPARTMENT OF CITY PLANNING *GRETA BUNTER*

DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED: *Calvin Horn, DBI*  
 Calvin Horn, DBI  
 MAY 11 2023  
 CITY ENGINEER, DEPT. OF BLDG. INSPECTION  
 OK TO ISSUE  
 90 DAYS  
*Jimmie Cherry* 5/11/23

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED: *Marco Jacobo, DBI*  
 Marco Jacobo, DBI  
 MAY 11 2023  
 BUREAU OF ENGINEERING

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED: **NO ALTERATION TO OR RECONSTRUCTION OF  
 CITY RIGHT-OF-WAY UNDER THIS PERMIT**  
*Theo Devine, PW-BSM*  
 MAY - 9 2023  
 REDEVELOPMENT AGENCY

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED: *[Signature]*  
 MAY 11 2023  
 REVIEWED BY FIRE DEPT.  
 FIRE DEPT. INSPECTION  
 NOT REQUIRED  
 FIRE

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

HOLD SECTION — NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING

CONTACT DISTRICT INSPECTOR NAMED ON FACE OF APPLICATION AT START OF WORK (TELEPHONE NO. 861-5820). THIS APPLICATION IS APPROVED WITHOUT FIELD INSPECTION AND DOES NOT CONSTITUTE AN APPROVAL OF THE BUILDING. WORK AUTHORIZED MUST BE DONE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODE.

I AGREE TO COMPLY WITH ALL CONDITIONS OR STIPULATIONS OF THE VARIOUS BUREAUS OR DEPARTMENTS NOTED ON THIS APPLICATION, AND ATTACHED STATEMENTS OF CONDITIONS OR STIPULATIONS, WHICH ARE HEREBY MADE A PART OF THIS APPLICATION.  
 NUMBER OF ATTACHMENTS

SIGNATURE OF OWNER, LESSEE OR AUTHORIZED  
 AGENT FOR OWNER OR LESSEE



APPLICATION FOR PERMIT TO ERECT SIGN

FOR DEPARTMENTAL USE ONLY:

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEF. T. OF BUILDING INSPECTION

DCP FEE

PERMIT CONTROL		ACTIVE COMPLAINTS						OTHER		
		<input type="checkbox"/> NONE	<input type="checkbox"/> HD	<input type="checkbox"/> CED / PCD	<input type="checkbox"/> BID	<input type="checkbox"/> DCP	<input type="checkbox"/> OTHER			
STATION	H D	C E D	P C D	H D	P C D	BBI PC CHECK ONE			F E E	
						CNT-PC	PAD-PC	PAD-MAJ	SSS	PARAPET
SEQ										
ACCEPTED										
APPROVED #										
DATE										

CHECK APPLICABLE  PARALLEL  SITE PENALTY  9X  2X  
 TITLE 24 - HC  TDF  TDF  SEUSD  BLDG ENLARGEMENT (STAMP APPL)  
 HAZARDOUS MATERIAL

BBLKEY: RESID. = CNT-PC  
 NON-RESID. = PAD-PC  
 NEW / MAJOR = PAD-MAJ  
 UMB = SSS

\*SIGN APPL.

APPLICATION IS HEREBY MADE FOR PERMISSION TO ERECT, PAINT, ETC. IN ACCORDANCE WITH PLANS AND SPECIFICATIONS SUBMITTED HERewith AND FOR THE PURPOSE SET FORTH HEREIN:

4  ERECT SIGN (BUILDING INSPECTION AND PLANNING DEPARTMENT APPROVAL REQUIRED.)

7  PAINTED OR OTHER NON-STRUCTURAL SIGN (ONLY PLANNING DEPARTMENT APPROVAL REQUIRED.)

DATE FILED: 5/11/23

FILING FEE RECEIPT NO.: 30221 07-210

PERMIT NO.: 2021-0925-1018

ISSUED: 5/11/23

6. STREET ADDRESS OF JOB: 2711 1/2 S

BLOCK / LOT: 2711 1/2 S

DO NOT WRITE ABOVE THIS BUILDING  
DESCRIPTION OF EXISTING BUILDING

(1) TYPE OF CONSTR. (2) NO. OF STORIES (3) PRESENT USE (4) BLDG HT. AT CENTER LINE OF FRONT OF BUILDING (5) ESTIMATED COST OF JOB:

DESCRIPTION OF PROPOSED SIGN

(7) TYPE OF SIGN (MORE THAN 1 BLOCK MAY BE CHECKED IF APPLICABLE)

GROUND  ELECTRIC  NON-ELECTRIC  ROOF  WALL  PROJECTING  SINGLE FACED  DOUBLE FACED  PAINTED WALL  DOOR/WINDOW  
 BULLETIN BOARD  EXISTING AWNING/MARQUEE/CANOPY  PROFESSIONAL OCCUPATION

SIZE OF SIGN: 60' x 56' FT. THICKNESS: 5" FT. WEIGHT: 75 TOTAL SURFACE AREA: 3360 SQ. FT. TOTAL AREA OF ALL ADVERTISING SPACE: 3360 SQ. FT. STANDARDIZED APPROVAL NO:

ILLUMINATION:  DIRECT  INDIRECT  NON ILLUMINATED  FLASHING

WILL STREET SPACE BE USED DURING CONSTRUCTION? YES  NO

PURPOSE:  NEW SIGN  REPLACEMENT  RECONSTRUCTION  RELOCATION  EXPANSION  CHANGE COPY  OTHER

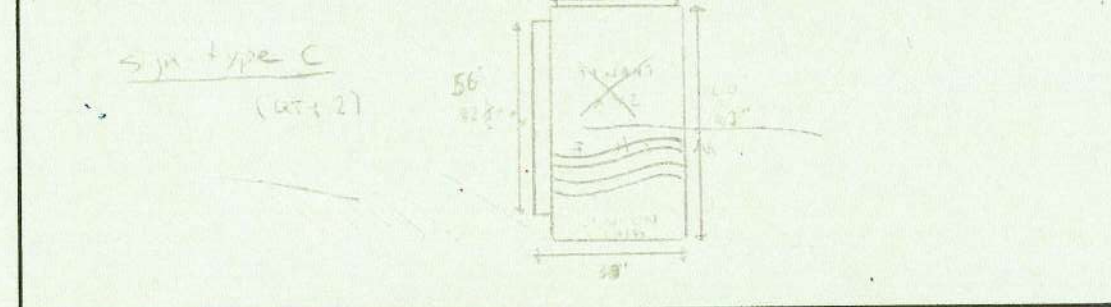
(8) CONTRACTOR ADDRESS PHONE CONT. LIC. EXP. DATE

(9) ARCHITECT OR ENGINEER (DESIGN  CONSTRUCTION ) ADDRESS PHONE CALIF. CERTIFICATE NO.

(10) CONSTRUCTION LENDER (LENDER NAME AND BRANCH DESIGNATION IF ANY IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER "UNKNOWN"). ADDRESS

(11) OWNER - LESSEE (CROSS OUT ONE) ADDRESS PHONE (FOR CONTACT BY DEPT)

(12) PLOT PLAN AND ELEVATION: INDICATE ON SCALED DRAWINGS THE EXACT LOCATION OF THE SIGN HORIZONTALLY AND VERTICALLY ON THE BUILDING AND ON THE LOT. SHOW SIDEWALK WIDTH AND SIGN CONSTRUCTION. IF ERECTING SIGN, ILLUMINATION FOR SIGN, MARQUEE, ETC., SHOW METHOD OF ATTACHMENT AND THE CONSTRUCTION OF THE SIGN HEREON OR ON SEPARATE DRAWINGS IN DUPLICATE. PROVIDE HEIGHT OF SIGN ABOVE GROUND AND THE PROJECTION IN FEET FROM THE BUILDING. IF WALL SIGN, PROVIDE SIGN COPY.



IMPORTANT NOTICES

Where top guy wire is required, anchor with 1/2" dia. through-bolt (minimum), to the structural frame of the building below the parapet wall. No portion of building or structure, or scaffolding used during construction, to be closer than 60" to any wire operating at more than 750 volts. See Sec. 385 Calif. Penal Code.

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CHECK APPROPRIATE BOX

- OWNER  ARCHITECT  ENGINEER
- LESSEE  AGENT WITH POWER OF ATTORNEY
- CONTRACTOR  ATTORNEY IN FACT

APPLICANT'S CERTIFICATION

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NOTICE TO APPLICANT

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In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), or (IV) or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:

- I hereby affirm under penalty of perjury one of the following declarations:
- ( ) I. I have and will maintain a certificate of consent to self-insure for workers compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
  - ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier: \_\_\_\_\_  
Policy Number: \_\_\_\_\_
  - ( ) III. The cost of the work to be done is \$100 or less.
  - ( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
  - ( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

**CONDITIONS AND STIPULATIONS**

REFER TO:

APPROVED:

Zone **C-3-0(SD)** **TWO (N) 30 SF (60" x 25")**  
 CPC Setback **VERTICAL PROJECTING ALUM-  
 INUM SIGNS PER RINCON CENTER MSP. ONE  
 @ STEVART + MISSION ONE @ SPENR + MISSION.  
 15' ABOVE SIDEWALK**  
 DEPARTMENT OF CITY PLANNING **5/11/23**  
**GRETEL GUTHER**

DATE: \_\_\_\_\_

REASON:

APPROVED:

*Calvin Horn*  
 Calvin Horn, DBI

MAY 11 2023

CITY ENGINEER, DEPT. OF BLDG. INSPECTION

OK TO ISSUE  
 90 DAYS

*Jerry...*

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

APPROVED:

**NO ALTERATION TO OR RECONSTRUCTION OF  
 CITY RIGHT-OF-WAY UNDER THIS PERMIT**

**Theo Devine, PW-BSM**

BUREAU OF ENGINEERING MAY - 9 2023

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

APPROVED:

*Marco Jacobo*  
 Marco Jacobo, DBI  
 MAY 11 2023

REDEVELOPMENT AGENCY  
 MECK-E

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

APPROVED:

SEAN...  
 MAY 11 2023

REVIEWED BY FIRE DEPT.

FIRE DEPT. INSPECTIONS  
 NOT REQUIRED

FIRE

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

NOTIFIED MR.

DATE: \_\_\_\_\_

REASON:

NOTIFIED MR.

HOLD SECTION — NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING

CONTACT DISTRICT INSPECTOR NAMED ON FACE OF APPLICATION AT START OF WORK (TELEPHONE NO. 861-5820). THIS APPLICATION IS APPROVED WITHOUT FIELD INSPECTION AND DOES NOT CONSTITUTE AN APPROVAL OF THE BUILDING. WORK AUTHORIZED MUST BE DONE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODE.

I AGREE TO COMPLY WITH ALL CONDITIONS OR STIPULATIONS OF THE VARIOUS BUREAUS OR DEPARTMENTS NOTED ON THIS APPLICATION, AND ATTACHED STATEMENTS OF CONDITIONS OR STIPULATIONS, WHICH ARE HEREBY MADE A PART OF THIS APPLICATION.  
 NUMBER OF ATTACHMENTS

SIGNATURE OF OWNER, LESSEE OR AUTHORIZED  
 AGENT FOR OWNER OR LESSEE

APPLICATION FOR PERMIT TO ERECT SIGN

BLDG. FORM 4/7

FOR DEPARTMENTAL USE ONLY:

A  
MULHILL J A O  
CND 12  
10042  
FIRE

REVIEWED BY FIRE DEPT.  
MAY 9. 1988  
FIRE DEPT. INSPECTIONS  
NOT REQUIRED

DCP FEE

PERMIT CONTROL		ACTIVE COMPLAINTS		NONE		HID		CED/PCD		9ID		DCP		OTHER	
STATION	H D	C D	E D	B D	D D	BBI PC CHECK ONE						ISSUE	RECUR	ORD	
SEQ						CNT-PC	PAD-PC	PAD-MAJ	SSS	PARAPET					
ACCEPTED															
APPROVED*															
DATE															

CHECK APPLICABLE:  PARALLEL  SITE PENALTY  9X  2X  
 TITLE 24 - HC  TDF  EXPEDITOR  SFUSD  BLDG ENLARGEMENT (STAMP APPL)  
 HAZARDOUS MATERIAL

COMMENT: \*SIGN APPL

BBI KEY:  
 RESID. = CNT-PC  
 NON-RESID. = PAD-PC  
 NEW/MAJOR = PAD-MAJ  
 UMB = SSS

APPLICATION IS HEREBY MADE FOR PERMISSION TO ERECT, PAINT, ETC. IN ACCORDANCE WITH PLANS AND SPECIFICATIONS SUBMITTED HERewith AND FOR THE PURPOSE SET FORTH HEREIN:

4  ERECT SIGN (BUILDING INSPECTION AND PLANNING DEPARTMENT APPROVAL REQUIRED.)

7  PAINTED OR OTHER NON-STRUCTURAL SIGN (ONLY PLANNING DEPARTMENT APPROVAL REQUIRED.)

DATE FILED: 5/11/88

FILING FEE RECEIPT NO.:

PERMIT NO.:

ISSUED: 5/11/88

6. STREET ADDRESS OF JOB: 101 SPAN ST

BLOCK / LOT: 3716 / 102

DO NOT WRITE ABOVE THIS BUILDING

DESCRIPTION OF EXISTING BUILDING

(1) TYPE OF CONSTR. 1H

(2) NO. OF STORIES 20

(3) PRESENT USE: COMMERCIAL USE - RESTAURANT

(4) BLDG HT. AT CENTER LINE OF FRONT OF BUILDING: FT. 30.00

(5) ESTIMATED COST OF JOB: \$11,000

DESCRIPTION OF PROPOSED SIGN

(7) TYPE OF SIGN (MORE THAN 1 BLOCK MAY BE CHECKED IF APPLICABLE)

GROUND  ELECTRIC  NON-ELECTRIC  ROOF  WALL  PROJECTING  SINGLE FACED  DOUBLE FACED  PAINTED WALL  DOOR/WINDOW

BULLETIN BOARD  EXISTING AWNING/MARQUEE/CANOPY  PROFESSIONAL OCCUPATION

SIZE OF SIGN: x FT. THICKNESS: WEIGHT: TOTAL SURFACE AREA: SQ. FT. TOTAL AREA OF ALL ADVERTISING SPACE SQ. FT. STANDARDIZED APPROVAL NO.:

ILLUMINATION:  DIRECT  INDIRECT  NON ILLUMINATED  FLASHING

WILL STREET SPACE BE USED DURING CONSTRUCTION? YES  NO

PURPOSE:  NEW SIGN  REPLACEMENT  RECONSTRUCTION  RELOCATION  EXPANSION  CHANGE COPY  OTHER

(8) CONTRACTOR: CORPORATE SIGN SYSTEMS 2444 DIVISadero ST SAN FRANCISCO CA 94115

ADDRESS: 2444 DIVISadero ST SAN FRANCISCO CA 94115

PHONE: 415-777-4400

CONT. UC. EXP. DATE

(9) ARCHITECT OR ENGINEER (DESIGN  CONSTRUCTION ):

ADDRESS: 415 272 11

PHONE: CALIF. CERTIFICATE NO.

(10) CONSTRUCTION LENDER (LENDER NAME AND BRANCH DESIGNATION IF ANY IF THERE IS NO KNOWN CONSTRUCTION LENDER, ENTER 'UNKNOWN').

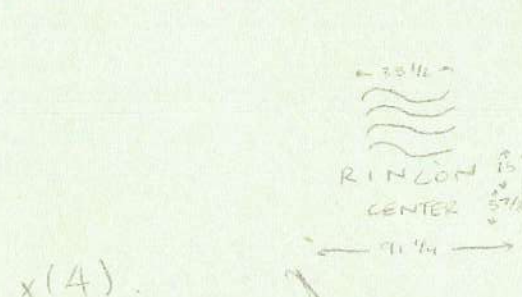
ADDRESS:

(11) OWNER - LESSEE (CROSS OUT ONE):

ADDRESS: 101 SPAN ST SAN FRANCISCO CA 94102

PHONE (FOR CONTACT BY DEPT.): 415 777 4400

(12) PLOT PLAN AND ELEVATION: INDICATE ON SCALED DRAWINGS THE EXACT LOCATION OF THE SIGN HORIZONTALLY AND VERTICALLY ON THE BUILDING AND ON THE LOT. SHOW SIDEWALK WIDTH AND SIGN CONSTRUCTION. IF ERECTING SIGN, ILLUMINATION FOR SIGN, MARQUEE, ETC., SHOW METHOD OF ATTACHMENT AND THE CONSTRUCTION OF THE SIGN HEREON OR ON SEPARATE DRAWINGS IN DUPLICATE. PROVIDE HEIGHT OF SIGN ABOVE GROUND AND THE PROJECTION IN FEET FROM THE BUILDING. IF WALL SIGN, PROVIDE SIGN COPY.



IMPORTANT NOTICES

Where top guy wire is required, anchor with 1/2" dia. through-bolt (minimum), to the structural frame of the building below the parapet wall. No portion of building or structure, or scaffolding used during construction, to be closer than 60" to any wire operating at more than 750 volts. See Sec. 385 Calif. Penal Code.

Encroachments authorized on public Property are revocable when ordered by Board of Supervisors (S.F. Building Code). Any stipulation required herein or by Code may be appealed.

APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR THE ELECTRICAL WIRING, A SEPARATE PERMIT FOR THE WIRING MUST BE OBTAINED. THIS IS NOT A PERMIT TO ERECT A SIGN. NO WORK SHALL BE STARTED UNTIL A PERMIT TO ERECT A SIGN IS ISSUED.

CHECK APPROPRIATE BOX

- OWNER  ARCHITECT  ENGINEER
- LESSEE  AGENT WITH POWER OF ATTORNEY
- CONTRACTOR  ATTORNEY IN FACT

APPLICANT'S CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT IF A PERMIT IS ISSUED FOR THE CONSTRUCTION DESCRIBED IN THIS APPLICATION, ALL THE PROVISIONS OF THE PERMIT AND ALL LAWS AND ORDINANCES THERETO WILL BE COMPLIED WITH.

NOTICE TO APPLICANT

HOLD HARMLESS CLAUSE: The permittee(s) by acceptance of the permit, agree(s) to indemnify and hold harmless the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City and County of San Francisco, and to assume the defense of the City and County of San Francisco against all such claims, demands or actions.

In conformity with the provisions of Section 3800 of the Labor Code of the State of California, the applicant shall have coverage under (I), or (II) designated below or shall indicate item (III), or (IV), or (V), whichever is applicable. If however item (V) is checked item (IV) must be checked as well. Mark the appropriate method of compliance below:


I hereby affirm under penalty of perjury one of the following declarations:

- ( ) I. I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ( ) II. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
 Carrier: PRUDENTIAL  
 Policy Number: 1000000000
- ( ) III. The cost of the work to be done is \$100 or less.
- ( ) IV. I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further acknowledge that I understand that in the event that I should become subject to the workers' compensation provisions of the Labor Code of California and fail to comply therewith with the provisions of Section 3800 of the Labor Code, that the permit herein applied for shall be deemed revoked.
- ( ) V. I certify as the owner (or the agent for the owner) that in the performance of the work for which this permit is issued, I will employ a contractor who complies with the workers' compensation laws of California and who, prior to the commencement of any work, will file a completed copy of this form with the Central Permit Bureau.

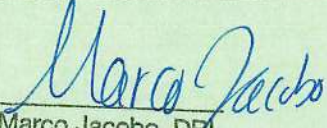
**CONDITIONS AND STIPULATIONS**

REFER TO: APPROVED: **Zone (C-3-0(SD)) FOUR PROPERTY ID ALUMINUM LETTERING AND LOGO SIGNS**  
 CPC Setback **READING "RINCON CENTER" PER RINCON CENTER MASTER SIGN PROGRAM. EACH ONE WILL BE 56" X 91"**  
 DEPARTMENT OF CITY PLANNING **FAA Approved 1/19/23**  
**GRETEL GUNTHER**

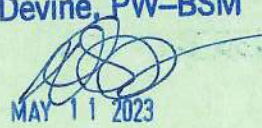
DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED:   
 James Lo, DEI  
 MAY 10 2023  
**OK TO PROCESS 90 DAYS**  
**JYB JIMMY CHEN 5/11/23**  
 CITY ENGINEER, DEPT. OF BLDG. INSPECTION



NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED:   
 Marco Jacobo, DEI  
 MAY 11 2023  
 BUREAU OF ENGINEERING

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED: **NO ALTERATION TO OR RECONSTRUCTION OF CITY RIGHT-OF-WAY UNDER THIS PERMIT**  
**Theo Devine, PW-BSM**  
  
 MAY 11 2023  
~~REDEVELOPMENT AGENCY~~

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_  
 NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

APPROVED:   
 Neil Tolentino, SFFD  
 APR 25 2023  
**REVIEWED BY FIRE DEPT. Neil T. Ma 4/25/2023**  
**FIRE DEPT. INSPECTIONS NOT REQUIRED**  
  
 Edwin Marsullo, SFFD  
 MAY 11 2023  
**SFFD**

NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_  
 NOTIFIED MR. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

CONTACT DISTRICT INSPECTOR NAMED ON FACE OF APPLICATION AT START OF WORK (TELEPHONE NO. 861-5820). THIS APPLICATION IS APPROVED WITHOUT FIELD INSPECTION AND DOES NOT CONSTITUTE AN APPROVAL OF THE BUILDING. WORK AUTHORIZED MUST BE DONE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODE.

I AGREE TO COMPLY WITH ALL CONDITIONS OR STIPULATIONS OF THE VARIOUS BUREAUS OR DEPARTMENTS NOTED ON THIS APPLICATION, AND ATTACHED STATEMENTS OF CONDITIONS OR STIPULATIONS, WHICH ARE HEREBY MADE A PART OF THIS APPLICATION.  
 NUMBER OF ATTACHMENTS

SIGNATURE OF OWNER, LESSEE OR AUTHORIZED AGENT FOR OWNER OR LESSEE

HOLD SECTION - NOTE DATES AND NAMES OF ALL PERSONS NOTIFIED DURING PROCESSING



**FIRE SAFETY NOTES**  
 - ALL EXITS TO BE MAINTAINED DURING & AFTER CONSTRUCTION  
 - ALL FIRE RATINGS TO BE RESTORED AFTER CONSTRUCTION  
 - ALL PENETRATIONS TO BE REPAIRED  
 - MUST MAINTAIN EXISTING FIRE LIFE SYSTEMS DURING CONSTRUCTION

PERMIT NUMBER  
 2021-0525-1011 / 1013 / 1015 / 1017  
 REVIEWED

For Compliance with City and County Ordinances and State Codes  
 The stamping of this plan and these specification SHALL NOT be held to permit or to be an approval of the violation of any City and County ordinance or State Law

*Neil*  
 Neil Tolentino, SFFD  
 APR 25 2023



408.292.1600  
 2464 De La Cruz Blvd., Santa Clara, CA 95050  
 www.corporatesigns.com  
 CONTRACTOR'S LIC# 765078  
 CLASS C45-ELECTRICAL SIGN CONTRACTOR

NO ALTERATION TO OR RECONSTRUCTION OF CITY RIGHT-OF-WAY UNDER THIS PERMIT

Theo Devine, PW-BSM

*Theo Devine*  
 MAY 11 2023

REVIEWED BY FIRE DEPT.  
 Neil T. *Neil* 4/25/2023  
 FIRE DEPT. INSPECTIONS NOT REQUIRED

Approval is subject to the inspection by the Fire Department  
 24 sheets  
 These plans must be kept on the premises and accessible to the inspection at all times.

RECEIVED  
 MAY 25 2021  
 DEPT. OF BUILDING INSPECTION  
 THIS PLAN MEETS THE QUALITY STANDARD FOR REPRODUCTION ACCEPTED

*Edwin Marsullo*  
 Edwin Marsullo, SFFD  
 MAY 11 2023

APPROVED  
 PER PLANS AND APPLICATION  
*Glenn Gunther* 11/19/23  
 PLANNING DEPARTMENT  
 GLENN GUNTHER



APPROVED  
 Dept. of Building Insp. - San Francisco -  
 MAY 12 2023

2019 CALIFORNIA CODE WILL APPLY TO THIS PROJECT

**PROJECT DATA INFORMATION:**  
 FRONTAGES: 550.33' X 275'  
 PARCEL LOT 23

**SCOPE OF WORK:**  
 SIGN TYPE A  
 -SECONDARY BUILDING ID at SPEAR - QTY: 1 SET  
 Flat cut out and install secondary building id, externally illuminated with existing uplights; wall mounting.  
 -SECONDARY BUILDING ID at MISSION - QTY: 4  
 Flat cut out and install secondary building id, externally illuminated with existing uplights; wall mounting.

SIGN TYPE B - ANNEX ID - QTY: 2  
 Fabricate and install annex id, internally illuminated sign; foot mounting by bolted to concrete base.  
 Signage is within "Transit Center Special Sign District" to have dimmable transformers. In line dimmer switch, dedicated and timers by others.

SIGN TYPE C - PROPERTY ADDRESS ID - QTY: 2  
 Flat cut out and install property address id; wall mounting.

- TITLE PAGE  
 P2. SIGN ELEMENTS  
 P3. SIGN HIERARCHY  
 P4. SECONDARY BUILDING ID @ SPEAR  
 SIGN TYPE A1.1  
 SIGN TYPE A1.2  
 P5. SECONDARY BUILDING ID @ MISSION  
 P6. ELEVATION  
 P7. ELEVATION  
 P8. ELEVATION  
 P9. ANNEX ID  
 SIGN TYPE B MOUNTMENT  
 P10. ANNEX ID  
 P11. PROPERTY ADDRESS ID  
 SIGNTYPE A2.1  
 P12. ELEVATION  
 P13. LOCATION PLAN  
 P14. PARCEL MAP  
 P15. PARCEL MAP  
 P16. PARCEL MAP  
 TITLE 24  
 TITLE 24  
 TITLE 24  
 TITLE 24

PROJECT: *Marco Jacobo*  
 DEPT. OF BUILDING INSPECTION

101 SPEAR STREET | SUITE 220  
 SAN FRANCISCO, CA 94105

EXTERIOR PACKAGE - SECONDARY AND ANNEX ID

04/28/2021

Design + Build.

*James Co*, DBI  
 MAY 10 2023

Acceptance issued *ok*  
 work shall be subject to verification and final acceptance by SFDBI Electrical Inspection Division, and shall comply with the *2019* SF Electrical Code.

202105251011  
 1013  
 1015  
 1017  
*Marco Jacobo*  
 Marco Jacobo, DBI  
 MAY 11 2023

T24 SPECIAL INSPECTION

BRAND ARTWORK









ICON/SYMBOLS

FONTS

Cera Pro ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

Cera Pro Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

MATERIAL AND COLOR SCHEDULE

-  (M1) aluminum
-  (M2) acrylic
-  (M3) vinyl
-  (C1) White Wonder  
MAP 32071
-  (C2) Dark Blue  
PMS 301c
-  (C3) Dark Gray  
PMS Cool Gray 11c



Neil Tolentino, SFFD  
 APR 25 2023

APPROVED  
 PER PLANS AND APPLICATION  
 1/19/23  
 PLANNING DEPARTMENT  
 GRETEL GUNTHER

James Lo, DBI  
 MAY 10 2023

APPROVED  
 Dept. of Building Insp.  
 - San Francisco -  
 MAY 12 2023  
 PRINCE O'BRIEN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION

*M. B. Lester*

CLIENT  
 HUDSON PACIFIC

PROJECT  


101 SPEAR STREET SUITE 220  
 SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
 02/26/21 - YY  
 04/09/21 - YY  
 04/28/21 - YY

FILE NAME / LOCATION  
 Hudson Pacific\Rincon Center -  
 LUX\Drawings\CSS\32855 Rincon Center  
 Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  


SHEET TITLE  
 SIGN ELEMENTS

All drawings as well as creative content are the property of Corporate Sign Systems. You must have written consent by a Corporate Sign Systems Officer prior to disclosure, reproduction, or distribution outside of your organization.

PAGE NUMBER

# RINCON CENTER



## RINCON CENTER

101  
SPEAR STREET

121  
SPEAR STREET

APPROVED  
Dept. of Building Insp.  
- San Francisco -  
MAY 12 2023

*Richard Jordan*  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

RECEIVED  
MAY 25 2021  
DEPT. OF BUILDING INSPECTION  
THIS PLAN MEETS THE QUALITY  
STANDARD FOR REPRODUCTION  
ACCEPTED



scale: 3/8" = 1'-0"

- (A) Secondary Building Id
- (C) Property Address Id

- (B) Annex ID

Neil Tolentino, SFFD  
APR 25 2023

APPROVED  
PER PLANS AND APPLICATION  
*Jan 1/19/23*  
PLANNING DEPARTMENT  
*GRETEL GUNTHER*

James Lo, DEB  
MAY 10 2023

*M. Blawie*

CLIENT  
HUDSON PACIFIC

PROJECT



101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER

32855

SIGN TYPE

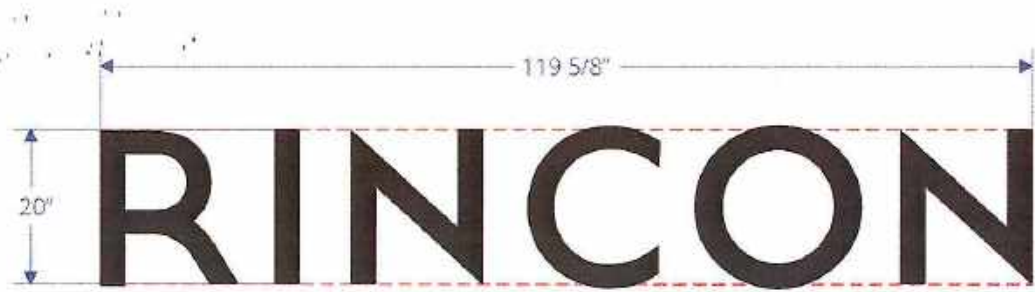
SHEET TITLE

SIGN HIERARCHY

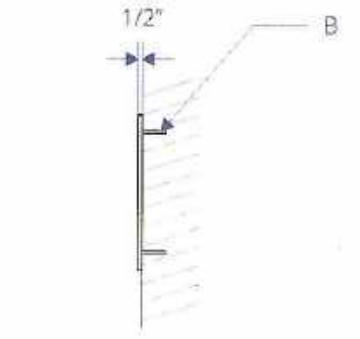
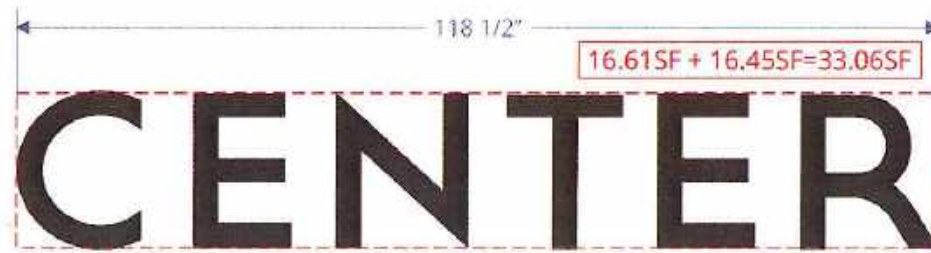
All drawings as well as creative content  
are the property of Corporate Sign  
Systems. You must have written consent  
by a Corporate Sign Systems' Officer prior  
to disclosure, reproduction, or distribution  
outside of your organization.

PAGE NUMBER

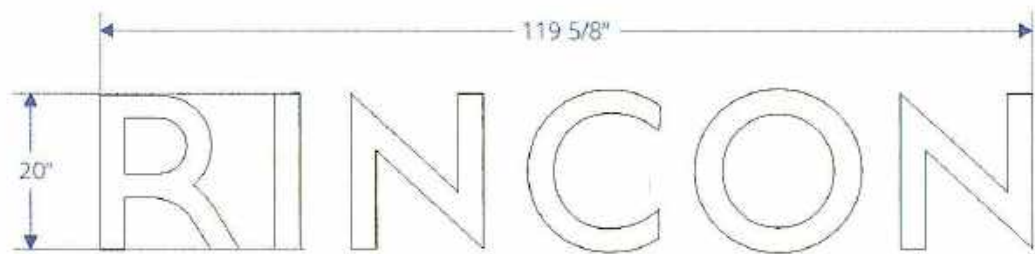
3



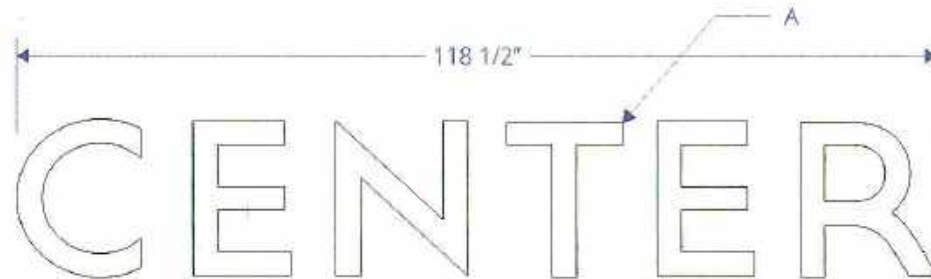
**1** FRONT VIEW  
scale: 1/2" = 1'-0"



**2** SIDE VIEW  
scale: 1/2" = 1'-0"



**3** FRONT VIEW - DETAIL  
scale: 1/2" = 1'-0"



James Lo, DBI  
MAY 10 2023

APPROVED  
PER PLANS AND APPLICATION  
1/19/23  
PLANNING DEPARTMENT  
GRETEL GUNTHER

DESCRIPTION qty: 1 set

A. 1/2" fco aluminum lettering, painted C3 gray

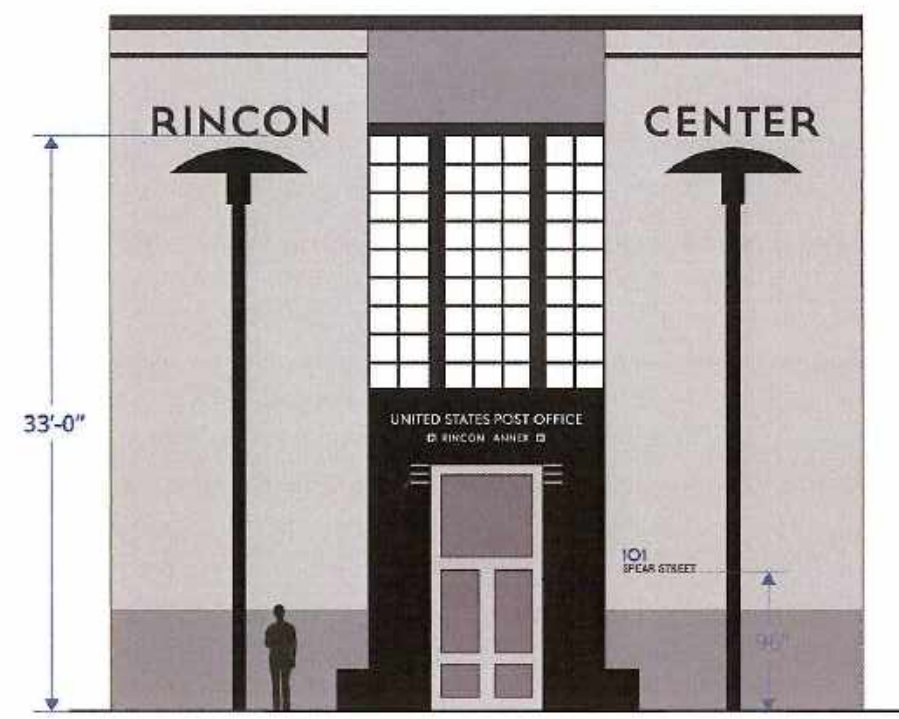
B. attached flush to wall with stud mounting

APPROVED  
Dept. of Building Insp.  
- San Francisco -  
MAY 12 2023  
*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

Neil Tolentino, SFFD  
APR 25 2023



**5** ISOMETRIC VIEW  
scale: NTS



**4** ELEVATION  
scale: 3/32" = 1'-0"

*Mead*

CLIENT  
HUDSON PACIFIC

PROJECT  
**RINCON**  
CENTER  
101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**A1**

SHEET TITLE  
SECONDARY BUILDING ID  
AT SPEAR

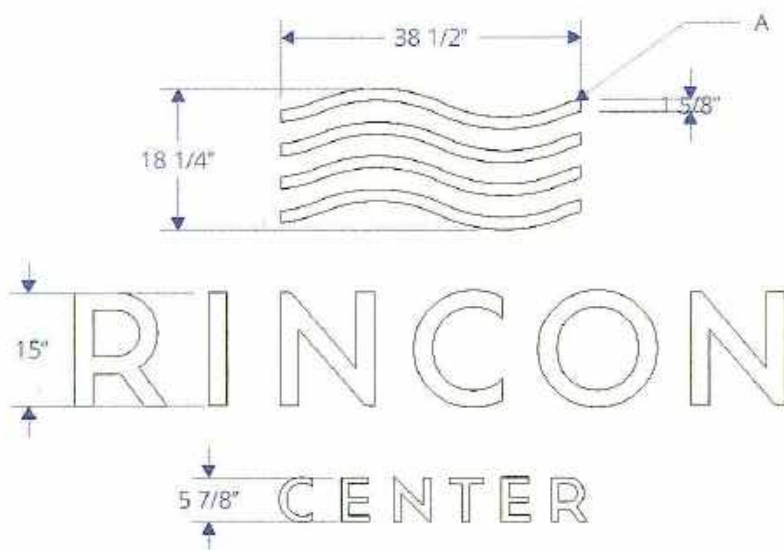
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PAGE NUMBER

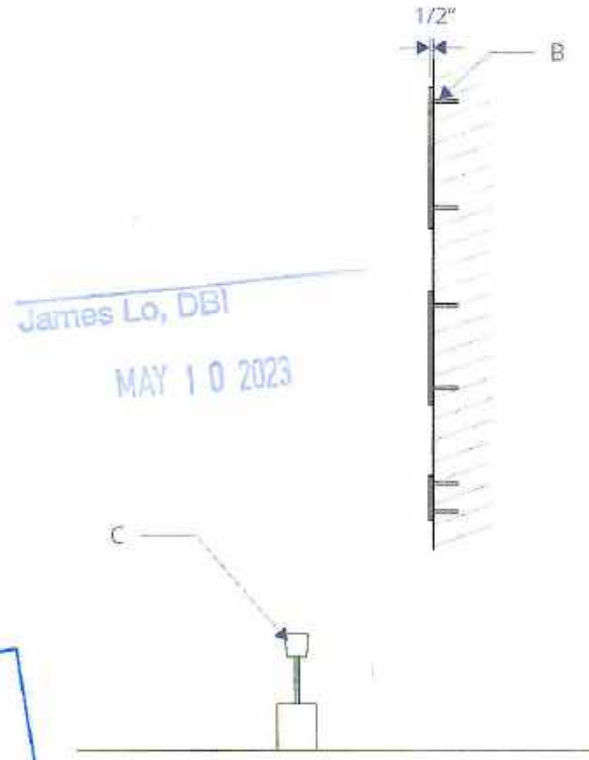




**1** FRONT VIEW  
scale: 1/2" = 1'-0"



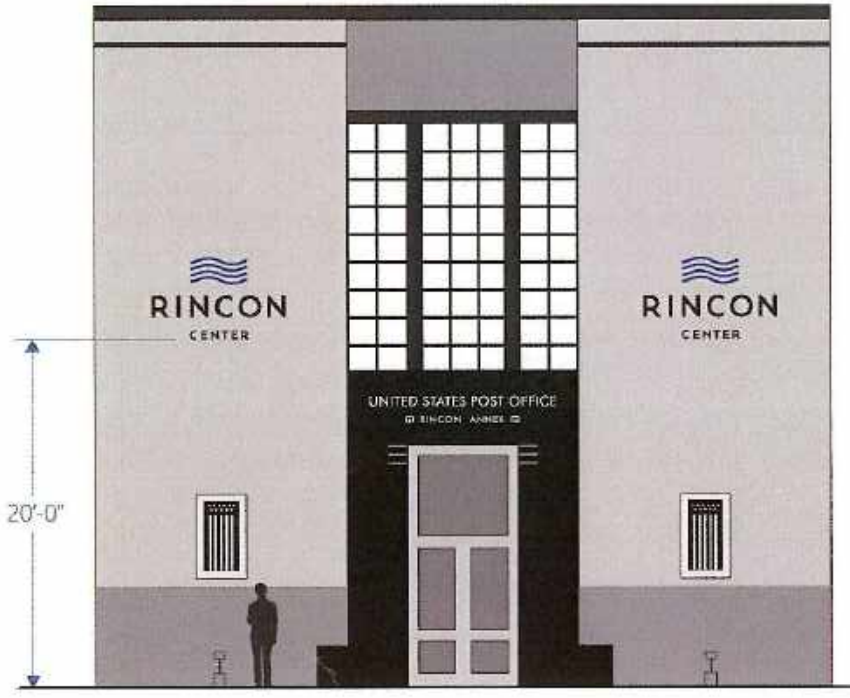
**2** FRONT VIEW  
scale: 1/2" = 1'-0"



**3** SIDE VIEW  
scale: 1/2" = 1'-0"



**5** ISOMETRIC VIEW  
scale: NTS



**4** ELEVATION  
scale: 3/32" = 1'-0"

DESCRIPTION QTY: 4

- A. 1/2" fco aluminum lettering, painted C2 blue and C3 gray
- B. attached flush to wall with stud mounting
- C. external illumination with existing uplights



Neil Tolentino, SFFD  
APR 25 2023

408.292.1600  
2464 De La Cruz Blvd., Santa Clara, CA 95050  
www.corporatesigns.com  
CONTRACTORS LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR

*mead*  
CLIENT  
HUDSON PACIFIC

PROJECT  
**RINCON**  
CENTER  
101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**A2**

SHEET TITLE  
SECONDARY BUILDING ID  
AT MISSION

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PAGE NUMBER **5**

Sign Design Based On 2019 CBC

Job # JTS\_152621  
 Project Rincon Center - Sign Type A1.1  
 Job Location 101/121 Spear Street  
 San Francisco, CA

INPUT DATA	Consider Letter "R"	
Exposure category (B, C or D)	=	C
Risk Category	=	II
Ultimate Design Windspeed	$V_{ULT}$ =	95 MPH
Topographic factor	$K_{zt}$ =	1 Flat
Height of the sign	$h$ =	34.50 FT
Vertical dimension (for wall, $s = h$ )	$s$ =	1.50 FT
Average Horizontal dimension	$B$ =	0.79 FT
Dimension of return corner	$L_r$ =	0.04 FT

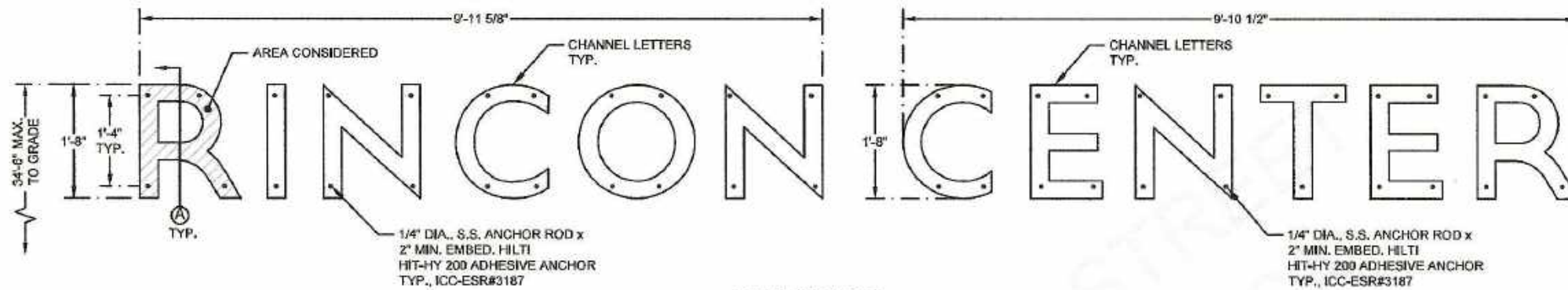
ANALYSIS		
Velocity pressure	$q_z = 0.00256 K_z K_{zt} K_d V^2 K_e$	19.78 PSF
where:		
$q_z$ = velocity pressure at height $h$ . (Eq. 26.10-1 page 268)		
$K_z$ = velocity pressure exposure coefficient	=	1.01
evaluated at height above ground level, $h$ (Tab. 26.10-1, page 268)		
$K_d$ = wind directionality factor. (Tab. 26.6-1, page 266)	=	0.85
$K_e$ = ground elevation factor, see (Tab. 26.9-1, page 268)	=	1.00

Wind Force Low Rise Buildings (Sec. 30.4.2 & 29.4)		
Max horizontal wind pressure = $p = q_e GC_p$	=	21.75 PSF
$GC_p$ = external pressure coefficients (Fig. 30.5-1, page 363)	=	1.10
$A_g = B s$ = the gross area	=	1.19 FT <sup>2</sup>

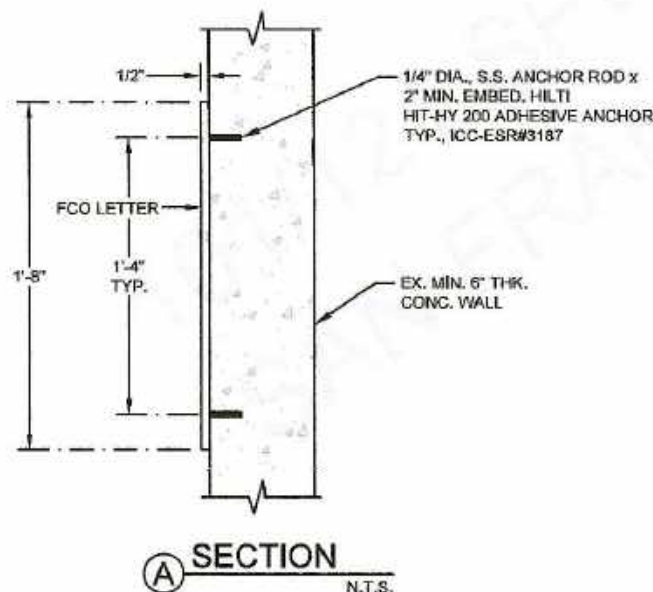
DESIGN SUMMARY		
Allowable Stress Design Wind Factor =		0.6
Design Wind Pressure =	$0.6 \times p =$	16.00 PSF
Design Windforce, $F =$	$16.00 \times A_g =$	0.02 KIPS

Sign Parameters:		
Weight of cabinet, $DL =$		6 LBS
Vertical distance between anchors, $y =$		1.33 FT
$b$ (return) =		0.04 FT
Offset from wall =		0.00 FT
Min. no. of top or bott. anchors =		1 NO.

Anchor Design	HILTI HIT-HY 200 ADHESIVE ANCHORING SYSTEM
Tension Req'd.	USE ICC-ESR #3187
$T = 10$	1/4" DIA., S.S. ANCHOR ROD x 2" MIN. EMBED.
Shear Req'd.	
$V = 3$	50% Reduction of 3/8" Value for 1/4" Bolt
Unity =	$(10 / 1011) + (3 / 1024) = 0.01 < 1 (OK)$



ELEVATION  
N.T.S.



SECTION A  
N.T.S.

**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -

MAY 12 2023

*Patrick O'Riordan*  
 PATRICK O'RIORDAN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION

James Lo, DBI

MAY 10 2023

Neil Tolentino, SFFD

APR 25 2023

NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3187.

NOTES :

GENERAL :	STEEL :	WELDING :
<ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN AISC 341-16.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul>	<ul style="list-style-type: none"> <li>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</li> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEFORMED REINFORCING REBAR: ASTM A615 GRADE 60.</li> </ul>	<ul style="list-style-type: none"> <li>DESIGN AND FABRICATION ACCORDING TO AWS D1.1 / D1.3</li> <li>AWS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>ER7 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> <li>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARPY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO 0° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</li> </ul>
<p><b>ANCHORS :</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>ALUMINUM :</b></p> <ul style="list-style-type: none"> <li>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL</li> <li>PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM</li> <li>ALLOY 6061 - T6 WITH 0.098 LBS PER CUBIC INCH.</li> </ul>	<p><b>ALUMINUM :</b></p> <ul style="list-style-type: none"> <li>DESIGN AND FABRICATION ACCORDING TO AWS D1.2. ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.9.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</li> </ul>



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 SANTA CLARITA, CA. 91380  
 TEL. (861)259-0700 FAX. (661)259-0900

SHEET TITLE:  
**RINCON CENTER  
 SIGN TYPE A1.1**

DRN BY:	R.G.	DATE LAST REVISED:	Dec 01, 2022	REV. NO.	REV. DATE	REVISED BY
CHK BY:	T.J.	PROJ. START DATE:	AUG. 11, 2021	1	---	---
REV BY:	T.J.	SCALE:	AS SHOWN	2	---	---
PLOTTED BY:	Michelle Grady	ON:	12/1/2022 3:59:15 PM	3	---	---

PROJECT JOB #: JTS\_152621\_Rincon Center\_Signage\_101 121 Spear Street\_San Francisco CA.dwg  
 PROJECT LOCATION: RINCON CENTER  
 101/121 SPEAR STREET  
 SAN FRANCISCO, CA  
 SHEET #  
**1 OF 1**

Sign Design Based On 2019 CBC

Job # JTS\_152621  
 Project Rincon Center - Sign Type A1.2  
 Job Location 101/121 Spear Street  
 San Francisco, CA

**INPUT DATA** Consider Letter "N"

Exposure category (B, C or D)	=	C
Risk Category	=	II
Ultimate Design Windspeed	$V_{ULT}$ =	95 MPH
Topographic factor	$K_{zt}$ =	1 Flat
Height of the sign	h =	25.00 FT
Vertical dimension (for wall, s = h)	s =	1.25 FT
Average Horizontal dimension	B =	0.54 FT
Dimension of return corner	$L_r$ =	0.04 FT

**ANALYSIS**

**Velocity pressure**

$q_z = 0.00256 K_z K_{zt} K_d V^2 K_e$  = 18.46 PSF

where:

$q_z$  = velocity pressure at height h. (Eq. 26.10-1 page 268)

$K_z$  = velocity pressure exposure coefficient = 0.94

evaluated at height above gRnd. level, h (Tab. 26.10-1, page 268)

$K_d$  = wind directionality factor. (Tab. 26.6-1, page 266) = 0.85

$K_e$  = ground elevation factor, see (Tab. 26.9-1, page 268) = 1.00

**Wind Force Low Rise Buildings** (Sec. 30.4.2 & 29.4)

Max horizontal wind pressure =  $p = q_z GC_p$  = 20.31 PSF

$GC_p$  = external pressure coefficients (Fig. 30.5-1, page 363) = 1.10

$A_g = B s$  = the gross area = 0.68 FT<sup>2</sup>

**DESIGN SUMMARY**

Allowable Stress Design Wind Factor = 0.6

Design Wind Pressure =  $0.6 \times p$  = 16.00 PSF

Design Windforce, F =  $16.00 \times A_g$  = 0.01 KIPS

**Sign Parameters:**

Weight of cabinet, DL = 4 LBS

Vertical distance between anchors, y = 0.92 FT

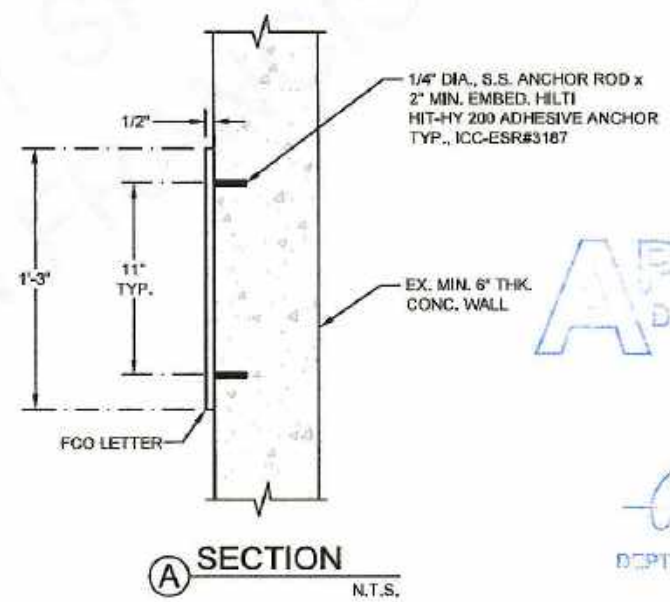
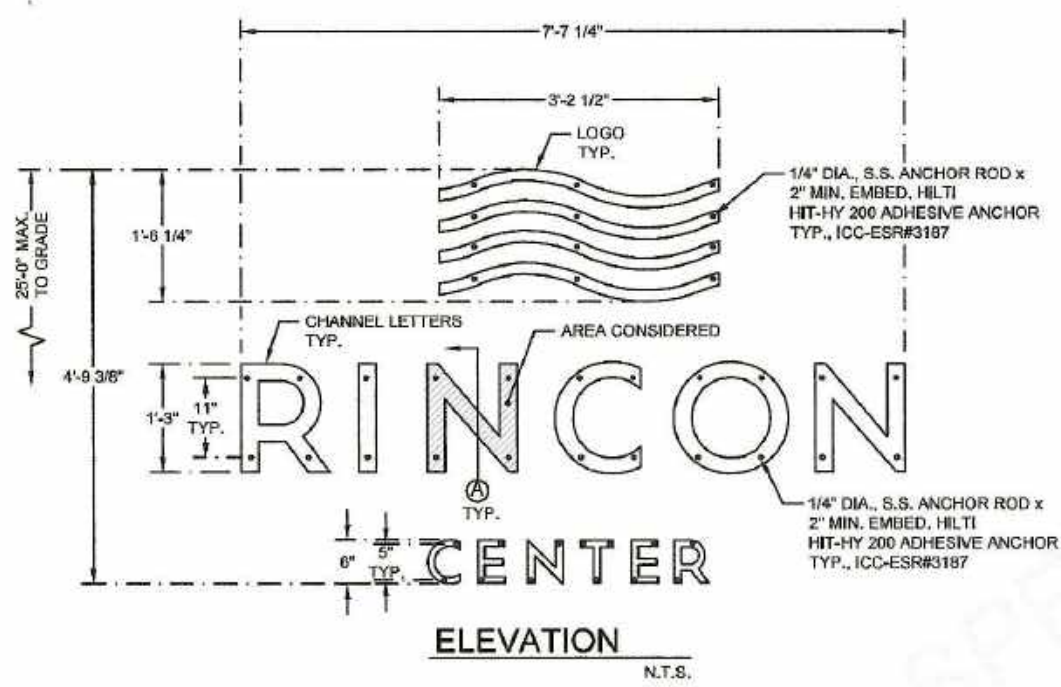
b (return) = 0.04 FT

Offset from wall = 0.00 FT

Min. no. of top or bott. anchors = 1 NO.

**Anchor Design** HILTI HIT-HY 200 ADHESIVE ANCHORING SYSTEM

Tension Req'd.	USE	ICC-ESR #3187	T = 1011
Shear Req'd.	1/4" DIA., S.S. ANCHOR ROD x 2" MIN. EMBED.		V = 1024
	50% Reduction of 3/8" Value for 1/4" Bolt		
Unity =	$(6 / 1011) + (2 / 1024) = 0.01 < 1 (OK)$		



James Lo, DBI  
 MAY 10 2023

**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -  
 MAY 12 2023  
 [Signature]  
 DEPT. OF BUILDING INSPECTION

Neil Tolentino, SFFD  
 APR 25 2023



NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3187.

**NOTES :**

<p><b>GENERAL :</b></p> <ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN AISC 341-16.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul> <p><b>ANCHORS :</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>STEEL :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</p> <ul style="list-style-type: none"> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEFORMED REINFORCING REBAR: ASTM A615 GRADE 60.</li> </ul> <p><b>ALUMINUM :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL</p> <p>PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM</p> <ul style="list-style-type: none"> <li>ALLOY 6061 - T6 WITH 0.098 LBS PER CUBIC INCH.</li> </ul>	<p><b>WELDING :</b></p> <p><b>STEEL</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.1 / D1.3</p> <ul style="list-style-type: none"> <li>AWS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>ER7 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> </ul> <p>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARPY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO ° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</p> <p><b>ALUMINUM</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.2. ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.9.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</p>
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*M&K*

CLIENT  
 HUDSON PACIFIC

PROJECT  
  
 RINCON  
 CENTER  
 101 SPEAR STREET SUITE 220  
 SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
 02/26/21 - YY  
 04/09/21 - YY  
 04/28/21 - YY

FILE NAME / LOCATION  
 Hudson Pacific\Rincon Center -  
 LUX\Drawings\CSS\ 32855 Rincon Center  
 Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**A1**

SHEET TITLE  
 ELEVATION

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PAGE NUMBER  
**6**

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 ACCEPTED

James Lo, LJI

MAY 10 2023

**A1**

**1** PROPOSED SIGNAGE AT SPEAR  
 scale: NTS

**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -  
 MAY 12 2023

*Patrick O'Riordan*  
 PATRICK O'RIORDAN  
 INSPECTOR  
 DEPT. OF BUILDING INSPECTION

**Neil Tolentino, SFFD**  
 APR 25 2023

**APPROVED**  
 PER PLANS AND APPLICATION  
 8/27 1/17/23  
 PLANNING DEPARTMENT  
 GRETEL GUNTHER

**2** EXISTING TO BE REPLACED  
 scale: NTS

CLIENT  
HUDSON PACIFIC

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RINCON  
CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

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04/28/21 - YY

FILE NAME / LOCATION  
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LUX\Drawings\CSS\ 32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**A2**

SHEET TITLE  
ELEVATION

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PAGE NUMBER  
**7**



Neil Tolentino, SFFD

APR 25 2023

James Lo, DBI

MAY 10 2023

EXISTING UPLIGHTS

A2-1 C2

**1** PROPOSED SIGNAGE AT MISSION  
scale: NTS



**2** EXISTING TO BE REPLACED  
scale: NTS





Neil Tolentino, SFFD

APR 25 2023

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James Lo, DBI

MAY 10 2023

EXISTING UPLIGHTS

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SIGN SYSTEMS

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CONTRACTOR'S LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR

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PROJECT  
**RINCON**  
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SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
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04/09/21 - YY  
04/28/21 - YY

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Secondary and Annex Id.cdr

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**32855**

SIGN TYPE  
**A2**

SHEET TITLE  
ELEVATION

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PAGE NUMBER  
**8**

A2.2 C3

**1** PROPOSED SIGNAGE AT MISSION  
scale: NTS

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -  
MAY 12 2023  
*Patricia Jordan*  
PATRICIA JORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

**APPROVED**  
PER PLANS AND APPLICATION  
3/7/23 1/19/23  
PLANNING DEPARTMENT  
GRETEL GUNTHER

**2** EXISTING TO BE REPLACED  
scale: NTS





**1** TOP VIEW  
scale: 1" = 1'-0"

4.175F

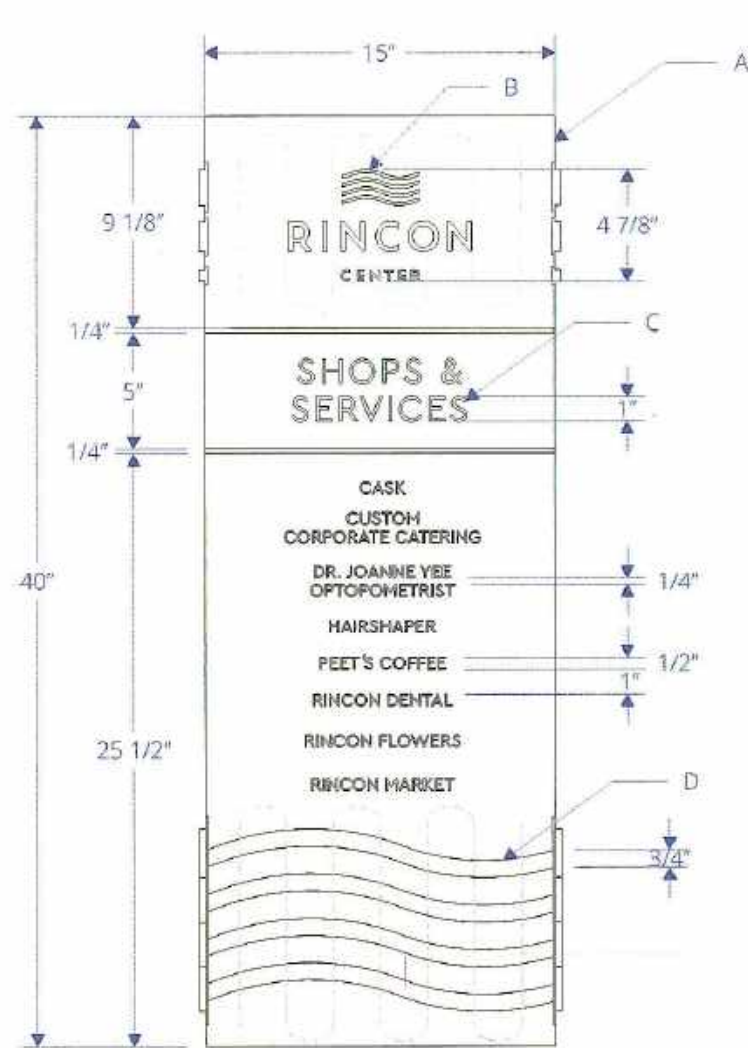


**2** FRONT VIEW  
scale: 1" = 1'-0"

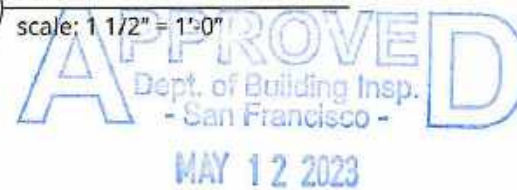
DESCRIPTION

QTY: 2

- A. 15" w x 40" h x 15" d fabricated aluminum cabinet, painted C3 gray
- B. 1/4" push through acrylic logo and internally illuminated, painted C1 white and C2 blue
- C. vinyl tenant name, color C1 white
- D. 1/4" push through aluminum wavy bar with internally illuminated and applied blue LEDs, painted C2 blue
- E. applied acrylic panel to the top panel, and internally illuminated with blue LEDs



**3** FRONT VIEW - DETAIL  
scale: 1 1/2" = 1'-0"

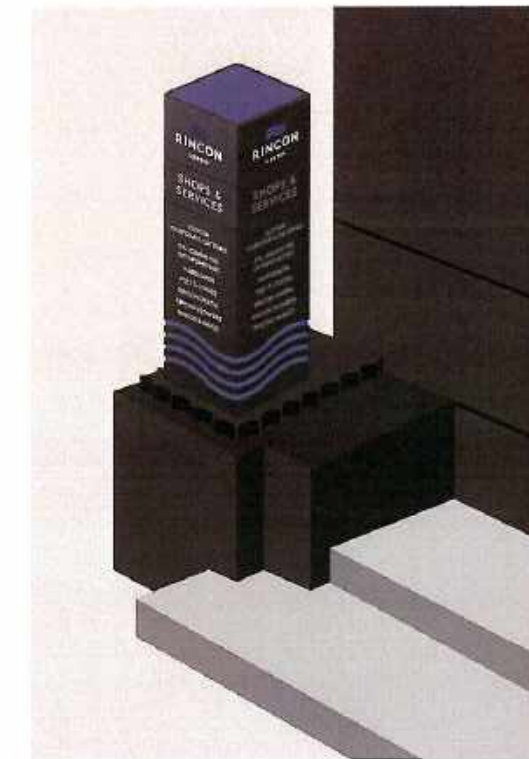


Neil Tolentino, SFFD

APR 25 2023



**4** SIDE VIEW  
scale: 1 1/2" = 1'-0"



**6** ISOMETRIC VIEW  
scale: NTS"

James Lo, DBI  
MAY 10 2023  
Marco Jacobo, DBI  
MAY 11 2023



**5** INSTALL ELEVATION  
scale: 1/2" = 1'-0"

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CLASS C45-ELECTRICAL SIGN CONTRACTOR

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PROJECT



101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
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ORDER NUMBER

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SIGN TYPE

**B**

SHEET TITLE

ANNEX ID

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PAGE NUMBER

**9**

Job # JTS\_152021\_R  
 Project Rincon Center - Sign Type B Monument  
 Job Location 101/121 Spear Street  
 San Francisco, CA

**INPUT DATA**

Exposure category (B, C or D)	=	C
Risk Category	=	B
Ultimate Design Windspeed	$V_{ult}$	= 85 MPH
Topographic factor	$K_z$	= 1 Flat
Height of the sign	$h$	= 6.00 FT
Average Vertical dimension (for wall $s = R$ )	$s$	= 2.24 FT
Horizontal dimension	$B$	= 1.25 FT
Dimension of return center	$L_r$	= 1.25 FT

**ANALYSIS**

Velocity pressure  
 $q_s = 0.00256 K_z K_d K_e K_f V^2$   
 where:  
 $q_s$  = velocity pressure at height  $h$ . (Eq. 26.10-1, page 268)  
 $K_z$  = velocity pressure exposure coefficient = 0.85  
 evaluated at height above ground level,  $h$  (Tab. 26.10-1, page 268)  
 $K_d$  = wind directionality factor. (Tab. 26.6-1, page 266) = 0.85  
 $K_e$  = ground elevation factor. (Tab. 26.9-1, page 268) = 1.00

**Wind Force Case: Accrual force through geometric center**

Max horizontal wind pressure = $p = q_s G C_f$	=	29 PSF
where:		
$G$ = gust effect factor. (Sec. 26.11-1, page 269)	=	0.85
$C_f$ = flat roof coefficient. (Fig. 29.3-1, page 323)	=	1.79
$A_g = B \times s$ = the gross area	=	4.17 FT <sup>2</sup>
Estimated sign cabinet weight	=	25 LBS

**DESIGN SUMMARY**

Allowable Stress Design Wind Factor =	0.60
Design Wind Pressure =	$0.6 \times p = 16.00$ PSF
Design Windforce, $F =$	$16.00 \times A_g = 0.07$ KIPS
Moment Arm =	1.67 FT
Design Moment =	$F \times \text{Moment Arm} = 0.11$ KIP-FT

**Purlins Design**

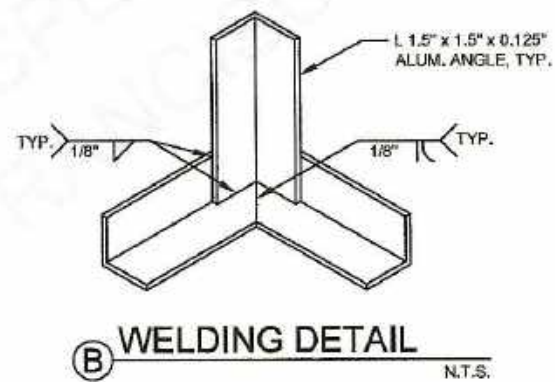
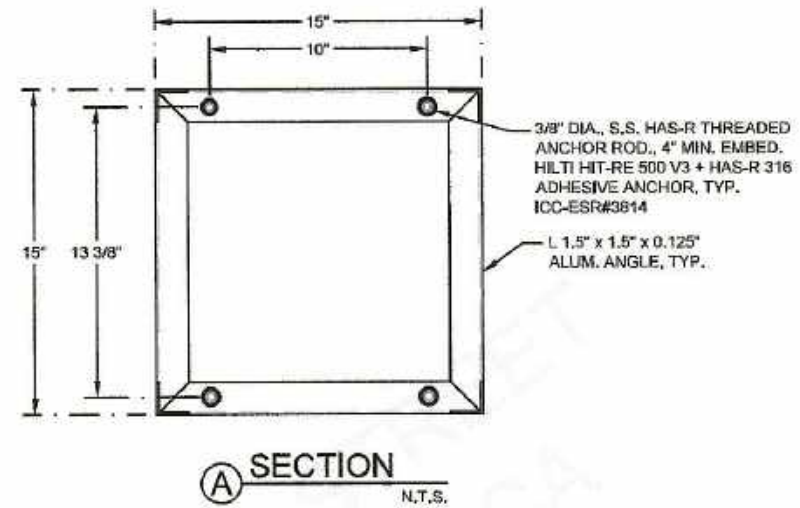
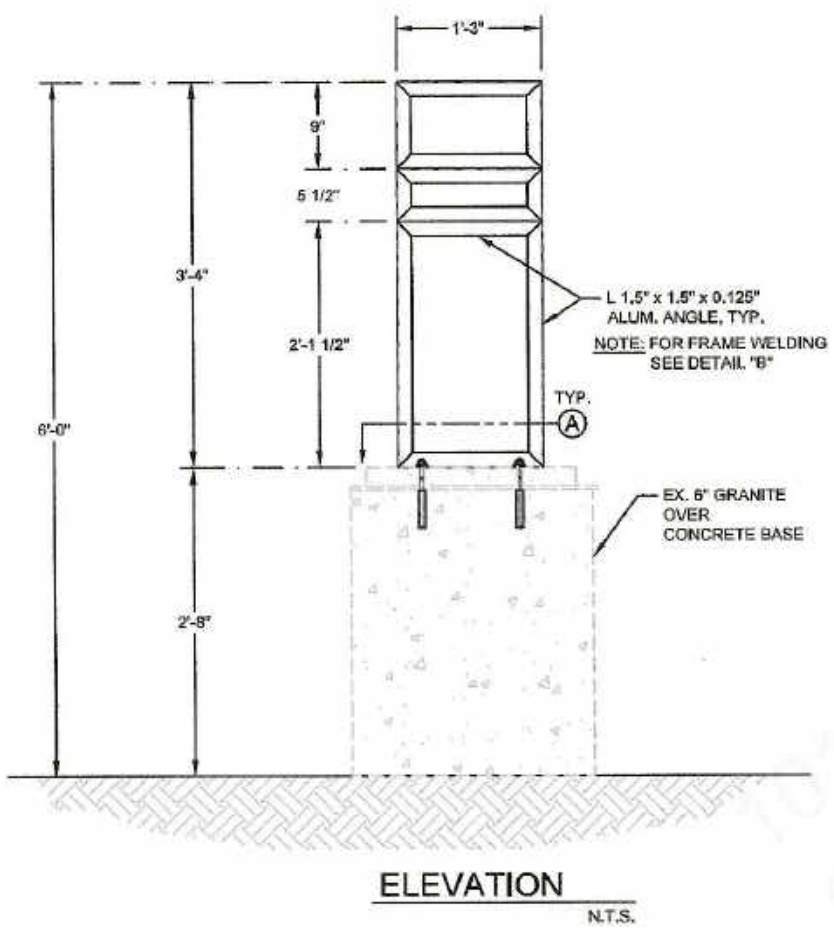
Moment req'd. = 0.33 kip-ft  
 ALUM. EQUAL LEG ANGLE  
 USE 6061-T6 IV

Section properties:	L 1 1/2" x 1 1/2" x 1/8"	L 1 1/2" x 1 1/2" x 1/8"	L 1 1/2" x 1 1/2" x 1/8"
$k_x, l_y =$	0.075	$x, y =$	0.411
Material properties:	$F_y = 15$	$k_1 = 0.35$	$k_2 = 2.27$
Buckling Constants:	$E_p = 10.90$	$D_1 = 0.108$	$B_{12} = 26.40$
	$C_{99} = 109$	$C_{97} = 123$	$D_2 = 0.109$
Slenderness ratio:	$b / t = 11.00$		
Limit state of local buckling: Leg tip in max. compression		$S_1 = 10.45$	$S_2 = 26.50$
Slenderness limits for welded 6061-T6:			$0.7036$ kip-in
For $S_1 < b/t < S_2$ , $M_x / I_x = [B_{12} - 4.00(b/t)] S_c / I_x$			
Limit state of local buckling: Leg in max. compression		$S_1 = 0.07$	$S_2 = 24.00$
Slenderness limits for welded 6061-T6:			$1.5316$ kip-in
For $S_1 < b/t < S_2$ , $M_x / I_x = [B_p - 0.00p(b/t)] S_c / I_x$			
Therefore, governing $M_x / I_x =$		0.79 kip-in	> 0.33 kip-in (OK)

**Anchor Design (See attached HILTI Profile calcs)**  
 Loads per ACI 318-14

Unfactored Load	Unit	Factor	Factored Load
Deadload, D	LBS	0.9	23
Windload, F	LBS	1	104
Windload, M	IN-LB	1	2092

HILTI HIT-RE 500 V3 + HAS-R 316 ADHESIVE ANCHOR  
 USE ICC-ESR#3814  
 3/8" DIA. S.S. HAS-R THREADED ANCHOR ROD, 4" MIN. EMBED.



James Lo, DBI  
 MAY 10 2023

Neil Tolentino, SFFD  
 APR 25 2023

**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -  
 MAY 12 2023

PATRICK C. RIGORDAN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION



NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3814.

**NOTES:**

<p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN AISC 341-16.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul> <p><b>ANCHORS:</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>STEEL:</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</p> <ul style="list-style-type: none"> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEFORMED REINFORCING REBAR: ASTM A615 GRADE 60.</li> </ul> <p><b>ALUMINUM:</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL</p> <p>PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM</p> <ul style="list-style-type: none"> <li>ALLOY 6061 - T6 WITH 0.008 LBS PER CUBIC INCH.</li> </ul>	<p><b>WELDING:</b></p> <p><b>STEEL</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.1 / D1.3</p> <ul style="list-style-type: none"> <li>AWS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>ER7 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> </ul> <p>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARPY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO ° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</p> <p><b>ALUMINUM</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.2. ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.9.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</p>
--	--	--





**2** EXISTING TO BE REPLACED  
scale: NTS

**1** PROPOSED SIGNAGE  
scale: NTS

James Lo, DBI  
MAY 10 2023

APPROVED  
PER PLANS AND APPLICATION  
SFA 1/19/23  
PLANNING DEPARTMENT  
GRETEL GUNTHER

Neil Tolentino, SFFD  
APR 25 2023

RECEIVED  
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2464 De La Cruz Blvd., Santa Clara, CA 95050  
www.corporatesigns.com  
CONTRACTOR'S LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR

*M. Glantz*

CLIENT  
HUDSON PACIFIC

PROJECT  
  
RINCON  
CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION  
Hudson Pacific/Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**B**

SHEET TITLE  
ANNEX ID

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PAGE NUMBER  
**10**



**1** FRONT VIEW  
scale: 1" = 1'-0"



**C1**

**3** FRONT VIEW - DETAIL  
scale: 1" = 1'-0"

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 12 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION  
QTY: 3

**DESCRIPTION**

- A. 1/2" fco aluminum address number and lettering, painted C2 blue and C3 gray
- B. attached flush to wall with stud mounting

*Neil Tolentino, SFFD*  
APR 25 2023

**APPROVED**  
PER PLANS AND APPLICATION  
972 1/17/23  
PLANNING DEPARTMENT  
*GRETEL GUNTHER*



**C2 C3**

**5** ISOMETRIC VIEW  
scale: NTS

James Lo, DBI

MAY 10 2023



**2** SIDE VIEW  
scale: 1" = 1'-0"



**0 corporate**  
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PROJECT

**RINCON**  
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101 SPEAR STREET SUITE 220  
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Secondary and Annex Id.cdr

ORDER NUMBER

**32855**

SIGN TYPE

**C**

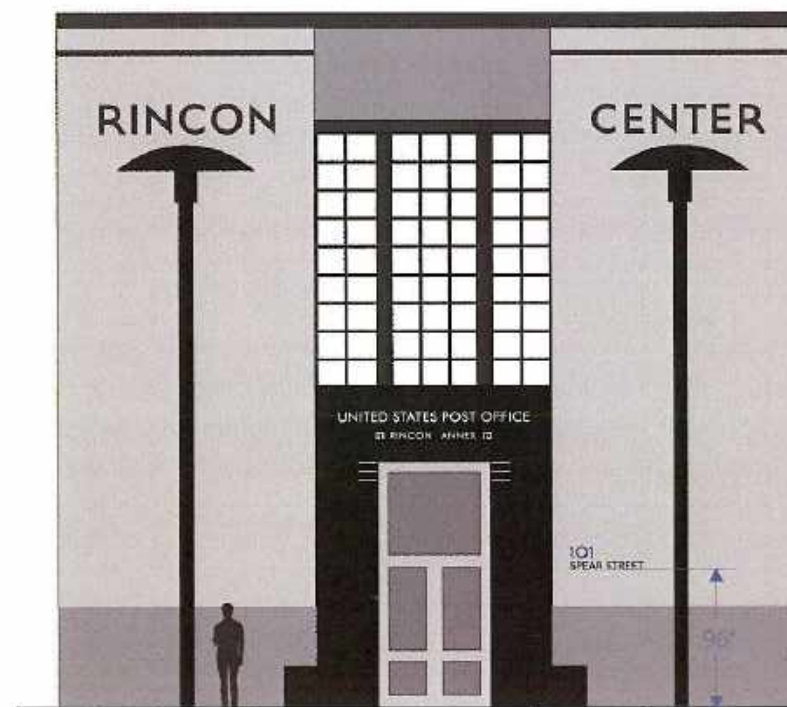
SHEET TITLE

PROPERTY ADDRESS ID

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PAGE NUMBER

**11**



**4** ELEVATION  
scale: 3/32" = 1'-0"

Job # JTS\_152621  
 Project Rincon Center - Sign Type A2.1  
 Job Location 101/121 Spear Street  
 San Francisco, CA

**INPUT DATA** Consider Number "9"

Exposure category (B, C or D)	=	C
Risk Category	=	II
Ultimate Design Windspeed	$V_{ULT}$	= 95 MPH
Topographic factor	$K_{zt}$	= 1 Flat
Height of the sign	$h$	= 9.33 FT
Vertical dimension (for wall, $s = h$ )	$s$	= 0.67 FT
Average Horizontal dimension	$B$	= 0.22 FT
Dimension of return corner	$L_c$	= 0.04 FT

**ANALYSIS**

**Velocity pressure**  
 $q_z = 0.00256 K_z K_{zt} K_d V^2 K_e$  = 16.69 PSF

where:  
 $q_z$  = velocity pressure at height  $h$  (Eq. 26.10-1 page 268)  
 $K_z$  = velocity pressure exposure coefficient = 0.85  
 evaluated at height above ground level,  $h$  (Tab. 26.10-1, page 268)  
 $K_{zt}$  = wind directionality factor (Tab. 26.6-1, page 266) = 0.85  
 $K_d$  = ground elevation factor, see (Tab. 26.9-1, page 268) = 1.00

**Wind Force Low Rise Buildings** (Sec. 30.4.2 & 29.4)

Max horizontal wind pressure =  $p = q, GC_p$  = 18.36 PSF  
 $GC_p$  = external pressure coefficients (Fig. 30.5-1, page 303) = 1.10  
 $A_s = B s$  = the gross area = 0.15 FT<sup>2</sup>

**DESIGN SUMMARY**

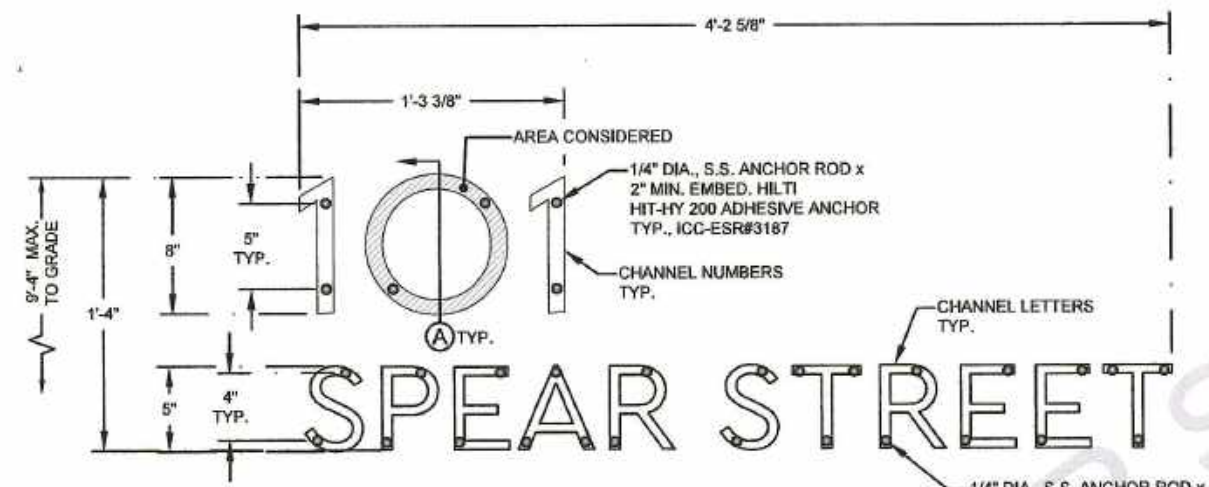
Allowable Stress Design Wind Factor = 0.6  
 Design Wind Pressure =  $0.6 \times p$  = 16.00 PSF  
 Design Windforce,  $F$  =  $16.00 \times A_s$  = 0.00 KIPS

**Sign Parameters:**

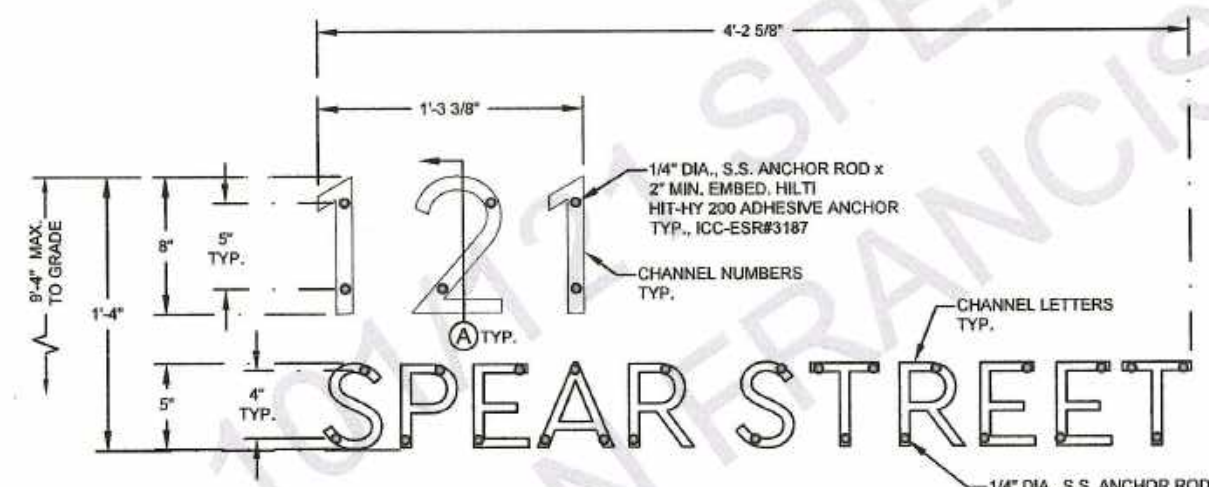
Weight of cabinet, DL = 2 LBS  
 Vertical distance between anchors,  $y$  = 0.42 FT  
 $b$  (return) = 0.04 FT  
 Offset from wall = 0.00 FT  
 Min. no. of top or bott. anchors = 1 NO.

**Anchor Design** HILTI HIT-HY 200 ADHESIVE ANCHORING SYSTEM

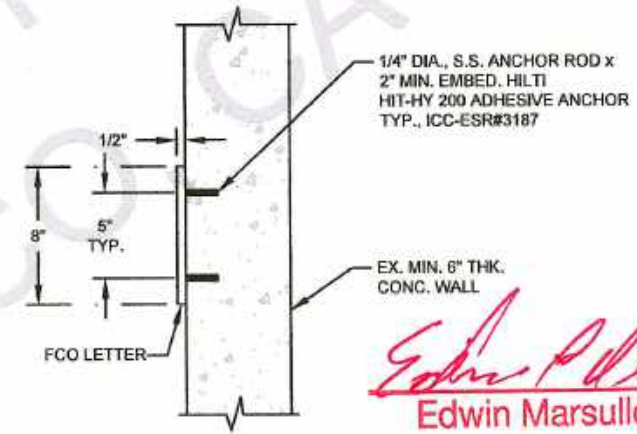
Tension Req'd	USE	ICC-ESR #3187	T =
$T = 1$	1/4" DIA., S.S. ANCHOR ROD x		$T = 1011$
Shear Req'd	2" MIN. EMBED.		
$V = 1$	50% Reduction of 3/8" Value for 1/4" Bolt		$V = 1024$
Unity =	$(1 / 1011) + (1 / 1024) = 0.00$		< 1 (OK)



ELEVATION N.T.S.



ELEVATION N.T.S.



SECTION A N.T.S.

*Edwin Marsullo, SFFB*  
 Edwin Marsullo, SFFB  
 MAY 11 2023

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 MAY 10 2023  
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**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -

MAY 12 2023

*Patrick O'Riordan*  
 PATRICK O'RIORDAN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION

**REGISTERED PROFESSIONAL ENGINEER**  
 TONY JACOB  
 C59022  
 CIVIL  
 STATE OF CALIFORNIA  
 05/02/2023

NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3187.

**NOTES :**

<p><b>GENERAL :</b></p> <ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN AISC 341-16.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul> <p><b>ANCHORS :</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>STEEL :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</p> <ul style="list-style-type: none"> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEFORMED REINFORCING REBAR: ASTM A615 GRADE 60.</li> </ul> <p><b>ALUMINUM :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL</p> <p>PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM</p> <p>ALLOY 6061 - T6 WITH 0.008 LBS PER CUBIC INCH.</p>	<p><b>WELDING :</b></p> <p><b>STEEL</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.1. / D1.3</p> <ul style="list-style-type: none"> <li>AWS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>ER7 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> </ul> <p>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARTY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO 0° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</p> <p><b>ALUMINUM</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.2. ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.9.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</p>
--	---	---

www.yjinc.com  
 P.O. BOX 802050  
 SANTA CLARITA, CA. 91380  
 TEL. (661)259-0700 FAX. (661)259-0900

SHEET TITLE: **RINCON CENTER SIGN TYPE A2.1**

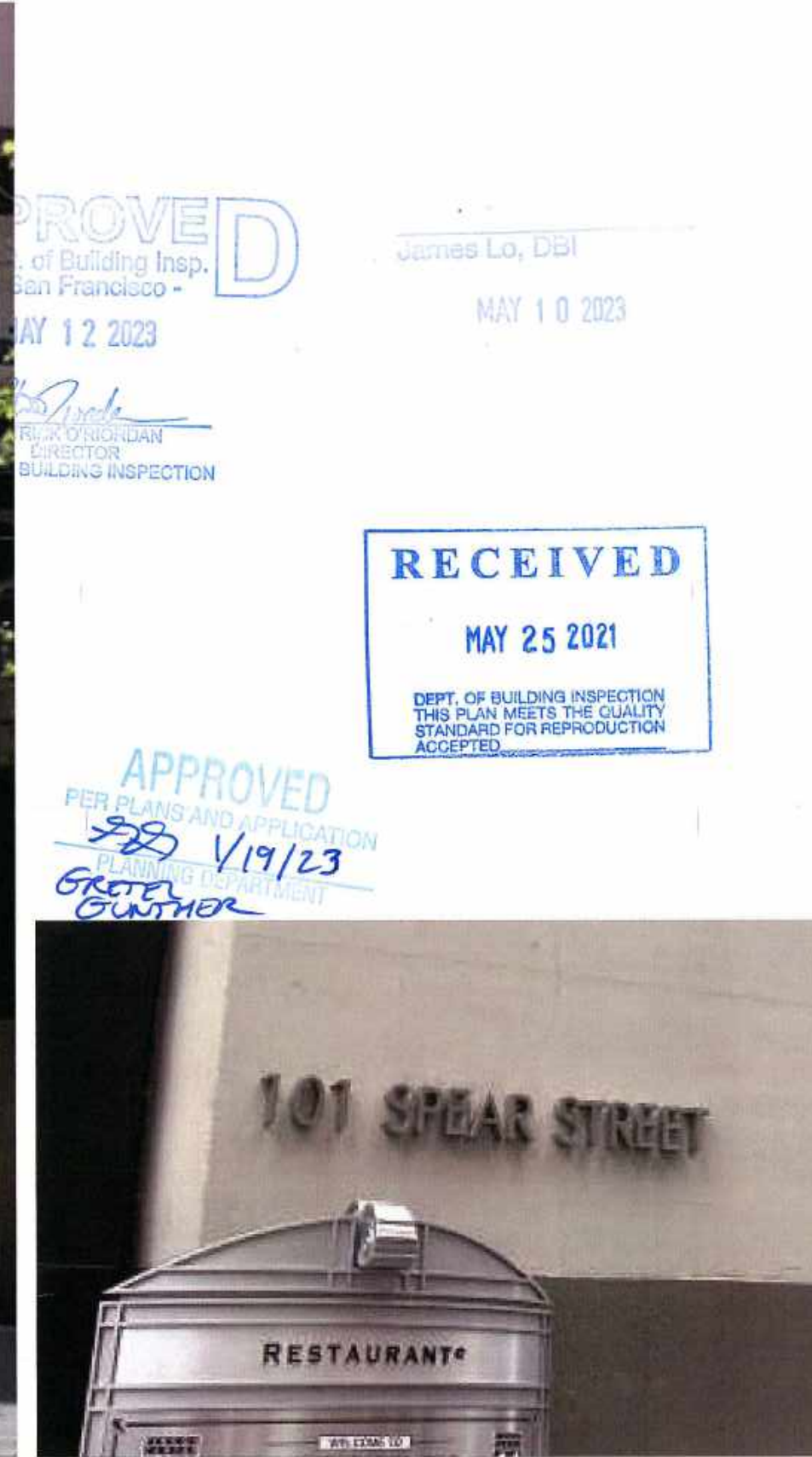
DRN BY: R.G.	DATE LAST REVISED: May 02, 2023	REV. NO. 1	REV. DATE	REVISED BY
CHK BY: T.J.	PROJ. START DATE: AUG. 11, 2021	2		
REV BY: T.J.	SCALE: AS SHOWN	3		
PLOTTED BY: Michelle Grady CN 5/2/2023 2:44:49 PM				

PROJECT JOB #: JTS\_152621\_Rincon Center\_Signage\_101 121 Spear Street\_San Francisco CA.dwg  
 PROJECT LOCATION: RINCON CENTER  
 101/121 SPEAR STREET  
 SAN FRANCISCO, CA  
 SHEET # 1 OF 1



**1** PROPOSED SIGNAGE  
scale: NTS

C1



**2** EXISTING TO BE REPLACED  
scale: NTS

Neil Tolentino, SFFD

APR 25 2023

**0**  
corporate™  
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CLASS C45-ELECTRICAL SIGN CONTRACTOR

*MSLW*

CLIENT  
HUDSON PACIFIC

PROJECT  
  
RINCON  
CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**C**

SHEET TITLE  
ELEVATION

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**12**

ALL OTHER SIGNAGE ON PLAN (MARKED IN GRAY) IS CAPTURED UNDER SEPARATE PERMIT

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ACCEPTED

signage is under separate permit

- A1** secondary id @ spear qty 1 set
- A2** secondary id @ mission qty 4
- B** annex id qty 2
- C** property address id qty 3

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SIGN SYSTEMS  
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*M. S. ...*

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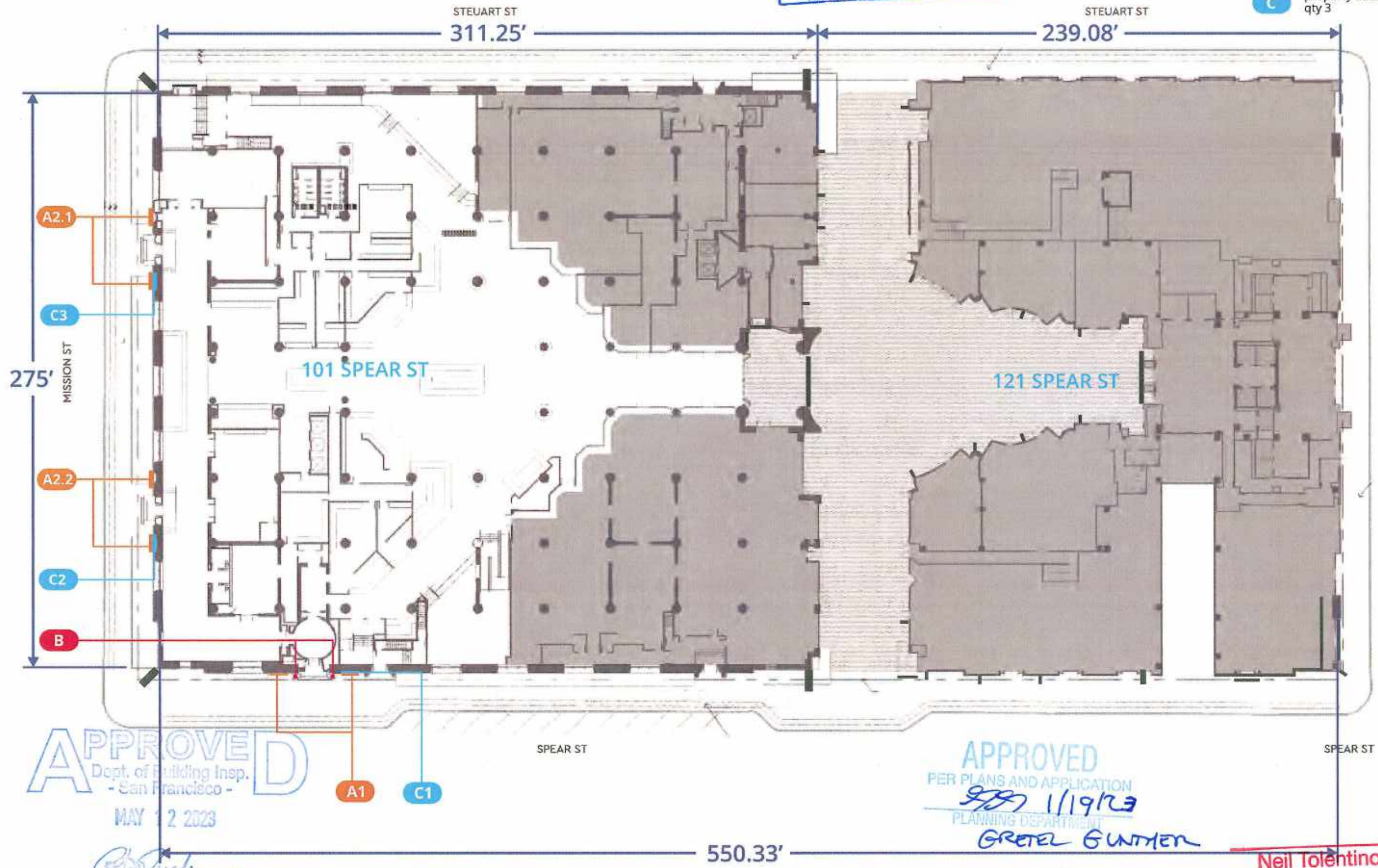
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[Gray Box]

SHEET TITLE  
LOCATION PLAN

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PAGE NUMBER  
**13**



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Dept. of Building Insp.  
- San Francisco -  
MAY 12 2023

*Patrick O'Riordan*  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

**APPROVED**  
PER PLANS AND APPLICATION  
*9/19/23*  
PLANNING DEPARTMENT  
*Gretel Gunther*

James Lo, DBI

**Neil Tolentino, SFFD**  
APR 25 2023

MAY 10 2023

*M. J. [Signature]*

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HUDSON PACIFIC

PROJECT  
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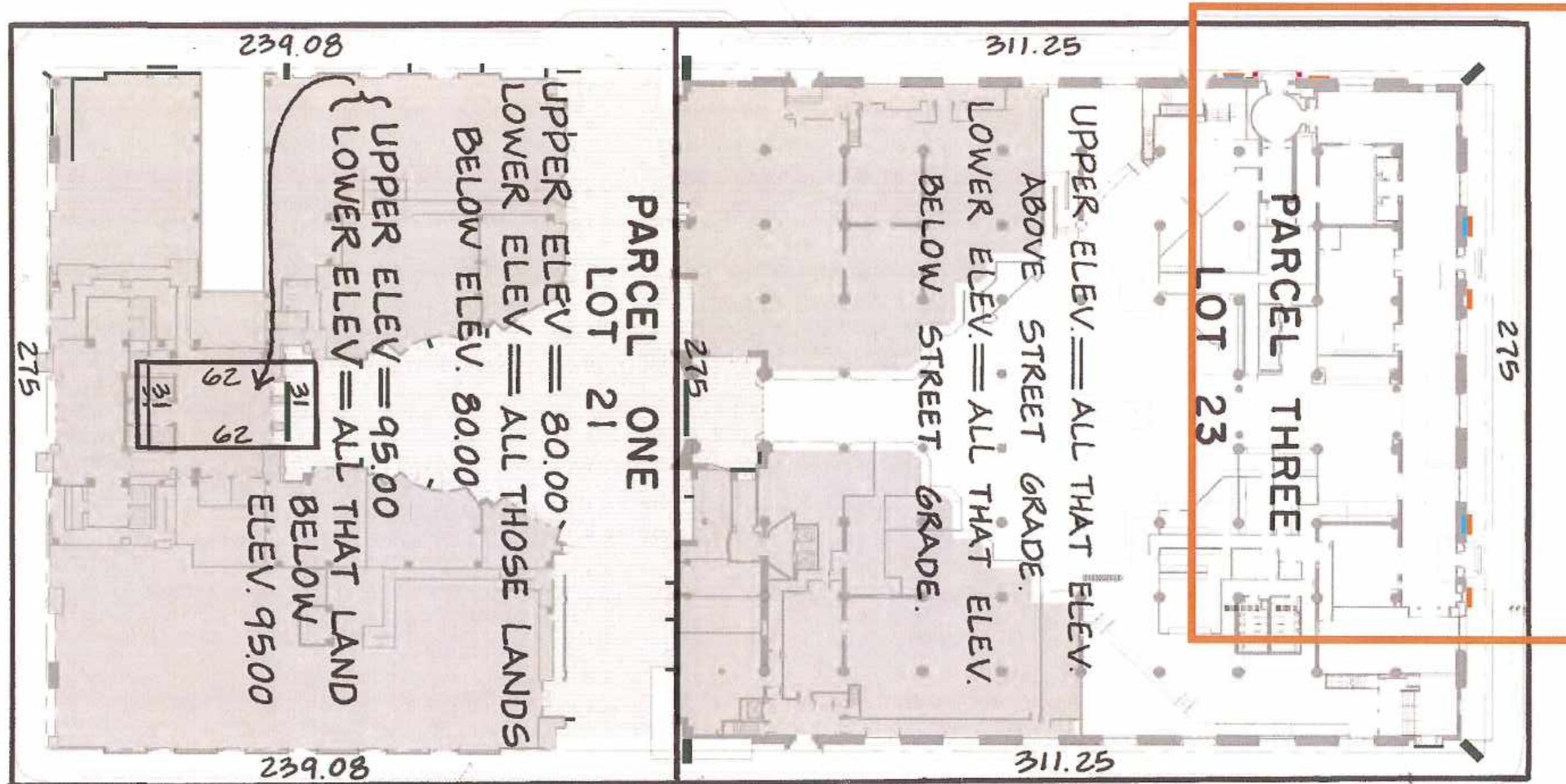
SIGN TYPE  
[Redacted]

SHEET TITLE  
PARCEL MAP

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PAGE NUMBER  
**14**

SPEAR ST



HOWARD ST

MISSION ST

STUART ST

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 12 2023

*[Signature]*  
PATRICK O'NEILL  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

James Lo, DBI

MAY 10 2023

Neil Tolentino, SFFD

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SHEET TITLE  
PARCEL MAP

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PAGE NUMBER  
**15**

SPEAR ST

311.25

UPPER ELEV. == ALL THAT ELEV.  
ABOVE STREET GRADE.  
LOWER ELEV. == ALL THAT ELEV.  
BELOW STREET GRADE.

PARCEL THREE  
LOT 23

275

MISSION ST

275

HOWARD ST

311.25

STUART ST

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 12 2023

*Patrick Jordan*  
PATRICK JORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

James Lo, DBI

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LUX\Drawings\CSS\32855 Rincon Center  
Secondary and Annex Id.cdr

ORDER NUMBER  
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SIGN TYPE  
[Redacted]

SHEET TITLE  
PARCEL MAP

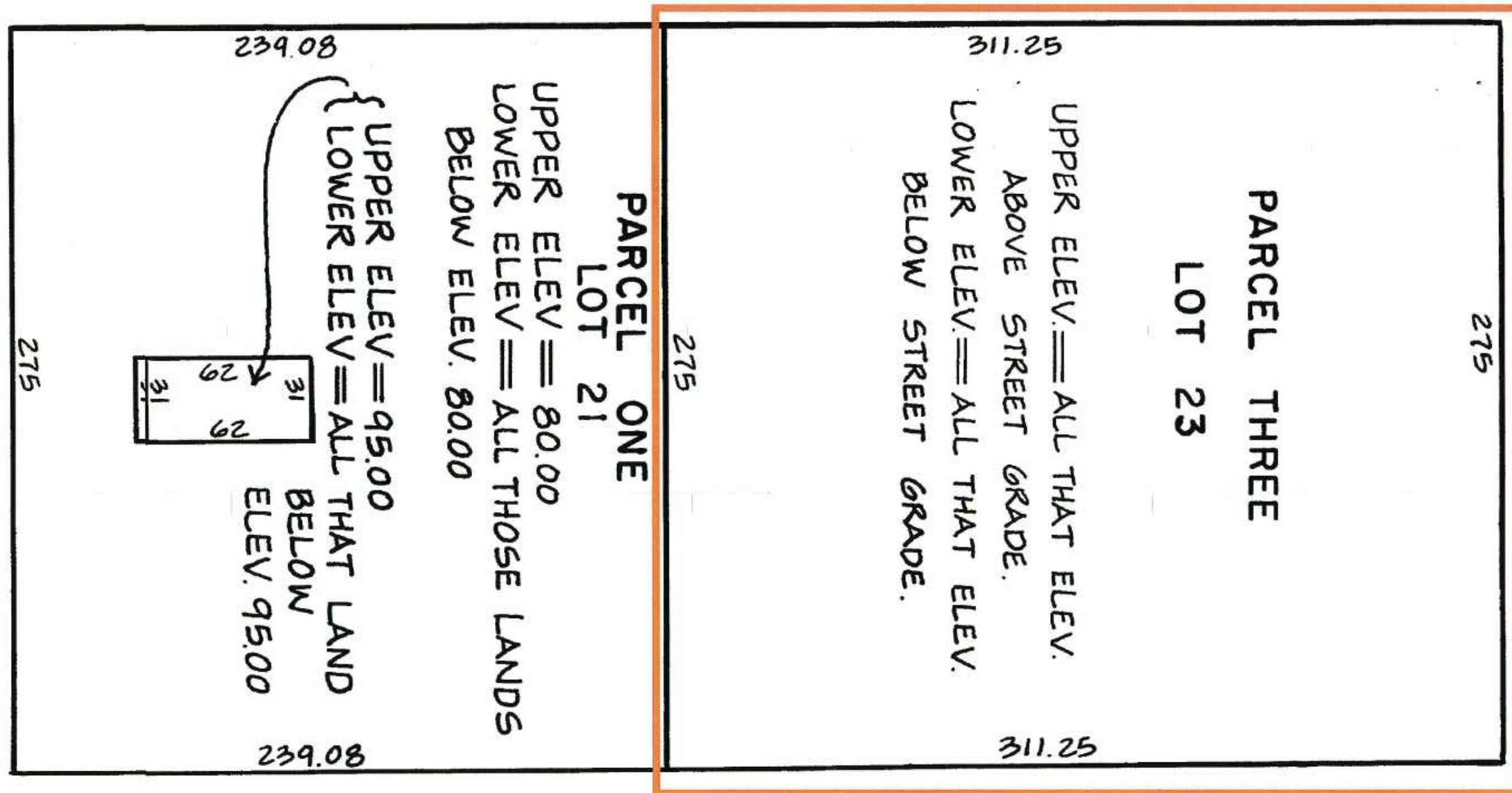
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PAGE NUMBER  
**16**

SPEAR ST

STEUART ST

HOWARD ST



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Dept. of Building Insp.  
- San Francisco -

MAY 12 2023

*[Signature]*  
PATRICK O'RIOHANE  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

James Lo, DBI

MAY 10 2023

Neil Tolentino, SFFD

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# Sign Lighting

NRCC-LTS-E (Created 11/19)



**CERTIFICATE OF COMPLIANCE** NRCC-LTS-E

*This document is used to demonstrate compliance with requirements in §110.9, §110.12, §130.0, §130.3, §140.8, and §141.0(b)2M for sign lighting scopes using the prescriptive path. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8 and do not need to complete this compliance document.*

Project Name: Rincon Center Report Page: Page 1 of 4

Project Address: 121 Spear St. San Francisco Date Prepared: 7.1.21

**A. GENERAL INFORMATION**

01	Project Location (city)	San Francisco
02	Climate Zone	
03	<input type="checkbox"/> Building is a healthcare facility	

APPROVED

Director of Building Insp.  
San Francisco -  
MAY 12 2023

J. JORDAN  
DIRECTOR  
BUILDING INSPECTION

**B. PROJECT SCOPE**

*Table Instructions: Include any illuminated signs that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in §140.8 or §141.0(b)2M for alterations. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8 and do not need to complete this compliance document. WARNING: Changing the Compliance Method in this table will result in the deletion of data previously input. If you need to change the compliance method, please open a new form or use "Save As".*

01	02	03	04	05
Name or Item Tag	Complete Sign Description	Sign Status <sup>1</sup>	Sign Type	Compliance Method <sup>2</sup>
A4	Edge lit letters	New	Outdoor	ENERGY VERIFIED Label
B	Internally lit cabinet	New	Outdoor	ENERGY VERIFIED Label
D	Corner Blade	New	Outdoor	ENERGY VERIFIED Label
F	Tenant Blade Sign	New	Outdoor	ENERGY VERIFIED Label

A4  
B  
D  
F

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MAY 11 2023

<sup>1</sup>FOOTNOTE: Sign alterations that increase the connected lighting load, replace and rewire more than 50% of the ballasts, or relocate the sign to a different location must comply with §140.8. See §141.0(b)2M for more details.

<sup>2</sup>The ENERGY VERIFIED Label compliance method is only applicable if the sign has a permanent, factory-installed, ENERGY VERIFIED label certified by UL or comparable, confirming the sign complies with §140.8. Note that using an ENERGY VERIFIED label is an optional compliance path, not a mandatory requirement. See the tool tips for this table for more details.

**C. COMPLIANCE RESULTS**

*Table Instructions: If any cell on this table says "DOES NOT COMPLY" or "COMPLIES with Exceptional Conditions" refer to Table D. for guidance.*

01	02	03	04	05	06	07			
Name or Item Tag	Complete Sign Description	Total Allowed (Watts)	≥	Total Designed (Watts)	OR	Compliant Light Sources	OR	ENERGY VERIFIED Label	Compliance Results
(See Table B)	(See Table B)	(See Table F)		(See Table F)		(See Table G)		(See Table H)	
A4	Edge lit letters		≥		OR		OR	YES	COMPLIES
Controls Compliance (See Table F/G/H for Details)									DOES NOT COMPLY

Neil Tolentino, SFFD  
APR 25 2023

Table Continued

**Sign Lighting**

NRCC-LTS-E (Created 11/19)



CERTIFICATE OF COMPLIANCE		NRCC-LTS-E	
Project Name: Rincon Center	Report Page:	Page 2 of 4	
Project Address: 121 Spear St. San Francisco	Date Prepared:	7.1.21	

Table Continued									
B	Internally lit cabinet		≥		OR		OR	YES	COMPLIES
Controls Compliance (See Table F/G/H for Details)								COMPLIES	
D	Corner Blade		≥		OR		OR	YES	COMPLIES
Controls Compliance (See Table F/G/H for Details)								COMPLIES	
F	Tenant Blade Sign		≥		OR		OR	YES	COMPLIES
Controls Compliance (See Table F/G/H for Details)								DOES NOT COMPLY	

**D. EXCEPTIONAL CONDITIONS** ?  
 This table is auto-filled with uneditable comments because of selections made or data entered in tables throughout the form.  
 No exceptional conditions apply to this project.

**E. ADDITIONAL REMARKS** ?  
 This table includes remarks made by the permit applicant to the Authority Having Jurisdiction.



**F. MAXIMUM ALLOWED LIGHTING POWER AND CONTROLS** ?  
 This Section Does Not Apply

MAY 12 2023



**G. LIGHT SOURCES AND CONTROLS** ?  
 This Section Does Not Apply

**H. ENERGY VERIFIED LABELED SIGNS AND CONTROLS** ?

Table Instructions: Complete this table to demonstrate compliance with mandatory controls requirements from §130.3 for illuminated signs using the ENERGY VERIFIED label compliance method per §140.8(b) as indicated on Table B of this compliance document. Complete this table only if sign has a permanent, pre-printed, factory installed, ENERGY VERIFIED label confirming that the sign complies with the Section 140.8 of the California 2019 Title 24, Part 6 Standards.

01 Name or Item Tag	02 Complete Sign Description	03 Mandatory Controls			04 Field Inspector	
		Shut-Off	Dimming	Demand Response <sup>1</sup>	Pass	Fail
B	Internally lit cabinet	Auto Timer + Photocontrol	Pwr. reduced 65%+	NA	<input type="checkbox"/>	<input type="checkbox"/>

Table Continued

Marco Jacobo, DBI  
 MAY 11 2023

Neil Tolentino, SFFD  
 APR 25 2023

**Sign Lighting**

NRCC-LTS-E (Created 11/19)

**CERTIFICATE OF COMPLIANCE**

NRCC-LTS-E

Project Name: Rincon Center

Report Page:

Page 3 of 4

Project Address: 121 Spear St. San Francisco

Date Prepared:

7.1.21

01	02	03			04	
Name or Item Tag	Complete Sign Description	Mandatory Controls			Field Inspector	
		Shut-Off	Dimming	Demand Response <sup>1</sup>	Pass	Fail
D	Corner Blade	Auto Timer + Photocontrol	Pwr. reduced 65%+	NA	<input type="checkbox"/>	<input type="checkbox"/>
F	Tenant Blade Sign				<input type="checkbox"/>	<input type="checkbox"/>

\*NOTE: Selections with a \* require a note in the space below explaining how compliance is achieved.

EX: Sign within tunnel illuminated day & night; EXCEPTION to [§130.3\(a\)2A](#).

<sup>1</sup>FOOTNOTE: Demand response controls are only required for an Electronic Message Center having a new connected lighting power load greater than 15 kW per [§110.12\(d\)](#).

**I. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION**

Table Instructions: Selections have been made based on information provided in previous tables of this document. If any selection needs to be changed, please explain why in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and can be found online at [https://www.energy.ca.gov/title24/2019standards/2019\\_compliance\\_documents/Nonresidential\\_Documents/NRCI/](https://www.energy.ca.gov/title24/2019standards/2019_compliance_documents/Nonresidential_Documents/NRCI/)

YES	NO	Form/Title	Field Inspector	
			Pass	Fail
<input checked="" type="radio"/>	<input type="radio"/>	NRCI-LTS-01-E - Must be submitted for all buildings.	<input type="checkbox"/>	<input type="checkbox"/>

Marco Jacobo, DBI

MAY 11 2023

**J. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE**

There are no Certificates of Acceptance applicable to sign lighting requirements.

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 12 2023

PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

Neil Tolentino, SFFD

APR 25 2023

**Sign Lighting**

NRCC-LTS-E (Created 11/19)

CALIFORNIA ENERGY COMMISSION

**CERTIFICATE OF COMPLIANCE**

NRCC-LTS-E

Project Name: Rincon Center

Report Page:

Page 4 of 4

Project Address: 121 Spear St. San Francisco

Date Prepared:

7.1.21

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**

I certify that this Certificate of Compliance documentation is accurate and complete

Documentation Author Name:	Dustin Passalalpi	Documentation Author Signature:	Dustin Passalalpi
Company:	Corporate Sign Syatems	Signature Date:	10/06/20
Address:	2464 De La Cruz, Blvd.	CEA/ HERS Certification Identification (if applicable):	
City/State/Zip:	Santa Clara, CA. 95050	Phone:	408 - 292 - 1600

**RESPONSIBLE PERSON'S DECLARATION STATEMENT**

I certify the following under penalty of perjury, under the laws of the State of California:

1. The information provided on this Certificate of Compliance is true and correct.
2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer)
3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Designer Name:	Dustin Passalalpi	Responsible Designer Signature:	Dustin Passalalpi
Company :	Corporate Sign Systems	Date Signed:	7.1.21
Address:	2464 De La Cruz Blvd.	License:	765078 C45
City/State/Zip:	Santa Clara, CA. 95050	Phone:	408 - 292 - 1600

Marco Jacobo, DBI  
MAY 11 2023

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Dept. of Building Insp.  
- San Francisco -  
MAY 12 2023

PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

Neil Tolentino, SFFD  
APR 25 2023



**TITLE-24 NON-RESIDENTIAL ENERGY INSPECTION  
(ELECTRICAL/LIGHTING)**

A COPY OF THIS DOCUMENT SHALL BE KEPT WITH THE APPROVED DRAWING SET

JOB ADDRESS 201 0525 1017 APPLICATION NO. 101 Spear St ADDENDUM NO. \_\_\_\_\_  
ENGINEER/ARCHITECT NAME dustin passalalpi PHONE NO. 408 - 292 - 1600 ext 321

Ensuring the completion of installation documentation as well as the required acceptance/verification testing is the direct responsibility of the undersigned. Installation documentation must be completed by the contractor performing the installation. Acceptance testing must be performed by an individual licensed to perform the specific testing needed. Verification testing must be completed by a certified HERS rater.

In accordance with the requirements of the 2019 California Energy Code, the following documentation is required for the electrical and lighting elements in this project:

- |  |   |
|--|---|
| <p><b>1. Installation</b></p> <p><i>Indoor Lighting</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCI-LTI-01-E Indoor Lighting (IE6)</li> <li><input type="checkbox"/> NRCI-LTI-02-E Energy Management Control System (EMCS) or Lighting Control System (IE7)</li> <li><input type="checkbox"/> NRCI-LTI-03-E Track Lighting Integral Current Limiter or Supplementary Overcurrent Protection Panel (IE8)</li> <li><input type="checkbox"/> NRCI-LTI-04-E Two Interlocked Lighting Systems (IE9)</li> <li><input type="checkbox"/> NRCI-LTI-05-E Power Adjustment Factors (IE10)</li> <li><input type="checkbox"/> NRCI-LTI-06-E Additional Videoconference Studio Lighting (IE11)</li> </ul> <p><i>Outdoor Lighting</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCI-LTO-01-E Outdoor Lighting (IE12)</li> <li><input type="checkbox"/> NRCI-LTO-02-E Energy Management Control System (EMCS) or Lighting Control System (IE13)</li> </ul> <p><i>Sign Lighting</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> NRCI-LTS-01-E Sign Lighting (IE14)</li> </ul> <p><i>Electrical</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCI-ELC-01-E Electrical Power Distribution (IE15)</li> </ul> <p><i>Solar</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCI-SPV-01-E Solar Photovoltaic System (IE16)</li> </ul> | <p><b>2. Acceptance</b></p> <p><i>Indoor Lighting</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCA-LTI-02-A Lighting Controls (AE1)</li> <li><input type="checkbox"/> NRCA-LTI-03-A Automatic Daylighting Controls (AE2)</li> <li><input type="checkbox"/> NRCA-LTI-04-A Demand Responsive Lighting Controls (AE3)</li> <li><input type="checkbox"/> NRCA-LTI-05-A Institutional Tuning PAF (AE5)</li> </ul> <p><i>Outdoor Lighting</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRCA-LTO-02-A Outdoor Motion Sensor and Lighting Shut-Off Controls (AE4)</li> </ul> |
|--|---|

Required information:  
Prepared by: Dustin Passalalpi Date: 7.2.21  
Engineer/Architect of Record Signature

Fax: \_\_\_\_\_ Email: dustin@luxcreate.com

Review by: \_\_\_\_\_ Phone: (628) 652 -  
DBI Engineer or Plan Checker

APPROVAL (Based on submitted reports)  
DATE \_\_\_\_\_ DBI Electrical Inspector or Energy Inspection Services Staff

QUESTIONS ABOUT TITLE-24 ENERGY INSPECTION SHOULD BE DIRECTED TO: Energy Inspection Services (628) 652-3407; or, [dbi.energyinspections@sfgov.org](mailto:dbi.energyinspections@sfgov.org)

**NOTICE**

**TITLE-24 NON-RESIDENTIAL ENERGY INSPECTION REQUIREMENTS  
(ELECTRICAL/LIGHTING)**

Please note that Certificates of Installation and/or Acceptance and/or Verification are required for this project, as indicated on this form issued with this permit. Ensuring the accurate completion of this documentation is the direct responsibility of the engineer/architect of record. This documentation is required *in addition to* the called inspections performed by the Department of Building Inspection.

For questions regarding the details or extent of required documentation or testing, and if there are any field problems regarding documentation or testing, please call your District Building Inspector or (628) 652-3400.

Before final building inspection is scheduled, documentation of energy compliance "Certificate of Installation, Acceptance, and Verification" must be completed and signed by the responsible person in charge. *The permit will not be finalized without compliance with the energy inspection requirements.*

**Energy Inspection Services Contact Information**

1. Telephone: (628) 652-3407
2. Email: [dbi.energyinspections@sfgov.org](mailto:dbi.energyinspections@sfgov.org)
3. In person: 4<sup>th</sup> floor at 49 South Van Ness Ave.

Note: We are moving towards a 'paperless' mode of operation. All special inspection submittals, including final letters, may be emailed (preferred) or faxed. We will also be shifting to a paperless fax receipt mode.

Installation, Acceptance, and Verification certificates can be found on the California Energy Commission website at <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2019-building-energy-efficiency>

Information Sheet M-06 provides submittal instructions for the Title-24 installation, verification, and acceptance energy certificates. M-06 may be found on the SFDBI website at <http://sfdbi.org/information-sheets>



Patrick O'Riordan  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

Marco Jacobo, DBI  
MAY 11 2023



2019 CALIFORNIA CODE WILL APPLY TO THIS PROJECT

PROJECT DATA INFORMATION:

FRONTAGES: 550.33' X 275'  
PARCEL LOT 21 AND 23

SCOPE OF WORK:

~~SIGN TYPE A - PRIMARY ID BLADE - QTY: 2  
Fabricate and install primary id blade, internally illuminated with edge lit tenant id; wall mounting.  
Signage is within "Transit Center Special Sign District" to have dimmable transformers. In line dimmer switch, dedicated and timers by others.~~

SIGN TYPE C - CORNER BLADE ID - QTY: 2

~~Fabricate and install corner blade id, internally illuminated with edge lit tenant id; wall mounting.  
Signage is within "Transit Center Special Sign District" to have dimmable transformers. In line dimmer switch, dedicated and timers by others.~~  
**NO ILLUMINATION**

SIGN TYPE D - CLADDING AT ATRIUM ENTRY - QTY: 1

Fabricate and install cladding panel, non illuminated; foot mounted to canopy.  
Tenant id is under existing permit of #201804045529, edge lit or halo lit; foot mounted to canopy with standoff.  
Signage is within "Transit Center Special Sign District" to have dimmable transformers. In line dimmer switch, dedicated and timers by others.

- TITLE PAGE
- P2 SIGN ELEMENTS
- P3 SIGN HIERARCHY
- P4 CORNER BLADE ID
- P5 CORNER BLADE ENGINEERING
- P6 CORNER BLADE ID
- P7 CORNER BLADE ID
- P8 CLADDING
- P9 CLADDING ID (ENGINEERING)
- P10 CLADDING ID ELEVATION
- P11 CLADDING @ ATRIUM
- P12 LOCATION PLAN
- P13 PARCEL MAP
- P14 PARCEL MAP

NO ALTERATION TO OR RECONSTRUCTION OF CITY RIGHT-OF-WAY UNDER THIS PERMIT  
04/28/2021

Theo Devine, PW-BSM

*[Signature]*  
MAY - 9 2023

Design + Build.

REVIEWED BY FIRE DEPT.

FIRE DEPT. INSPECTIONS NOT REQUIRED

*Marco Jacobo*  
Marco Jacobo, DBI  
MAY 11 2023

PERMIT NUMBER

REVIEWED

For Compliance with City and County Ordinances and State Codes.

The stamping of this plan and these specification SHALL NOT be held to permit or to be an approval of the violation of any City and County ordinance or State Law

Approval is subject to field inspection by the Fire Department

These plans must be kept on the premises and accessible to the



PROJECT:

101 SPEAR STREET | SUITE 220  
SAN FRANCISCO, CA 94105

EXTERIOR PACKAGE - PRIMARY BLADE ID / CORNER BLADE ID

APPROVED  
Dept. of Building Insp.  
- San Francisco -

MAY 11 2023

*Patrick O'Nordan*  
PATRICK O'NORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

0 corporate SIGN SYSTEMS

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2464 De La Cruz Blvd., Santa Clara, CA 95050  
www.corporatesigns.com  
CONTRACTOR'S LIC# 765078  
CLASS C45-ELECTRICAL SIGN CONTRACTOR

*M. Shuts*

*Sean Matsubayashi*  
Sean Matsubayashi, SFFD

MAY 11 2023

APPROVED  
PER PLANS AND APPLICATION  
*97A SAJIMO 5/11/23*  
PLANNING DEPARTMENT  
GRETEL GUNTHER

121 SPEAR ST.

2021-0525-1018, 2021-0525-1019, 2021-0525-1021

RECEIVED  
MAY 25 2021  
DEPT. OF BUILDING INSPECTION  
THIS PLAN MEETS THE QUALITY STANDARD ACCEPTED IMAGING

*Calvin Horn*  
Calvin Horn, DBI

MAY 11 2023

BRAND ARTWORK



ICON/SYMBOLS







FONTS

Cera Pro ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

Cera Pro Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890



MATERIAL AND COLOR SCHEDULE

-  (M1) aluminum
-  (M2) acrylic
-  (M3) vinyl
-  (C1) White Wonder  
MAP 32071
-  (C2) Dark Blue  
PMS 301c
-  (C3) Dark Gray  
PMS Cool Gray 11c



Sean Mataubayashi, SFPD  
 Calvin Hom, DBI  
 MAY 11 2023



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*M. G. W.*

CLIENT  
 HUDSON PACIFIC



101 SPEAR STREET SUITE 220  
 SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/25/21 - YY  
 02/26/21 - YY  
 04/09/21 - YY  
 04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
 LUX\Drawings\CSS\ 32855 Rincon Center  
 Wayfinding Garage Primary Blade Id.cdr

ORDER NUMBER

32855

SHEET TITLE

SIGN ELEMENTS

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PAGE NUMBER

2

*Matsubayashi*

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 HUDSON PACIFIC

PROJECT  
  
**RINCON**  
 CENTER  
 101 SPEAR STREET SUITE 220  
 SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
 02/25/21 - YY  
 02/26/21 - YY  
 04/09/21 - YY  
 04/28/21 - YY

FILE NAME / LOCATION  
 Hudson Pacific\Rincon Center -  
 LUX\Drawings\CSS\ 32855 Rincon Center  
 Wayfinding Garage Primary Blade Id.cdr

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SIGNATURE  
 \_\_\_\_\_

SHEET TITLE  
 SIGN HIERARCHY

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**3**

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 Dept. of Building Insp.  
 - San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
 PATRICK O'RIORDAN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION



(C)

TENANT XYZ

(D)

Sean Matsubayashi, SFFD

MAY 11 2023

Calvin Hom, DBI

MAY 11 2023

scale: 1/8" = 1'-0"



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



(A) Primary Blade Id

(C) Corner Blade ID

(D) Cladding at Atrium Entry

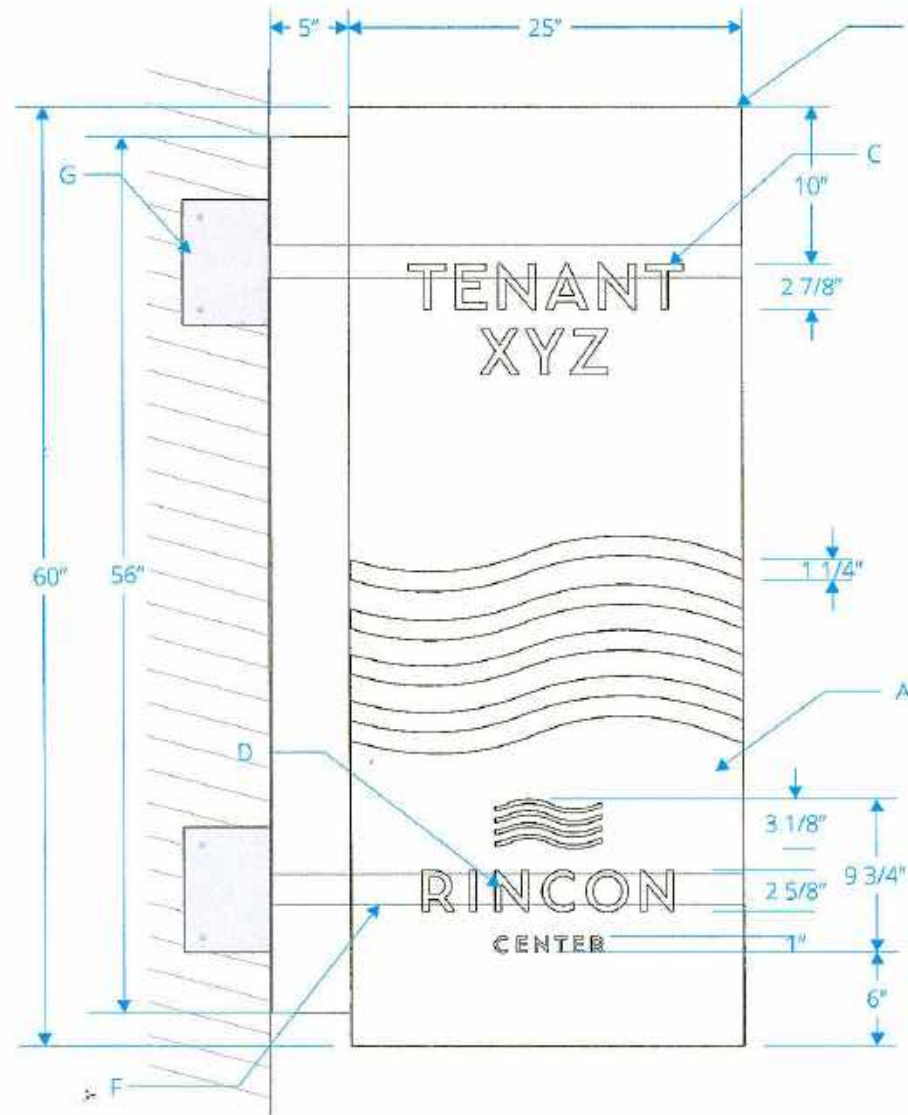
**APPROVED**  
 PER PLANS AND APPLICATION  
 SFFD 5/11/23  
 PLANNING DEPARTMENT  
 GRETEL BUNTHOR

**RECEIVED**  
 MAY 25 2021  
 DEPT. OF BUILDING INSPECTION  
 THIS PLAN MEETS THE QUALITY  
 STANDARD FOR IMAGING  
 ACCEPTED





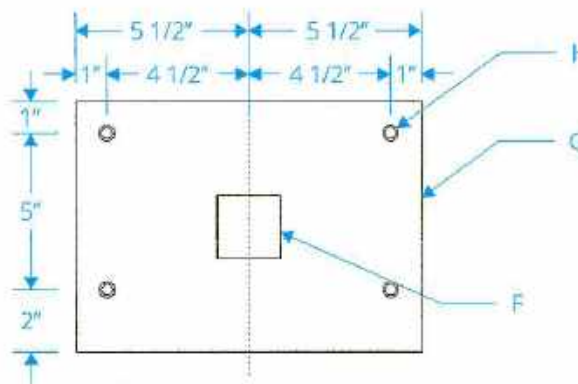
**1** FRONT VIEW  
scale: 1/2" = 1'-0"



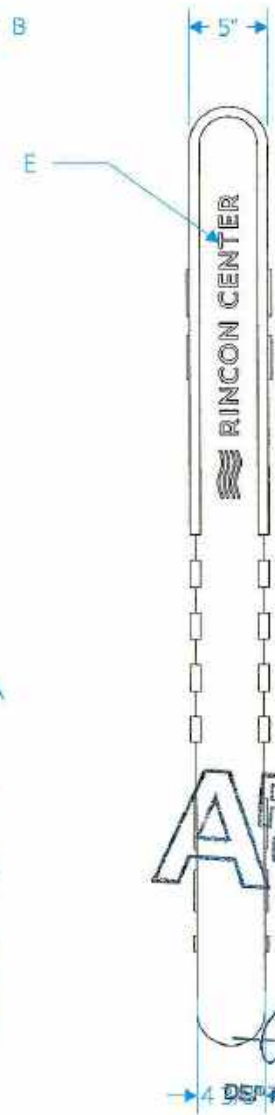
**2** FRONT VIEW - DETAIL  
scale: 1" = 1'-0"



**5** KEY MAP  
scale: NTS



**6** MOUNTING PLATE DETAIL  
scale: 2" = 1'-0"



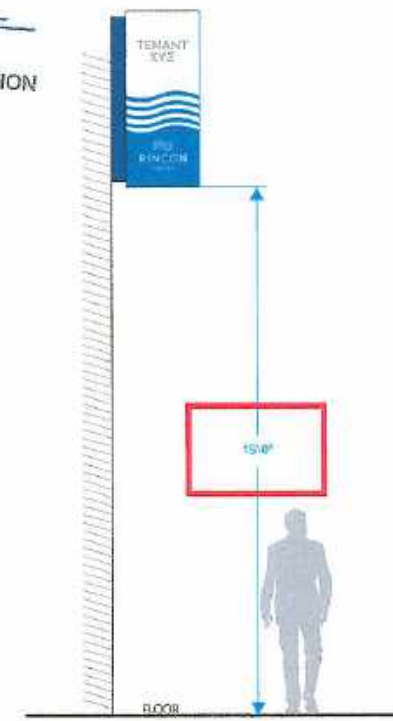
**3** SIDE VIEW  
scale: 1" = 1'-0"

**SIGN TYPE D**  
VERTICAL PROJECTING SIGNAGE  
PROPOSED = 21.75 X 2 = 43.5 SF

APPROVED  
PER PLANS AND APPLICATION  
5/11/23  
PLANNING DEPARTMENT  
GRETEL GUNTHER

- DESCRIPTION QTY: 2
- A. 87" h x 36" w x 6" d fabricated aluminum cabinet, painted C2 dark blue
  - B. 3/8" thick wavy panel applied to face and back side of cabinet, painted C1 white
  - C. 1/4" FCO acrylic edge with tenant name, and face applied vinyl color C3 dark gray
  - D. 1/4" FCO acrylic logo of "Rincon Center", painted C1 white
  - E. 1/8" FCO acrylic logo to match color C1 white
  - F. 2" x 2" x 3/16" aluminum square tube (see engineering page for detail)
  - G. 11" x 8" x 3/8" thick aluminum mounting plate bent 90° to conform to corner (see engineering page for detail)
  - H. 3/8" dia stainless steel HAS-R threaded anchor rod, 2 3/8" min. embed, hilti HIT-Re 500 V3 + HAS-R 316 adhesive anchor (see engineering page for detail)

APPROVED  
MAY 11 2023  
Calvin Hom, DBI  
MAY 11 2023  
MAY 11 2023  
PATRICK O'RIOURAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION



**4** ELEVATION  
scale: 1/4" = 1'-0"

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PROJECT  
RINCON  
CENTER

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DRAWING / REVISION DATE  
02/16/23 - YY  
02/20/23 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon  
Center PERMIT.cdr

ORDER NUMBER  
32855

SIGN TYPE  
C

SHEET TITLE  
CORNER BLADE ID

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PAGE NUMBER  
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PROJECT  
**RINCON CENTER**

121 SPEAR STREET | SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/16/23 - YY  
02/20/23 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon  
Center PERMIT.cdr

ORDER NUMBER  
**32855**

SIGN TYPE  
**C**

SHEET TITLE  
CORNER BLADE ID  
ENGINEERING

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PAGE NUMBER  
**25**

**Sign Design Based On 2019 CBC**

Job #	JTS_152521_A
Project	Rincon Center - Vertical Projecting Signage
Job Location	101121 Spear Street San Francisco, CA

<b>INPUT DATA</b>	
Exposure category (B, C or D)	= C
Risk Category	= II
Ultimate Design Windspeed	$V_{ult}$ = 95 MPH
Topographic factor	$K_{zt}$ = 1 Flat
Height of the sign	$h$ = 11.00 FT
Vertical dimension (for wall, s = h)	$s$ = 5.00 FT
Storage / horizontal dimension	$B$ = 2.48 FT
Dimension of return corner	$L$ = 0.42 FT

<b>ANALYSIS</b>	
Velocity pressure	$q = 0.00256 K_z K_d K_e V^2$ = 10.69 PSF
$q_z$ = velocity pressure at height $z$ (Eq. 26.10-1, page 26.9)	
$K_e$ = velocity pressure exposure coefficient	= 0.85
evaluated at height above gnd, level, $h$ (Tab. 26.10-1, page 26.9)	
$K_z$ = wind directionality factor, (Tab. 26.6-1, page 26.6)	= 0.85
$K_d$ = ground elevation factor, see (Tab. 26.3-1, page 26.3)	= 1.00

<b>Wind Force Case A, resultant force through geometric center</b>	
Max horizontal wind pressure $p = q_e G C_f$	= 23 PSF
where: $G$ = gust effect factor (Sec. 26.11-1, page 26.9)	= 0.85
$C_f$ = net force coefficient (Fig. 26.2-1, page 22)	= 1.27
$A_g = B_s$ = the gross area	= 12.38 FT <sup>2</sup>
Estimated sign cabinet weight	= 75 LBS

<b>DESIGN SUMMARY</b>	
Allowable Stress Design Wind Factor =	0.60
Design Wind Pressure =	$0.6 \times p = 10.00$ PSF
Design Windforce, $F$ =	$10.00 \times A_g = 0.20$ KIPS
Moment Arm =	1.20 FT
Design Moment =	$F \times \text{Moment Arm} = 0.25$ KIP-FT

<b>Outrigger Design</b>	
Sec. Mod. Req'd.	ALUM. SQ. TUBE USE 6061-T6 W $S = 0.17$ RT 2.0" x 2.0" x 0.125" $S = 0.552$ (049)

<b>Mounting Plate</b>	
Thickness Req'd.	ALUM. PLATE USE 6061-T6 $t = 0.18$ PL 11" x 8" x 3/8" $t = 0.38$ (014)

<b>Anchor Design (See attached HILTI Profile calcs.)</b>	
Loads per AC 308-14	
Unfactored Load	Unit Factor Factored Load
Deadload, D	38 LBS 1.2 45
Deadload, M	570 IN-LB 1 570
Windload, F	155 LBS 1 155
Windload, M	2353 IN-LB 1 2353

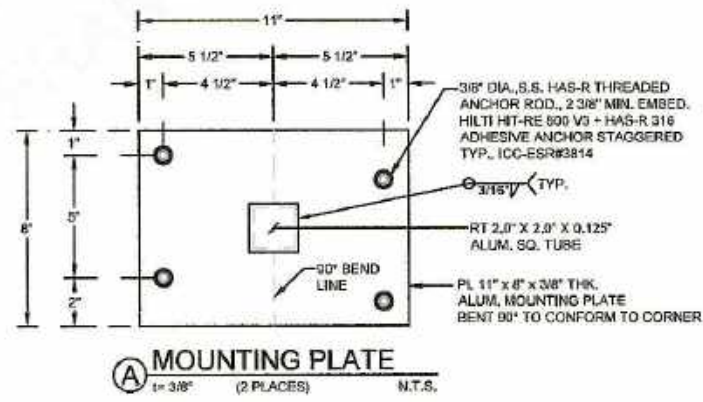
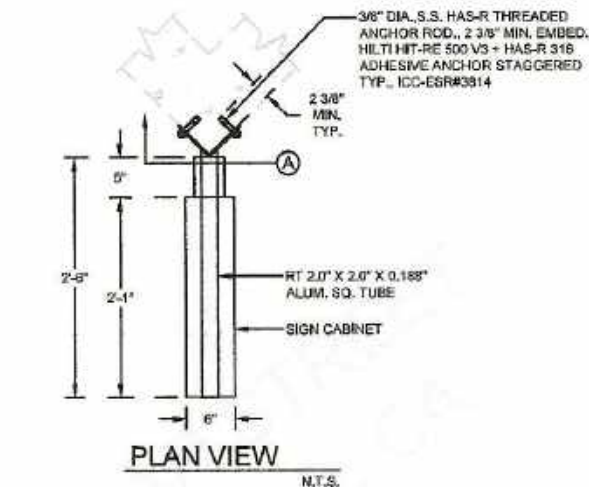
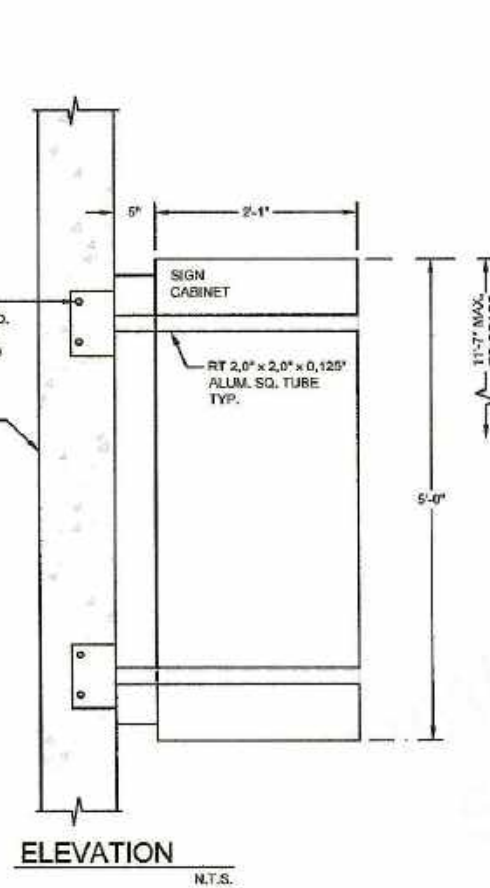
MULTI HIT-RE 500 V3 + HAS-R 316 ADHESIVE ANCHOR USE ICC-ESR#3814
3/8" DIA., S.S. HAS-R THREADED ANCHOR ROD, 2 3/8" MIN. EMBED.

APPROVED

Dept. of Building Insp.  
- San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION



NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3814.

**NOTES :**

<p><b>GENERAL :</b></p> <ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN ASC 341-18.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul> <p><b>ANCHORS :</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>STEEL :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</p> <ul style="list-style-type: none"> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEFORMED REINFORCING REBAR: ASTM A615 GRADE 60.</li> </ul> <p><b>ALUMINUM :</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM - ALLOY 6061 - T6 WITH 0.009 LBS PER CUBIC INCH.</p>	<p><b>WELDING :</b></p> <p><b>STEEL</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.1 / D1.3</p> <ul style="list-style-type: none"> <li>AWIS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>ER7 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> <li>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARPY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO 9° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</li> </ul> <p><b>ALUMINUM</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.2. ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.9.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</p>
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SANTA CLARITA, CA 91380  
TEL (661)259-0700 FAX (661)259-0800

SHEET TITLE:  
**RINCON CENTER  
VERTICAL PROJECTING SIGNAGE**

DRN BY: R.G.	DATE LAST REVISED: Dec 01, 2022	REV. NO.	REV. DATE	REVISED BY	PROJECT JOB #:	JTS_152521_Rincon Center_Signage_101 121 Spear Street_San Francisco CA.dwg
CHK BY: T.J.	PROJ. START DATE: AUG. 11, 2021	1	---	---	PROJECT LOCATION:	RINCON CENTER 101121 SPEAR STREET SAN FRANCISCO, CA
REV BY: T.J.	SCALE: AS SHOWN	2	---	---	SHEET #	
PLOTTED BY: Michelle Gredy	ON 12/1/2022 3:59:20 PM	3	---	---		

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Calvin Horn, DE

MAY 11 2023

CLIENT  
HUDSON PACIFIC

PROJECT  
RINCON CENTER

121 SPEAR STREET | SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
02/16/23 - YY  
02/20/23 - YY

FILE NAME / LOCATION  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon  
Center PERMIT.cdr

ORDER NUMBER  
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SIGN TYPE  
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1 ELEVATION @ STEUART  
scale: NTS

C2

D1

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APPROVED  
PER PLANS AND APPLICATION  
9997 5/11/23  
PLANNING DEPARTMENT  
GRETEL GUNTHER

**APPROVED**  
 Dept. of Building Insp.  
 - San Francisco -

MAY 11 2023

*Patrick O'Jordan*  
 PATRICK O'JORDAN  
 DIRECTOR  
 DEPT. OF BUILDING INSPECTION

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PROJECT  
  
**RINCON**  
 CENTER

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 SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE  
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 02/20/23 - YY

San Matsubayashi, SFFD

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**27**

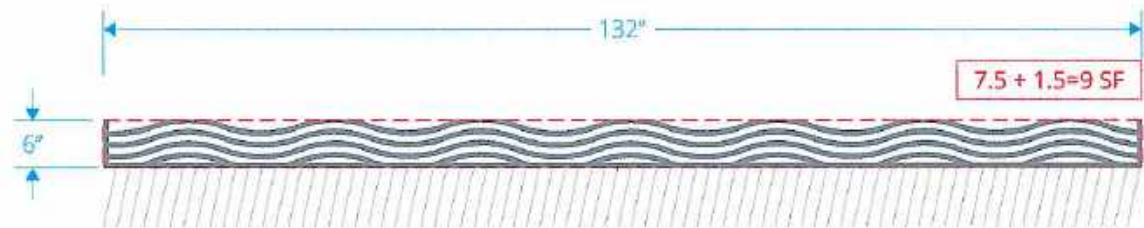


**2** ELEVATION @ SPEAR  
 scale: NTS

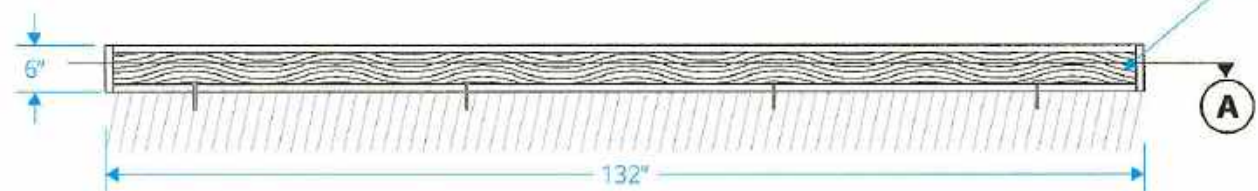
D2

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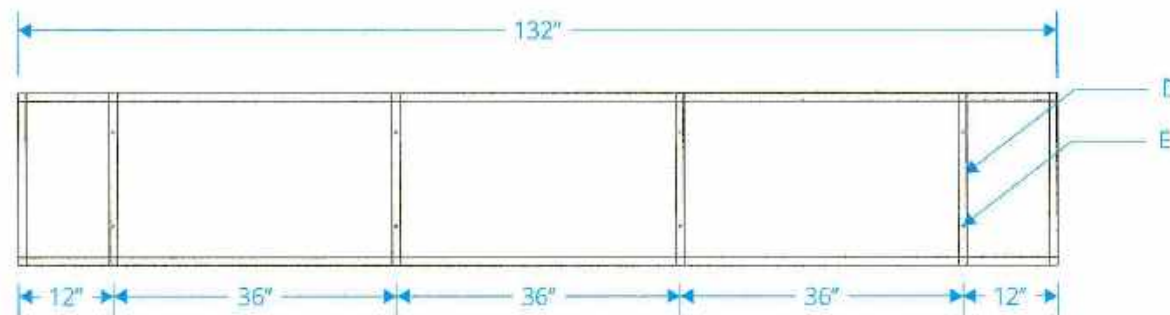
**APPROVED**  
 PER PLANS AND APPLICATION  
 497 5/11/23  
 PLANNING DEPARTMENT  
 GRETEL GUNTHER



**1** FRONT VIEW  
scale: 1/2" = 1'-0"



**3** FRONT VIEW - DETAIL  
scale: 1/2" = 1'-0"



**A** SECTION - DETAIL  
scale: 1/2" = 1'-0"

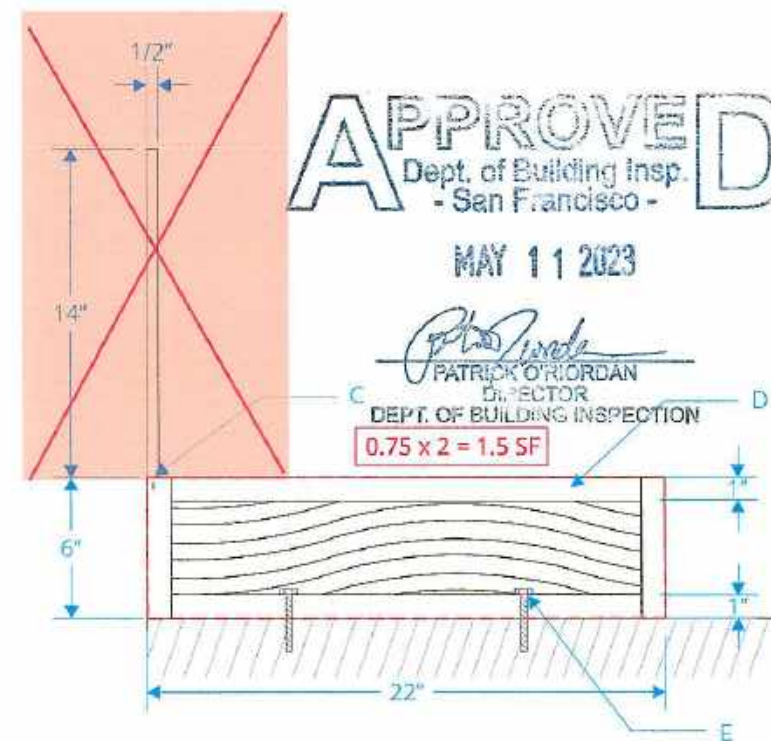


**5** KEY MAP  
scale: NTS



**SIGN TYPE C2  
CLADDING**  
**CLADDING  
PROPOSED = 7.5 + 1.5 = 9 SF**

- | DESCRIPTION  | QTY: 1 |
|--|--------|
| <b>A.</b> 14"h x 1"d fabricated aluminum tenant name, painted C1 white (under existing permit of #201804045529)  |        |
| <b>B.</b> 6"h x 180"w x 1"d (front) and 6"h x 18"w x 1"d ( 2 sides) fabricated aluminum "wavy" canopy bar, painted C3 gray, attached to wall with mechanically fasteners |        |
| <b>C.</b> attached to canopy with 1/4" dia galvanizes steel thru-bolt (see engineering page for detail)  |        |
| <b>D.</b> 1" x 1" x 3/16" aluminum square tube (see engineering page for detail)   |        |
| <b>E.</b> 3/8" dia stainless steel HAS-R threaded anchor rod, 2 3/8" min. embed. hilti HIT-RE 500 V3 + HAS-R 316 adhesive anchor (see engineering page for detail)       |        |



**2** SIDE VIEW  
scale: 1 1/2" = 1'-0"

Sean Matsubayashi, SFFD

MAY 11 2023



**4** ELEVATION  
scale: 1/4" = 1'-0"

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- San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

0.75 x 2 = 1.5 SF

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HUDSON PACIFIC

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CENTER

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PROJECT  
**RINCON CENTER**

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**922**

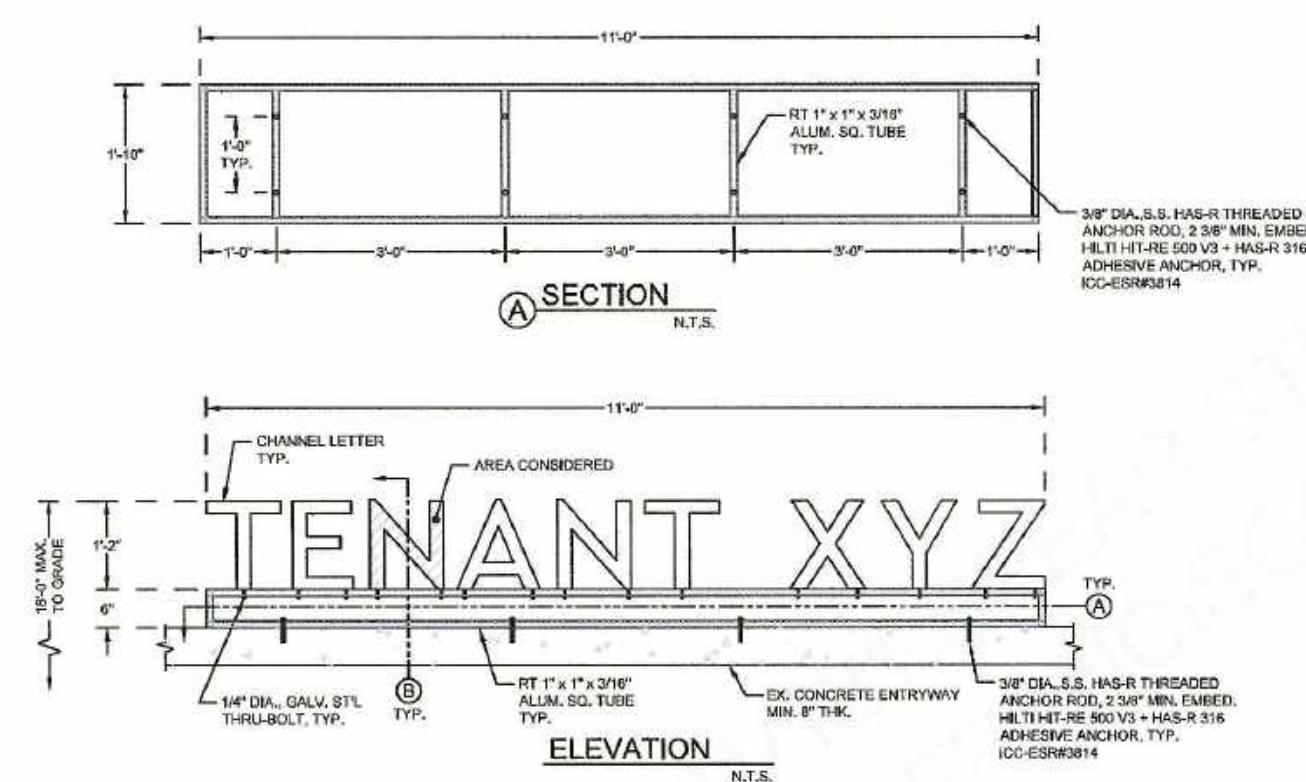
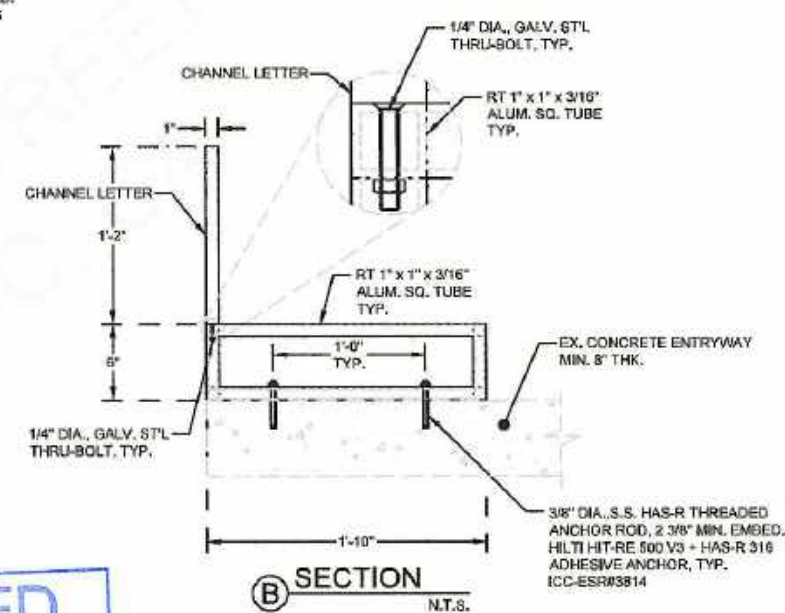
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Dept. of Building Insp.  
- San Francisco -

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DEPT. OF BUILDING INSPECTION

**Sign Design Based On 2019 CBC**

Job #	JTS_152021_R																															
Project	Rincon Center - Sign Type C1/C2																															
Job Location	101/121 Spear Street San Francisco, CA																															
<b>INPUT DATA</b>																																
Exposure category (B, C or D)		=	C																													
Risk Category		=	8																													
Ultimate Design Windspeed	$V_{ult}$	=	95 MPH																													
Topographic factor	$K_{zt}$	=	1 Flat																													
Height of the sign	$h$	=	10.00 FT																													
Average vertical dimension (for wall, $a = h$ )	$s$	=	0.80 FT																													
Horizontal dimension	$B$	=	15.00 FT																													
Dimension of return corner	$L_c$	=	0.08 FT																													
<b>ANALYSIS</b>																																
Velocity pressure	$q_s = 0.00256 K_z K_{zt} K_d V_{ult}^2$	=	17.28 PSF																													
where:																																
$q_s$ = velocity pressure at height $h$ , (Eq. 26.10-1, page 268)																																
$K_z$ = velocity pressure exposure coefficient		=	0.88																													
evaluated at height above ground level, $h$ (Tab. 26.10-1, page 268)																																
$K_{zt}$ = wind directionality factor (Tab. 26.6-1, page 266)		=	0.85																													
$K_d$ = ground elevation factor, see (Tab. 26.6-1, page 266)		=	1.00																													
<b>Wind Force Case A: resultant force through geometric center</b>																																
Max horizontal wind pressure = $p = q_s G C_f$		=	38 PSF																													
where:																																
$G$ = gust effect factor (Sec. 26.11-1, page 269)		=	0.85																													
$C_f$ = net force coefficient (Fig. 26.3-1, page 322)		=	1.89																													
$A_s = B \times h$ = the gross area		=	12.48 FT <sup>2</sup>																													
Estimated sign cabinet weight		=	76 LBS																													
<b>DESIGN SUMMARY</b>																																
Allowable Stress Design Wind Factor =		=	0.60																													
Design Wind Pressure =	$0.6 \times p$	=	16.68 PSF																													
Design Windforce, $F$ =	$16.68 \times A_s$	=	0.21 KIP																													
Moment Arm =		=	0.59 FT																													
Design Moment =	$F \times \text{Moment Arm}$	=	0.12 KIP-FT																													
<table border="1"> <thead> <tr> <th>Unfactored Load</th> <th>Unit</th> <th>Factor</th> <th>Factored Load</th> </tr> </thead> <tbody> <tr> <td>Deadload, D</td> <td>76</td> <td>LBS</td> <td>1.2</td> <td>91</td> </tr> <tr> <td>Deadload, M</td> <td>1666</td> <td>IN-LB</td> <td>1</td> <td>1666</td> </tr> <tr> <td>Windload, F</td> <td>347</td> <td>LBS</td> <td>1</td> <td>347</td> </tr> <tr> <td>Windload, M</td> <td>2412</td> <td>IN-LB</td> <td>1</td> <td>2412</td> </tr> <tr> <td>Total Deadload, M + Windload, M</td> <td></td> <td>IN-LB</td> <td></td> <td>4078</td> </tr> </tbody> </table>				Unfactored Load	Unit	Factor	Factored Load	Deadload, D	76	LBS	1.2	91	Deadload, M	1666	IN-LB	1	1666	Windload, F	347	LBS	1	347	Windload, M	2412	IN-LB	1	2412	Total Deadload, M + Windload, M		IN-LB		4078
Unfactored Load	Unit	Factor	Factored Load																													
Deadload, D	76	LBS	1.2	91																												
Deadload, M	1666	IN-LB	1	1666																												
Windload, F	347	LBS	1	347																												
Windload, M	2412	IN-LB	1	2412																												
Total Deadload, M + Windload, M		IN-LB		4078																												
<table border="1"> <thead> <tr> <th>Tribo Area</th> <th>Design Windforce, <math>F</math></th> <th>Moment Arm</th> <th>Design Moment = <math>F \times \text{Moment Arm}</math></th> </tr> </thead> <tbody> <tr> <td>0.58</td> <td>16.68 x 0.58</td> <td>0.61</td> <td>0.61</td> </tr> <tr> <td></td> <td></td> <td>0.61</td> <td>0.61</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0.61</td> </tr> </tbody> </table>				Tribo Area	Design Windforce, $F$	Moment Arm	Design Moment = $F \times \text{Moment Arm}$	0.58	16.68 x 0.58	0.61	0.61			0.61	0.61				0.61													
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0.58	16.68 x 0.58	0.61	0.61																													
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ACCEPTED

*Galvin Horn, DBI*  
MAY 11 2023

NOTE: SPECIAL INSPECTION REQUIRED FOR POST INSTALLED ANCHOR PER ICC-ESR#3814

**NOTES:**

<p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li>SIGN DESIGN IS BASED ON ADEQUATE EXISTING SUPPORT ELEMENTS.</li> <li>PROVIDE ISOLATION OF DISSIMILAR MATERIALS.</li> <li>COAT ALUMINUM IN CONTACT WITH CONCRETE WITH ZINC RICH PAINT.</li> <li>THERE IS NO PROTECTION ZONE AS DEFINED IN AISC 341-16.</li> <li>PROVIDE FULLY WELDED END CAPS AT EXPOSED OPEN ENDS OF STEEL / ALUM. TUBES, MATCH THICKNESS LIKE FOR LIKE.</li> <li>SLOPE TOP OF EXPOSED FOOTING AWAY FROM DIRECT BURIAL POSTS</li> <li>ALL EXPOSED STEEL TO BE PRIMED &amp; PAINTED (POWDER COAT AS AN OPTION) OR ALTERNATIVELY USE GALVANIZED STEEL.</li> </ul> <p><b>ANCHORS:</b></p> <ul style="list-style-type: none"> <li>BRAND NAME APPROVED POST INSTALLED ANCHORS SPECIFIED ON PLANS MAY BE SUBSTITUTED BY APPROVED EQUAL.</li> </ul>	<p><b>STEEL:</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2019 CBC</p> <ul style="list-style-type: none"> <li>PLATE, ANGLE, CHANNEL TEE: ASTM A36</li> <li>WIDE FLANGE: ASTM A992</li> <li>ROUND PIPE: ASTM A53 GRADE B OR EQUIVALENT.</li> <li>HSS ROUND, SQUARE, AND RECTANGULAR TUBE: ASTM A500 GRADE B OR EQUIVALENT.</li> <li>ALL ANCHORS BOLTS SHOULD BE: ASTM F1554</li> <li>ALL STEEL MACHINED BOLTS SHOULD BE: ASTM A307 OR ASTM A449</li> <li>ALL STAINLESS STEEL MACHINED BOLTS SHOULD BE: ASTM A276</li> <li>ALL BOLTS TO BE ZINC COATED: ASTM B633</li> <li>DEF-ORMED HEAVY-DUTY ORG. HELIX: ASTM A615 GRADE 60.</li> </ul> <p><b>ALUMINUM:</b></p> <p>DESIGN AND FABRICATION ACCORDING TO 2015 ALUM. DESIGN MANUAL</p> <p>PLATES, ANGLES, CHANNELS, TEE, AND SQUARE TUBING: ALUMINUM</p> <ul style="list-style-type: none"> <li>ALLOY 6061 - T9 WITH 0.099 LBS PER CUBIC INCH.</li> </ul>	<p><b>WELDING:</b></p> <p><b>STEEL</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.1, / D1.3</p> <ul style="list-style-type: none"> <li>AWS CERTIFICATION REQUIRED FOR ALL STRUCTURAL WELDERS.</li> <li>E70 XX ELECTRODE FOR SMAW PROCESS.</li> <li>E70S XX ELECTRODE FOR GMAW PROCESS.</li> <li>E77 XX ELECTRODE FOR GTAW PROCESS.</li> <li>E70T XX ELECTRODE FOR FCAW PROCESS.</li> </ul> <p>ALL WELDS SHALL BE MADE WITH A FILLER METAL THAT CAN PRODUCE WELDS THAT HAVE A MINIMUM CHARTY V-NOTCH TOUGHNESS OF 20FT-LB AT ZERO 0° AS DETERMINED BY THE APPROPRIATE AWS A5 CLASSIFICATION TEST METHOD OR MFG'S. CERTIFICATION.</p> <p><b>ALUMINUM</b></p> <p>DESIGN AND FABRICATION ACCORDING TO AWS D1.2, ALL WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE AWS A.5.10. FILLER ALLOYS PER TABLES M.8.1 &amp; M.9.2 OF 2015 ALUMINUM DESIGN MANUAL.</p>
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SHEET TITLE  
**RINCON CENTER  
SIGN TYPE C1/C2**

DRN BY: R.G.	DATE LAST REVISED: Dec 01, 2022	REV. NO.	REV. DATE	REVISED BY	PROJECT JOB #
CHK BY: T.J.	PROJ. START DATE: AUG. 11, 2021	1	---	---	RINCON CENTER
REV BY: T.J.	SCALE: AS SHOWN	2	---	---	101/121 SPEAR STREET
PLOTTED BY: Michelle Grady	ON 12/15/2022 3:59:18 PM	3	---	---	SAN FRANCISCO, CA

SHEET #  
**1 OF 1**

Sean Matsubayashi, SFFD

MAY 11 2023

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

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*Calvin Horn, DBI*  
MAY 11 2023

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CLASS C45-ELECTRICAL SIGN CONTRACTOR

**CLIENT**  
HUDSON PACIFIC

**PROJECT**  
  
**RINCON**  
CENTER

121 SPEAR STREET | SUITE 220  
SAN FRANCISCO, CA 94105

**DRAWING / REVISION DATE**  
02/16/23 - YY  
02/20/23 - YY

**FILE NAME / LOCATION**  
Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon  
Center PERMIT.cdr

**ORDER NUMBER**  
**32855**

**SIGN TYPE**  
**D**

**SHEET TITLE**  
CLADDING ID  
ELEVATION

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**PAGE NUMBER**  
**1023**



**1** PROPOSED ELEVATION  
scale: 3/4" = 1'-0"

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**APPROVED**  
PER PLANS AND APPLICATION  
*9/10 5/11/23*  
PLANNING DEPARTMENT  
*GRETEL GUNTHER*

TENANT ID UNDER EXISTING PERMIT OF #201804045529

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Dept. of Building Insp.  
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*Patrick O'Riordan*  
PATRICK O'RIORDAN  
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408.2f  
2464  
WA  
CO  
CL

5050

CTOR



**PHOTO RENDERING:**  
**Exterior Atrium Entry Fabricated ID**  
**w/ LED Uplighting (Lighting By Others)**  
Qty: 1 Set

*Sean Matsubayashi, SFFD*

MAY 11 2023

**VKK WILL NEED TO PERFORM A SITE SURVEY:**

- Need to measure actual width & height of the entry portal
- Need to verify that the portal is 18" deep
- Verify the existing dimensional letter thickness at the main Spear St. entry, or at the Post Office entry.

*Calvin Hom, DBI*

MAY 11 2023

REFER TO SHEET ACS.1 FOR  
INFORMATION REGARDING NEW  
ENTRY DOOR

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**1** PHOTO RENDERING  
SCALE: Approx. 3/8" = 1'-0"

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**RINCON**  
CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/25/21 - YY  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Wayfinding Garage Primary Blade Id.cdr

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CLADDING AT ATRIUM ENTRY

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*MS*

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CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/25/21 - YY  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\ 32855 Rincon Center  
Wayfinding Garage Primary Blade Id.cdr

ORDER NUMBER

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SIGNATURE  
[Redacted Signature]

SHEET TITLE

LOCATION PLAN

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12 18

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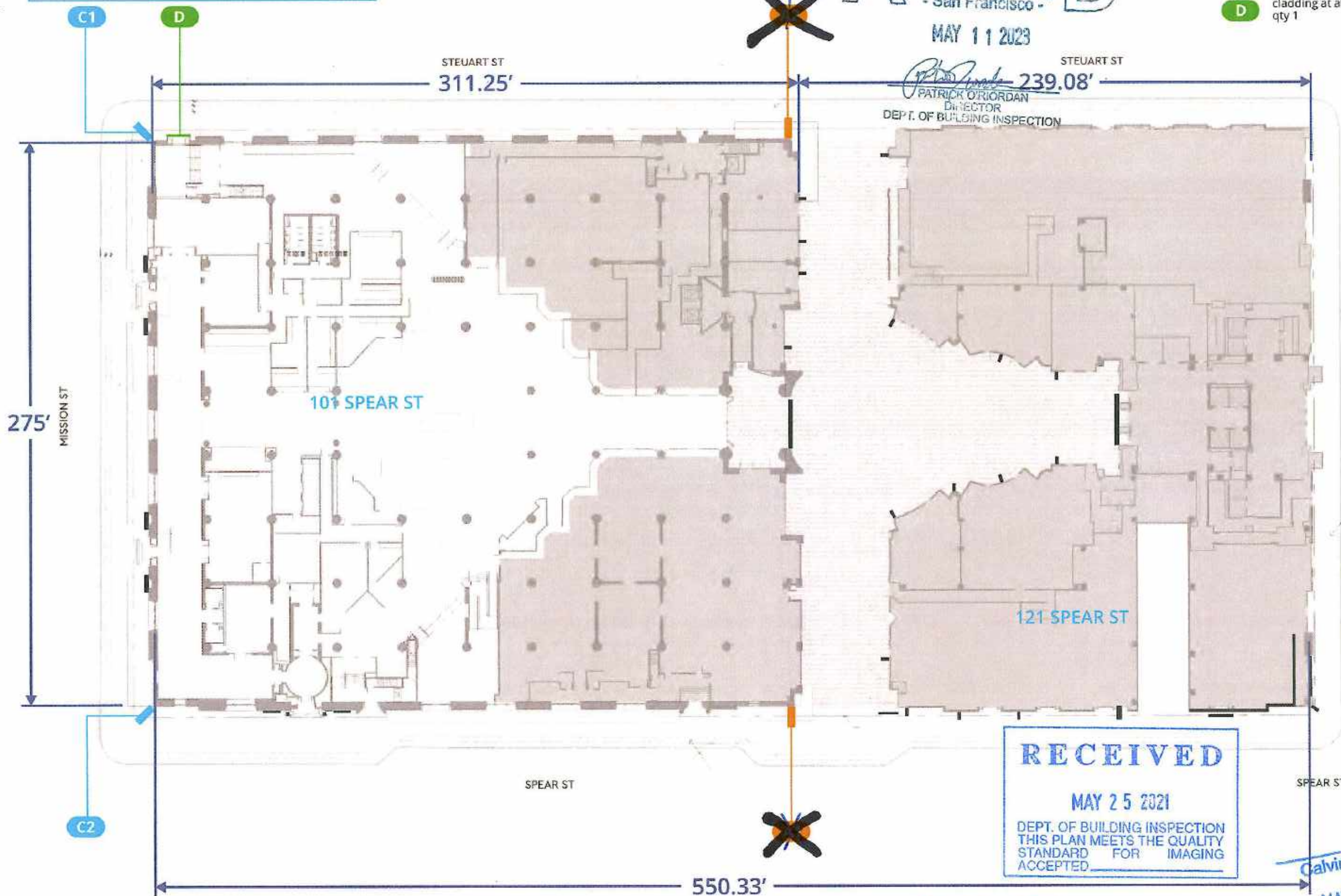
MAY 11 2023

*Patrick O'Riordan*  
PATRICK O'RIORDAN  
DIRECTOR  
DEPT. OF BUILDING INSPECTION

signage is under  
separate permit

- A primary blade id  
qty 2
- C corner blade  
qty 2
- D cladding at atrium entry  
qty 1

ALL OTHER SIGNAGE ON PLAN (MARKED IN GRAY) IS CAPTURED UNDER SEPARATE PERMIT



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APPROVED  
PER PLANS AND APPLICATION  
*5/10/23*  
PLANNING DEPARTMENT  
*GRETA GUNTHER*

**APPROVED**  
Dept. of Building Insp.  
- San Francisco -

MAY 11 2023

Sean Matsubayashi, SFFD

MAY 11 2023

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*M. Hudson*

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CENTER

101 SPEAR STREET SUITE 220  
SAN FRANCISCO, CA 94105

DRAWING / REVISION DATE

02/25/21 - YY  
02/26/21 - YY  
04/09/21 - YY  
04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\32855 Rincon Center  
Wayfinding Garage Primary Blade Id.cdr

ORDER NUMBER

**32855**

SIGNATURE

SHEET TITLE  
PARCEL MAP

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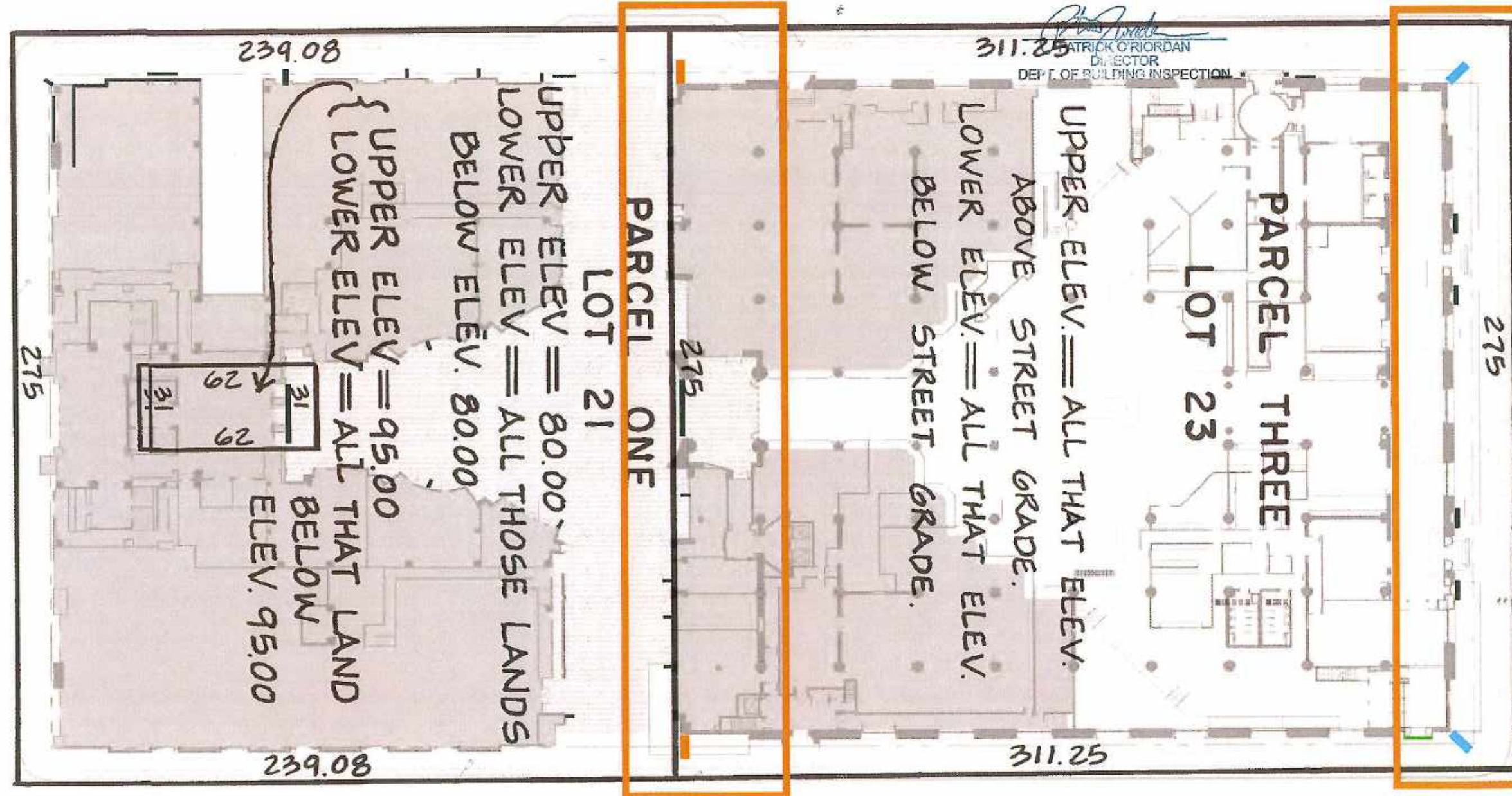
PAGE NUMBER

13 **19**

SPEAR ST

STEUART ST

HOWARD ST



*Patrick O'Riordan*  
PATRICK O'RIORDAN  
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SPEAR ST

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- San Francisco -

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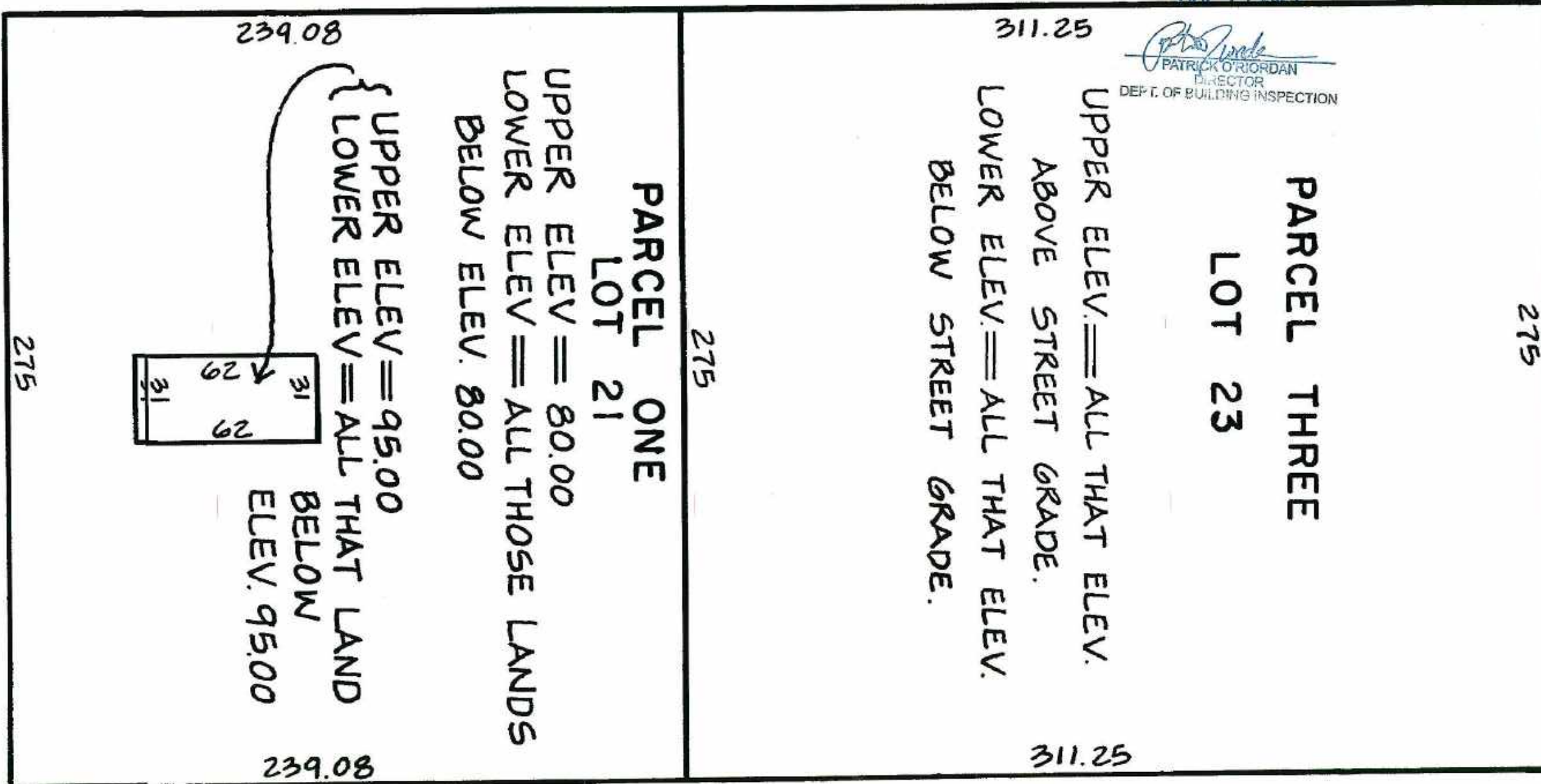
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HOWARD ST

MISSION ST

STEUART ST

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*Matsubayashi*

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02/25/21 - YY  
02/26/21 - YY  
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04/28/21 - YY

FILE NAME / LOCATION

Hudson Pacific\Rincon Center -  
LUX\Drawings\CSS\32855 Rincon Center  
Wayfinding Garage Primary Blade Id.cdr

ORDER NUMBER

32855

SIGNATURE

SHEET TITLE  
PARCEL MAP

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14 20

**Exhibit E**

**BOS 0719-18 -  
Admin for Signs**

1 [Planning Code - Review for Downtown and Affordable Housing Projects; Notification  
2 Requirements; Review of Alterations to Historical Landmarks and in Conservation Districts]

3 **Ordinance amending the Planning Code to streamline affordable housing project**  
4 **review by eliminating a Planning Commission Discretionary Review hearing for 100%**  
5 **affordable housing projects upon delegation by the Planning Commission; to provide**  
6 **for Planning Department review of large projects located in C-3 Districts and for certain**  
7 **minor alterations to Historical Landmarks and in Conservation Districts; to consolidate,**  
8 **standardize and streamline notification requirements and procedures, including**  
9 **required newspaper notice, in Residential, Commercial, and Mixed-Use Districts; and**  
10 **affirming the Planning Department's determination under the California Environmental**  
11 **Quality Act, making findings of consistency with the General Plan and the eight priority**  
12 **policies of Planning Code, Section 101.1, and adopting findings of public necessity,**  
13 **convenience, and welfare under Planning Code, Section 302.**

14 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
15 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
17 **Board amendment additions** are in double-underlined Arial font.  
18 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
19 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
20 subsections or parts of tables.

21 Be it ordained by the People of the City and County of San Francisco:

22 Section 1. General Findings.

23 (a) The Planning Department has determined that the actions contemplated in this  
24 ordinance comply with the California Environmental Quality Act (California Public Resources  
25 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of

1 Supervisors in File No. 180423 and is incorporated herein by reference. The Board affirms  
2 this determination.

3 (b) On June 7, 2018, the Planning Commission, in Resolution No. 20198, adopted  
4 findings that the actions contemplated in this ordinance are consistent, on balance, with the  
5 City's General Plan and eight priority policies of Planning Code Section 101.1. The Board  
6 adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the  
7 Board of Supervisors in File No. 180423, and is incorporated herein by reference.

8 (c) Pursuant to Planning Code Section 302, this Board finds that this Planning Code  
9 Amendment will serve the public necessity, convenience, and welfare for the reasons set forth  
10 in Planning Commission Resolution No. 20198 and the Board incorporates such reasons  
11 herein by reference. A copy of said Resolution is on file with the Board of Supervisors in File  
12 No. 180423.

13 Section 2. Findings about City Approval and Notification Processes.

14 (a) The housing crisis in San Francisco is acute with more than 140,000 jobs added  
15 since the Great Recession and approximately 27,000 housing units approved. The median  
16 single-family home price in San Francisco has reached an all-time high of \$1.6 million in the  
17 first quarter of 2018, affordable to only 12 percent of San Francisco households. The average  
18 rent for a one bedroom apartment in San Francisco in the same quarter is \$3,281, affordable  
19 to less than one-third of San Francisco households.

20 (b) Mayor Edwin M. Lee's Executive Directive 17-02 -- "Keeping up the Pace of  
21 Housing Production" -- called on City departments to reduce project approval timelines by half  
22 and come up with process improvement plans and measures to allocate staff and resources  
23 to meet these goals.

1 (c) The Planning Department Process Improvements Plan on December 1, 2017  
2 recommended a number of internal procedure changes and Planning Code amendments to  
3 achieve the goals of Executive Directive 17-02.

4 (d) Ordinance No. 7-16, "Affordable Housing Review Process," established Section  
5 315, Affordable Housing Project Authorization, which stipulated that an Affordable Housing  
6 Project would be a principally permitted use and would not require conditional use  
7 authorization or a Planning Commission hearing.

8 (e) Ordinance No. 46-96 enacted Section 311 of the Planning Code to establish  
9 procedures for reviewing building permit applications for lots in "R" districts in order to  
10 determine compatibility of the proposal with the neighborhood and for providing notice to  
11 property owners and residents neighboring the site of the proposed project.

12 (f) Ordinance No. 46-96 and 279-00 established the importance of notifying property  
13 owners as well as tenants of proposed projects within a 150-foot radius of their home or  
14 property.

15 (g) Ordinance No. 27-15 established Language Access Requirements for Departments  
16 to serve the more than 10,000 Limited English Persons residing in San Francisco encouraging  
17 multilingual translation services for public notifications to be as widely available as possible.

18 (h) Newspaper circulation is down and digital media consumption is up. Even among  
19 paying subscribers of newspapers, minority populations are more likely to utilize digital media  
20 over print media. The official newspaper of the City and County of San Francisco has print  
21 delivery of 561,004 on Sundays and 841,924 unique page views of their website.

22 (i) The Planning Department was responsible for reviewing over 11,000 building permit  
23 applications and development applications in 2017.  
24  
25

1 (j) Current notification procedures required the production and mailing of over 600,000  
2 pieces of paper, or 3 tons, in 2017 alone, at a cost of over \$250,000 with an additional  
3 \$70,000 spent annually on newspaper advertisements.

4 (k) The Planning Code currently sets forth more than 30 unique combinations of  
5 notification requirements. These varied notification requirements and redundant procedures  
6 are confusing, and amount to an inefficient use of staff time and public resources that would  
7 be better spent on reviewing permits and projects to add housing stock to San Francisco's  
8 housing supply and provide more meaningful public notification.

9  
10 Section 3. The Planning Code is hereby amended by revising Sections 206.4, 309, and  
11 315; adding new Section 315.1; and deleting Section 328, to read as follows:

12  
13 **SEC. 206.4. THE 100 PERCENT AFFORDABLE HOUSING BONUS PROGRAM.**

14 \* \* \* \*

15 (c) **Development Bonuses.** A 100 Percent Affordable Housing Bonus Project shall, at  
16 the project sponsor's request, receive any or all of the following:

17 (1) **Priority Processing.** 100 Percent Affordable Housing Bonus Projects shall  
18 receive Priority Processing.

19 (2) **Form Based Density.** Notwithstanding any zoning designation to the  
20 contrary, density of the 100 Percent Affordable Housing Bonus Project shall not be limited by  
21 lot area but rather by the applicable requirements and limitations set forth elsewhere in this  
22 Code. Such requirements and limitations include, but are not limited to, height, including any  
23 additional height allowed by subsection (c) herein, Bulk, Setbacks, Open Space, Exposure  
24 and unit mix as well as applicable design guidelines, elements and area plans of the General  
25 Plan and design review, including consistency with the Affordable Housing Bonus Program



1           ~~(b) Notice for HPC review of Minor Permits to Alter. A hearing for the HPC to exercise its~~  
2 ~~review powers over a Minor Permit to Alter shall be noticed:~~

3           ~~(1) By mail not less than 10 days prior to the date of the hearing to the applicant, all~~  
4 ~~owners within 150 feet of the subject property, as well as to any other interested parties who so request~~  
5 ~~in writing to the Department; and~~

6           ~~(2) By posted notice on the site not less than 10 days prior to the date of the hearing.~~

7  
8           Section 5. The Planning Code is hereby amended by revising Sections 1005, 1111.1,  
9 and 1111.2 to read as follows:

10  
11       **SEC. 1005. CONFORMITY AND PERMITS**

12           \* \* \* \*

13           (e) After receiving a permit application from the Central Permit Bureau in accordance  
14 with the preceding subsection, the Department shall ascertain whether a Certificate of  
15 Appropriateness is required or has been approved for the work proposed in such permit  
16 application. If a Certificate of Appropriateness is required and has been issued, and if the  
17 permit application conforms to the work approved in the Certificate of Appropriateness, the  
18 permit application shall be processed without further reference to this Article 10. If a  
19 Certificate of Appropriateness is required and has not been issued, of or if the permit  
20 application does not conform to what was approved, the permit application shall be  
21 disapproved or held by the Department until such time as conformity does exist either through  
22 modifications to the proposed work or through the issuance of an amended or new Certificate  
23 of Appropriateness. Notwithstanding the foregoing, in the following cases the Department  
24 shall process the permit application without further reference to this Article 10:  
25

1 (1) When the application is for a permit to construct on a landmark site where  
2 the landmark has been lawfully demolished and the site is not within a designated historic  
3 district;

4 (2) When the application is for a permit to make interior alterations only on a  
5 privately-owned structure or on a publicly-owned structure, unless the designating ordinance  
6 requires review of such alterations to the privately- or publicly-owned structure pursuant to  
7 Section 1004(c) hereof. Notwithstanding the foregoing, if any proposed interior alteration  
8 requiring a permit would result in any significant visual or material impact to the exterior of the  
9 subject building, a Certificate of Appropriateness shall be required to address such exterior  
10 effects;

11 (3) When the application is for a permit to do ordinary maintenance and repairs  
12 only. For the purpose of this Article 10, "ordinary maintenance and repairs" shall mean any  
13 work, the sole purpose and effect of which is to correct deterioration, decay or damage of  
14 existing materials, including repair of damage caused by fire or other disaster;

15 (4) When the application is for a permit to maintain, repair, rehabilitate, or  
16 improve streets and sidewalks, including sidewalk widening, accessibility, and bulb-outs,  
17 unless such streets and sidewalks have been explicitly called out in a landmark's or district's  
18 designating ordinance as character defining features of the landmark or district;

19 (5) When the application is for a permit to alter a landing or install a power-assist  
20 operator to provide an accessible entrance to a landmark or district, provided that the improvements  
21 conform to the requirements outlined in Section 1006.6;

22 (6) When the application is for a permit to install business signs or awnings as defined  
23 in Section 602 of this Code to a landmark or district, provided that signage, awnings, and transparency  
24 conform to the requirements outlined in Section 1006.6;  
25

1           (7) When the application is for a permit to install non-visible rooftop appurtenances to  
2 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
3 1006.6; or

4           (8) When the application is for a permit to install non-visible, low-profile skylights,  
5 provided that the improvements conform to the requirements outlined in Section 1006.6; or

6           (9) When the application is for a permit to install a City-sponsored Landmark plaque to  
7 a landmark or district, provided that the improvements conform to the requirements outlined in Section  
8 1006.6 of this Code.

9           \* \* \* \*

10  
11 **SEC. 1111.1. DETERMINATION OF MINOR AND MAJOR ALTERATIONS.**

12           \* \* \* \*

13           (c) All applications for a Permit to Alter that are not Minor Alterations delegated to  
14 Department staff shall be scheduled for a hearing by the HPC pursuant to the procedures in  
15 Section 1111.4 and 1111.5 below. Notwithstanding the foregoing, in the following cases the  
16 Department shall process the permit application without further reference to the Permit to Alter  
17 procedures outlined herein:

18           (1) When the application is for a permit to make improvements to provide an accessible  
19 entrance to a Significant or Contributory building or any building within a Conservation District  
20 provided that the improvements conform to the requirements outlined in Section 1111.6 of this Code;

21           (2) When the application is for a permit to install business signs to a Significant or  
22 Contributory building or any building within a Conservation District provided that signage and  
23 transparency conform to the requirements outlined in Section 1111.6 of this Code; or  
24  
25

1                   (3) When the application is for a permit to install non-visible rooftop appurtenances to  
2 a Significant or Contributory building or any building within a Conservation District provided that the  
3 improvements conform to the requirements outlined in Section 1111.6 of this Code.

4  
5                   **SEC. 1111.2. SIGN PERMITS.**

6                   (a) New general advertising signs are prohibited in any Conservation District or on  
7 any historic property regulated by this Article 11.

8                   (b) If a permit for a sign is required pursuant to Article 6 of this Code, the  
9 requirements of this Section shall apply to such permit in addition to those of Article 6.

10                   (c) In addition to the requirements of Article 6, an application for a business sign,  
11 general advertising sign, identifying sign, or nameplate to be located on a Significant or  
12 Contributory Building or any building in a Conservation District shall be subject to review *by the*  
13 *HPC* pursuant to the provisions of this Article. The HPC, or the Planning Department pursuant to  
14 Section 1111.1 of this Code, shall disapprove the application or approve it with modifications to  
15 conform to the requirements outlined in Section 1111.6 of this Code, including if the proposed  
16 location, materials, typeset, size of lettering, means of illumination, method of replacement, or  
17 the attachment ~~would adversely affect so that~~ the special architectural, historical or aesthetic  
18 significance of the subject building or the Conservation District are preserved. No application  
19 shall be denied on the basis of the content of the sign.

20  
21                   ~~Section 6. Planning Commission Policy Requiring Pre-Application Meetings.~~

22                   ~~This Section is uncodified. The Planning Commission shall adopt a policy to require a~~  
23 ~~Pre-Application meeting between the applicant and adjacent neighbors for all applications for~~  
24 ~~work excepted from the definition of Alterations under Section 311(b)(2) that include features~~  
25

1 ~~described in Section 136(c)(25) before an application for the limited rear yard addition may be~~  
2 ~~submitted.~~

3  
4 Section ~~7~~6. Effective Date. This ordinance shall become effective 30 days after  
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
7 of Supervisors overrides the Mayor's veto of the ordinance.

8  
9 Section ~~8~~7. Operative Dates.

10 (a) The Amendments contained in Sections 3 and 5 of this ordinance, including  
11 revisions to Planning Code Sections 206.4, 309, 315, 1005, 1111.1, and 1111.2; the addition  
12 of new Planning Code Section 315.1; and deletion of Planning Code Section 328, shall  
13 become operative on the Effective Date.

14 (b) The Amendments contained in Section 4 of this ordinance, including amendments  
15 to Planning Code Sections 202.5, 302, 303, 303.1, 305.1, 306.3, 306.7, 306.8, 306.9, 311,  
16 317, 329, 330.7, 1006.3, and 1111.4, deletions of Planning Code Sections 306.10 and 312,  
17 and addition of new Planning Code Section 333, shall become operative on January 1, 2019.

18  
19 Section ~~9~~8. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
20 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
21 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
22 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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25

additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

By:   
KATE H. STACY  
Deputy City Attorney

n:\legana\as2018\1800565\01288560.doc



# City and County of San Francisco

## Tails Ordinance

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 180423

**Date Passed:** July 17, 2018

Ordinance amending the Planning Code to streamline affordable housing project review by eliminating a Planning Commission Discretionary Review hearing for 100% affordable housing projects upon delegation by the Planning Commission; to provide for Planning Department review of large projects located in C-3 (Downtown Commercial) Districts and for certain minor alterations to Historical Landmarks and in Conservation Districts; to consolidate, standardize, and streamline notification requirements and procedures, including required newspaper notice, in Residential, Commercial, and Mixed-Use Districts; affirming the Planning Department's determination under the California Environmental Quality Act; making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1; and adopting findings of public necessity, convenience, and welfare under Planning Code, Section 302.

June 11, 2018 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

June 11, 2018 Land Use and Transportation Committee - RECOMMENDED AS AMENDED

June 19, 2018 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

June 26, 2018 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

June 26, 2018 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 10, 2018 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Cohen, Breed, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 10, 2018 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

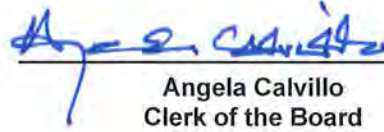
Ayes: 11 - Cohen, Breed, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

July 17, 2018 Board of Supervisors - FINALLY PASSED

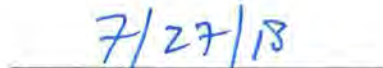
Ayes: 11 - Cohen, Brown, Fewer, Kim, Mandelman, Peskin, Ronen, Safai, Stefani, Tang and Yee

File No. 180423

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
7/17/2018 by the Board of Supervisors of  
the City and County of San Francisco.

  
Angela Calvillo  
Clerk of the Board

  
London N. Breed  
Mayor

  
Date Approved



## **Exhibit F**

### **C-3 Sign Regulations**

<b>C-3-O, C-3-O(SD), C-3-R, C-3-G, C-3-S</b>			
<b>SIGN TYPE</b>	<b>WINDOW SIGNS</b>	<b>SIGNS ATTACHED TO BUILDINGS</b>	<b>FREESTANDING SIGNS</b>
<b>DEFINITION</b>	Sec. 602	Sec. 602	Sec. 602
<b>CONTROL</b>	Sec. 607(d)	Sec. 607(g)(1)	Sec. 607(g)(2)
<b>NUMBER OF SIGNS</b>	No Limit		
<b>AREA IN SQFT</b> Secs. 602, 608.1 - 608.7	Not to exceed 1/3 of the window area.	100 sqft if within 100 ft and oriented to be viewed from any R District; and 200 sqft if similarly situated within 100 ft of a school, or within 200 ft of a park, recreation facility, freeway, scenic street, rapid transit route, or if within Civic Center Area; otherwise no limit.	
<b>HEIGHT</b> Secs. 602, 607(g)	N/A	Lesser of roof line, 100 ft above ground or height limit for the district.	40 ft
<b>PROJECTION</b> Secs. 602, 607(f)	N/A	75% of horizontal distance from street prop line to curbline but never more than 6 ft beyond street properly line or building setback line.	
<b>ILLUMINATION</b> Sec. 602	Non-illum, indirect illum or direct illum.		
<b>ANIMATION</b> Secs. 607(d), 607(e)	Except for barber poles and time/ temp readings, no physical motion or rotation is permitted. Animated lighting (e.g. flashing, blinking) is permitted but may be restricted under applicable SSD or Article 10 or 11 provisions . Video signs are not permitted.		
<b>NOTES</b>	Windows of active uses must comply with Sec. 145.1(c)(6). No permit is required for signs painted directly on a door or window per Sec. 604(c) or for temporary signs per Sec. 604(e).	No permit is required for temporary signs per Sec. 604(e).	

Signs on parcels subject to Article 10 or 11 require historic preservation review.

Sign regulations for auto service stations are on a separate table.

Any sign type or feature not shown above is not permitted unless exempt under Section 603.

General advertising signs, roof signs, wind signs and video signs are not permitted.

Signage for medical cannabis dispensaries must comply with Section 790.141(e). This provision applies to all MCDs in all districts.

# PUBLIC COMMENT

**From:** [BoardofAppeals \(PAB\)](#)  
**To:** [Kathy Howard](#)  
**Cc:** [Rosenberg, Julie \(BOA\)](#); [Mejia, Xiomara \(BOA\)](#)  
**Subject:** RE: Support - Osgood vs. DBI, PDA 7-12-23  
**Date:** Thursday, June 29, 2023 12:33:20 PM

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Thank you for your email. We will add your letter to the appeal file and give a copy to the commissioners of this Board.

Alec Longaway  
Legal Assistant, San Francisco Board of Appeals  
49 South Van Ness, Suite 1475  
San Francisco, CA 94103  
Work PH: 1-628-652-1152  
Cell: 1-415-746-0119

The Board's physical office is open to the public by appointment only. Please email [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org) or call 628-652-1150 if you would like to meet with a staff member.

---

**From:** Kathy Howard <kathyhoward@earthlink.net>  
**Sent:** Wednesday, June 28, 2023 3:47 PM  
**To:** BoardofAppeals (PAB) <boardofappeals@sfgov.org>  
**Subject:** Support - Osgood vs. DBI, PDA 7-12-23

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Board of Appeals:

Please support the above appeal. Rincon Annex is an important historic building in San Francisco and deserves to be protected. Yet four building permits allowing eight sets of large, inappropriate signs have been approved.

This building was designed by the same architect who designed the Awahnee. Would anyone even consider approving this kind of signage for that magnificent building? Of course not. There is no reason to do so for Rincon Annex – the offices do not need this kind of signage, and it will cheapen the building, the neighborhood and the City to do so

Please deny these permits!

Sincerely,  
Katherine Howard  
San Francisco

**From:** [Arnie Lerner](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** Osgood vs. DBI, PDA" 7-12-23  
**Date:** Wednesday, June 28, 2023 1:03:56 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello – I'm writing about Osgood vs. DBI, PDA" to be heard July 12.

The four building permits would allow eight sets of inappropriate and unnecessary signs on the [Streamline Moderne](#) exterior. They are big signs – many advertising a single tenant. The building was designed by [Gilbert Stanley Underwood](#), a renowned architect working for the Roosevelt Administration who also designed numerous grand railroad stations, post offices and national park lodges (including the Ahwahnee Hotel). Politicians at the state and local level are calling for unnecessary planning processes to be streamlined, but none have ever said it is okay for the city to lower its standards and disfigure monuments. The site was re-developed in the 1980s into the multi-use [Rincon Center](#) and the historic building's lobby and exterior were to be preserved. A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed. The LA-based corporate owners are converting the food court to offices. This requires fewer signs, not more. The building permits were issued behind closed doors and over-the-counter. There was no neighborhood notice, hearing, or opportunity for comment. The building needs to be regulated. The LA-based owners recently painted over their Richard Haas murals from 1989. They have plans to turn the historic lobby into a cocktail lounge. We do not call the building "historic" simply because it is 83-years-old. The WPA murals in the lobby were considered controversial by some, and congressional hearings were held seeking their removal. San Franciscans came to the defense of this building then, and true San Franciscans will do the same now. This building is truly one of the "hearts" of San Francisco.

Please do not allow the disfigurement of this San Francisco treasure that helps define the cultural heritage of our great city.

Best,

**Arnie Lerner, FAIA, CASp**  
Certified Access Specialist  
Lerner + Assoc. Architects  
1108C Bryant Street  
San Francisco, CA 94103  
Tel: (415) 863-5475  
Cell: (415) 987-5277  
[www.lernerarchitects.com](http://www.lernerarchitects.com)

The recipient(s) of this email acknowledge that the legal standards established by the Americans with Disabilities Act (the "ADA"), California Building Code ("CBC"), and Fair Housing Act ("FHA") are subject to interpretation on a case by case basis, and may be subject to various interpretations. Lerner + Associates Architects will use its best professional judgment to interpret applicable ADA, CBC, and FHA requirements as well as other federal, state and local laws, rules, codes, ordinances and regulations in advising the Client regarding what modifications (if any) to their Project may be required to comply with the relevant regulations. The recipient(s) of this email acknowledge that Lerner + Associates Architects cannot

warrant or guarantee that the Project referenced will fully comply, or would fully comply if modified pursuant to the Lerner + Associates Architects' suggestions, with interpretations of the ADA, CBC, and FHA and other regulations by regulatory bodies or court decisions.

**From:** [Richard A. Walker](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com)  
**Subject:** Osgood vs. DBI, PDA 7-12-23  
**Date:** Friday, June 30, 2023 2:19:07 AM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Board of Appeals:

I want to express my deep concern about the installation of large signs on the historic Rincon Annex building, which includes the beautiful New Deal post office designed by Gilbert Stanley Underwood and the unparalleled mural series on San Francisco's history by Anton Refrigier. It is appalling that anything should be allowed to deface this important historic structure and national trust landmark. I am also shocked to hear of plans to turn the magnificent post office lobby into a cocktail lounge! What a violation of public space that serves effectively as a museum of New Deal art.

The city government has a duty to protect historic structures such as the Rincon Annex that are part of the city's cultural heritage, particularly buildings and artworks created under the New Deal, which were meant for all the people of San Francisco. That the planning department has sanctioned such dramatic changes to the building and its use without asking for feedback from local citizens is an alarming failure of the public trust.

I speak on behalf of everyone at the Living New Deal, a guardian of America's New Deal legacy and nationally-recognized clearinghouse for New Deal history.

Sincerely,

Richard Walker, Exec Director  
[Living New Deal Project](#)  
Professor Emeritus of Geography  
University of California  
Berkeley 94720 ([my webpage](#))

**From:** [Hiroshi Fukuda](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [Dave Osgood](#)  
**Subject:** Osgood vs. DBI, PDA<sup>n</sup> 7-12-23  
**Date:** Friday, June 30, 2023 10:59:42 AM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I am asking the Board of Permit Appeals to reject the approval of four permits that would allow for eight sets of inappropriate and unnecessary signs on the Rincon Center.

1. The large signs will ruin the historic appearance of the Rincon center.
2. The process was flawed, the building permits were issued behind closed doors and over-the-counter. and there was no neighborhood notice, hearing, or opportunity for comment.
3. The site was re-developed in the 1980s into the multi-use Rincon Center and the historic building's lobby and exterior were to be preserved. A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed.

I hope that you will allow this historic building will be preserved for the future for all San Franciscans.

Yours truly,

Hiroshi Fukuda, President  
Richmond Community Association



**From:** [Susan Detwiler](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** "Osgood vs. DBI, PDA" 7-12-23  
**Date:** Tuesday, July 4, 2023 9:54:34 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Appeals,

Please deny permits that would allow eight sets of signs on the Streamline Moderne exterior of Rincon Annex.

A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed.

Please, preserve the exterior of this New Deal building, in keeping with the landmarked interior.

Thank you,  
Susan Detwiler  
68 Douglass St  
San Francisco

**From:** [Carolyn Kenady](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** Osgood vs. DBI, PDA  
**Date:** Tuesday, July 4, 2023 10:38:34 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the members of the SF Board of Appeals -

I support Mr. Osgood's appeal of the permit granting additional exterior signs on the Rincon Annex building at 101 Spear St. In May I visited the building while in the downtown area. It is an historic building of architectural significance with unique WPA murals. I support using interior space for office space and a cocktail lounge. These uses will bring more people into the building.

Do not allow the building exterior to become a billboard. It will destroy the building's moderne look and discourage people from visiting it. Please vote to overturn the permits. Thank you.

Carolyn Kenady  
District 8

**From:** [aeboken](#)  
**To:** [BoardofAppeals \(PAB\)](#); [Rosenberg, Julie \(BOA\)](#)  
**Subject:** Board of Appeals Written Submission in Support of Appeals No. 23-020, 23-021, 23-022, 23-023  
**Date:** Tuesday, July 4, 2023 9:46:36 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

TO: Board of Appeals members

cc: Board of Appeals Executive Director

FROM: Eileen Boken, President  
Sunset-Parkside Education and Action Committee (SPEAK)

RE: Appeals No. 23-020, 23-021, 23-022, 23-023

Osgood vs. DBI, PDA

Subject Property: 101 Spear Street

Permits No. 2021/0525/1018,  
2021/0525/1021,  
2021/0525/1015,  
2021/0525/1011.

Sunset-Parkside Education and Action Committee (SPEAK) is strongly supporting the appeal of each of these permits.

The landmark status of the Rincon Annex should include any existing or proposed signage.

These permits should not have been issued over the counter for an historic landmark.

Sunset-Parkside Education and Action Committee (SPEAK) is a founding member of the Coalition for San Francisco Neighborhoods (CSFN) and fully supports the resolution passed by the CSFN regarding the Rincon Annex.

###

Sent from my Verizon, Samsung Galaxy smartphone

**From:** [ttantillo54@aol.com](mailto:ttantillo54@aol.com)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** In the Matter of "Osgood vs DBI,PDA "7-12-2023"  
**Date:** Wednesday, July 5, 2023 12:30:34 AM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To: San Francisco Board of Appeals

I have lived at Rincon Center for 30 years, and it has always had sufficient signage to attract customers. Now that the food court is being converted into offices, it's questionable whether the current amount of signage is even necessary. I urge you to uphold the appeals that we tenants have brought and not allow excessive additional signage.

I also encourage you to watch the brief PBS "NewsHour" segment that put the national spotlight on the Annex. Historic buildings like this represent the nation's recovery from the Great Depression. They must be preserved:  
<https://www.pbs.org/newshour/show/digital-database-diocuments-vital-infrastructure-created-by-the-new-deal>

Other historic buildings downtown do not have signs anything like those currently proposed for the Annex. If it was zoned improperly for a historic building, then I encourage you to correct that mistake. I am confident that the owners did not expect to have all these signs approved.

Please do everything you can to negotiate a proper solution to this problem. I understand business and don't believe there is any problem that can't be solved if the owners initiate sound management practices and charge rents appropriate for the current economy.

Thank you,  
Tony Tantillo  
Rincon Center Resident

**From:** [Alyce Desrosiers](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** Osgood vs. DBI, PDA\* 7-12-23  
**Date:** Wednesday, July 5, 2023 3:40:21 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To Whom It May Concern:

I oppose the planned disfigurement of this 83-year-old monument for the following reasons:

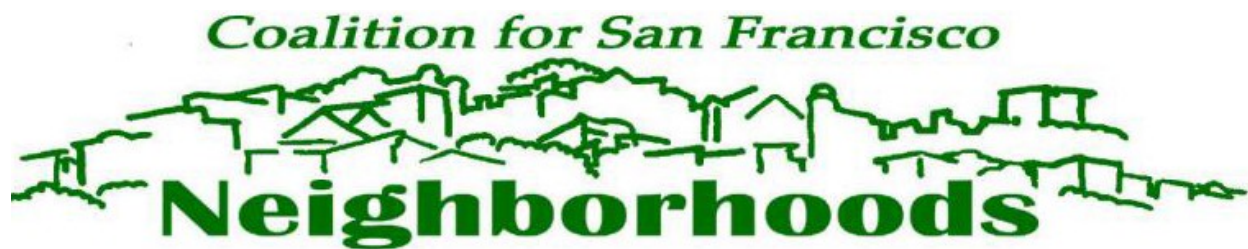
- The four building permits being appealed would allow **eight sets** of signs on the [Streamline Moderne](#) exterior of Rincon Annex that are inappropriate and unnecessary.
- Politicians at the state and local levels are calling for unnecessary planning processes to be streamlined, but none have ever said it is okay for the city to lower its standards and disfigure monuments.
- The Annex was re-developed in the 1980s into the multi-use [Rincon Center](#) and the historic building's lobby and exterior were to be preserved.
- A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed.
- The building permits were issued behind closed doors and over-the-counter.
- There was no neighborhood notice, hearing, or opportunity for comment.
- We do not call the building "historic" simply because it is 83-years-old. The WPA murals in the lobby were considered controversial by some, and congressional hearings were held seeking their removal. San Franciscans came to the defense of this building then, and true San Franciscans will do the same now.
- This building is a New Deal museum. It is truly one of the "hearts" of San Francisco.

I urge you to stop the planned disfigurement of the exterior of the Rincon Annex.

Sincerely,

Alyce Desrosiers  
401 Harrison Street  
No 37C  
San Francisco, CA. 94105

--



***www.csfn.net • PO Box 320098 • San Francisco CA 94132-0098 • Est 1972***

June 21, 2023

Mr. Rick Swig, President  
San Francisco Board of Appeals  
49 South Van Ness Avenue  
Suite 1475  
San Francisco, CA 94103

Re: Appeals No. 23-020, 23-021, 23-022, 23-023

Dear Mr. President and Members of the Board of Appeals:

The Coalition for San Francisco Neighborhoods is a 51-year-old organization that represents community groups across San Francisco.

At our June 2023 general assembly meeting, the member organizations unanimously adopted a resolution calling on the Board of Appeals to support the four appeals, listed above, to protect the historic Rincon Annex from being further disfigured by excessive signage.

The Rincon Annex was placed on the National Register of Historic Places in 1979 and has been largely protected ever since. The preservation of buildings like the Annex becomes more important over time, and the San Francisco Planning Department is failing in its duties to protect it. The department approved two large blade signs for the building about 10 years ago and has approved 14 more signs this year. The need for these signs has not been explained.

The abuse of important Depression-era buildings was recently covered in a report on the *PBS Newshour* seen nationwide. The Rincon Annex was shown extensively. I strongly encourage you to view the short video available at this PBS link:  
<https://www.pbs.org/newshour/show/digital-database-documents-vital-infrastructure-created-by-the-new-deal>

Thank you and please uphold the four appeals.

Sincerely

Charles Head  
President

**From:** [Anita Denz](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [Dave Osgood](#)  
**Subject:** Osgood vs. DBI, PDA<sup>n</sup> 7-12-23  
**Date:** Thursday, July 6, 2023 11:11:07 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To: Board of Appeals, Building Inspection Commission

This communication is to protest the developer's signage proposed for the historic Rincon Annex, an Art Deco architectural treasure.

As a member of several Bay Area preservation organizations, I am strongly opposed to this permit application. Should such a permit be upheld, DBI will have desecrated a much revered building. Not allowing public notice nor commentary only adds insult to injury.

Please deny this affront to the Rincon Annex aesthetic legacy.

Respectfully,

*Anita Jean Denz*

**From:** [Jean Barish](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** Osgood vs. DBI, PDA 7-12-23  
**Date:** Thursday, July 6, 2023 11:56:54 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I am writing to oppose the plan to post numerous signs on the outside of Rincon Annex. There are many reasons why these signs should not be pasted on the outside walls of this historic treasure:

- The four building permits being appealed would allow **eight sets** of signs on the [Streamline Moderne](#) exterior of Rincon Annex are inappropriate and unnecessary.
- A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed.
- The building permits were issued behind closed doors and over-the-counter.
- There was no neighborhood notice, hearing, or opportunity for comment.
- This building is a New Deal museum. It is truly one of the “hearts“ of San Francisco. The WPA murals in the lobby are a San Francisco treasure. This building was not intended to be a billboard.
- The building was designed by [Gilbert Stanley Underwood](#), a renowned architect working for the Roosevelt Administration who also designed numerous grand railroad stations, post offices and national park lodges (including the Ahwahnee Hotel).
- Please watch the five-minute PBS *NewsHour* [segment](#) including Rincon Annex.
- The Planning Department is wildly inconsistent. The comparable former Federal Reserve building (also downtown) has **no** such signs. Will it, and others, get them next?

Please do not deface the outside of Rincon Annex by plastering it with signs.

Sincerely,

*Jean*  
Jean B Barish  
[jeanbbarish@hotmail.com](mailto:jeanbbarish@hotmail.com)

*Stay safe and be well*



**From:** [james warshell](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** Rincon annex  
**Date:** Thursday, July 6, 2023 11:58:41 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I am in complete agreement with sll points raised in the Osgood opposition to allowing signage o by his historic treasure. Do not allow this abuse to occur.

James Warshell

Sent from my iPhone. "They tried to bury us....they didn't know that we were seeds"

July 5, 2023

Planning Department  
Board of Appeals  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94103

RE: Osgood vs. DBI, PDA, July 12

Dear Board of Appeals:

I am writing to express support for limiting the installation of signage on the façade of the Rincon Annex, a significant structure listed on the National Register of Historic Places. The proposed alterations, comprising multiple sets of signs on the Streamline Moderne exterior of the building, do not adequately consider the historic character of the structure.

As you are aware, the Rincon Center was designed by architect Gilbert Stanley Underwood, whose contributions to the nation's architectural landscape are recognized nationwide. His works include numerous railroad stations, post offices, and national park lodges such as the Ahwahnee Hotel. The Rincon Center's design reflects his creative genius and should be preserved as such.

Two substantial blade signs, each 25 feet high, have already been installed, thereby altering the aesthetic of this historic building. We believe the proposed signage is incongruous with the original architectural style of Rincon Center. As such, I appeal to you to review these permits carefully and consider the potential impact to the building's historic character.

San Francisco Heritage, our board, staff, and devoted supporters are deeply committed to preserving San Francisco's heritage while fostering vibrant communities for future generations. Thank you for your consideration.

Sincerely,



Christine Madrid French  
Director of Advocacy

**From:** [Marc Norton](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [Dave Osgood](#)  
**Subject:** DON'T MESS WITH THE RICON ANNEX: "Osgood vs. DBI, PDA" -- 7-12-23  
**Date:** Thursday, July 6, 2023 1:59:19 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

The four building permits being appealed would allow **eight sets** of signs on the [Streamline Moderne](#) exterior of Rincon Annex that are inappropriate and unnecessary.

The building was designed by [Gilbert Stanley Underwood](#), a renowned architect working for the Roosevelt Administration who also designed numerous grand railroad stations, post offices and national park lodges (including the Ahwahnee Hotel).

Politicians at the state and local level are calling for unnecessary planning processes to be streamlined, but none have ever said it is okay for the city to lower its standards and disfigure monuments.

Please watch the five-minute PBS *NewsHour* [segment](#) including Rincon Annex.

The Annex was re-developed in the 1980s into the multi-use [Rincon Center](#) and the historic building's lobby and exterior were to be preserved.

A carefully crafted sign plan was implemented in the 1980s that contributed to the many successful businesses at the center for 30 years. These signs still exist. More are not needed.

The LA-based corporate owners are converting the food court to offices. This requires fewer signs, not more.

The building permits were issued behind closed doors and over-the-

counter.

There was no neighborhood notice, hearing, or opportunity for comment.

The building needs to be regulated. The LA-based owners recently painted over their [Richard Haas](#) murals from 1989. They have plans to turn the historic lobby into a cocktail lounge.

The Planning Department is wildly inconsistent. The comparable former Federal Reserve building (also downtown) has **no** such signs. Will it, and others, get them next?

We do not call the building “historic” simply because it is 83-years-old. The WPA murals in the lobby were considered controversial by some, and congressional hearings were held seeking their removal. San Franciscans came to the defense of this building then, and true San Franciscans will do the same now.

This building is a New Deal museum. It is truly one of the “hearts“ of San Francisco.

DO THE RIGHT THING!!!!

**From:** [zrants](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Subject:** "Osgood vs. DBI, PDA" 7-12-23  
**Date:** Thursday, July 6, 2023 2:48:03 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 6, 2023

Board of Appeals,

re: Osgood vs. DBI, PDA“ 7-12-23

*We agree with David Osgood that there is no reason to install 14 new modern signs on this historical building. 8 signs is more than enough.*

*Sincerely,*

*Mari Eliza, with CSFN, speaking for myself*

**From:** [Katherine Petrin](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [Dave Osgood](#)  
**Subject:** "Osgood vs. DBI, PDA" 7-12-23  
**Date:** Thursday, July 6, 2023 3:29:31 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon,

I am writing in support of the appeal of the permit to allow extensive new signage in the form of 16 signs, blade and other signage, at the former post office at Rincon Annex, a Streamline Moderne historic landmark. As both a City of San Francisco Landmark (No. 107) and National Register listed resource, it merits further review and analysis by the Planning Department to fully determine the impact of such excessive signage. Input from the Planning Department's preservation planners is warranted.

thank you,  
Katherine Petrin

**Katherine Petrin Consulting**  
**Architectural History and Preservation Planning**  
**Maybeck Building**  
**1736 Stockton Street, Suite 2A**  
**San Francisco, California 94133**  
**415.333.0342 mobile**

[www.linkedin.com/pub/katherine-petrin/5/77/530](http://www.linkedin.com/pub/katherine-petrin/5/77/530)  
[she/her/hers/ella](#)

**From:** [Judy Irving](#)  
**To:** [BoardofAppeals \(PAB\)](#)  
**Cc:** [osgood@rinconneighbors.com](mailto:osgood@rinconneighbors.com)  
**Subject:** Osgood vs. DBI, PDA, Rincon Annex Signage  
**Date:** Thursday, July 6, 2023 3:39:35 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Board of Appeals,

My message is in support of the neighbors' appeal of the permit for 16 new signs at the Rincon Annex Post Office.

Please do not allow the installation of signage that will impair and diminish the elegance of this historic building.

Sincerely,  
Judy Irving

Producer/Director  
"The Wild Parrots of Telegraph Hill"

Unintended consequences with streamlining planning process.  
Please  
Stop the defacement of the Rincon Annex.

I am against the permitting of eight sets of signs at Rincon Center.

*Best wishes,*

***Olga Kist***

467 POTRERO AVENUE, SAN FRANCISCO, CA 94110  
(415) 552-4595  
(415) 837-3323 Cellular

[alsfok@sbcglobal.net](mailto:alsfok@sbcglobal.net)