

## SAN FRANCISCO PLANNING DEPARTMENT

# Letter of Determination

May 30, 2017

Mr. Daniel Robinson MacCracken Architects 479 Ninth Street, Second Floor San Francisco, CA 94103

> Site Address: Assessor's Block/Lot: Zoning District: Staff Contact: Record No.:

12 Mint Plaza 3704/010 C-3-G (Downtown General Commercial) Nicholas Foster, (415) 575-6167 or <u>nicholas.foster@sfgov.org</u> 2017-005967ZAD

Dear Mr. Robinson:

This letter is in response to your request for a Letter of Determination regarding the property ("Property") at 12 Mint Plaza. This parcel is located in the C-3-G (Downtown General Commercial) Zoning District, 90-X Height and Bulk District, and the Downtown Plan Area. Your letter requested a determination as to whether the basement on the Property could be used as an "ancillary" Office Use.

The Property contains a three-story, approximately 4,000 gross square foot commercial building constructed circa 1919. After reviewing the available building permit history for the Property, the last legal use on file is "Lending Institution" (d.b.a. "San Francisco Fire Credit Union"). Per the Planning Code ("Code"), a Financial Service Use is a Retail Sales and Service Use that provides banking services and products to the public, such as banks, savings and loans, and credit unions, when occupying more than 15 feet of linear frontage or 200 square feet of gross floor area. The San Francisco Fire Credit Union occupies all three floors of the Property, which, itself contains 25 feet of linear frontage (and more than 200 square feet of gross floor area). Therefore, it is my determination that the Lending Institution would be considered a Financial Service Use, a principally permitted use as defined by the Code.

Pursuant to Code Section 210.2, a Retail Sales and Service Use is a principally permitted use at all floors in the C-3-G Zoning District. Pursuant to Code Section 210.2, Non-Retail Sales and Service Uses (including Office Use) at or below the ground floor in the C-3-G Zoning District would require Conditional Use Authorization.

Per your May 5, 2017 letter, you stated that the proposed Office Use on the basement level would be "ancillary" in nature. As the San Francisco Fire Credit Union operates on all three floors of the Property, it is therefore assumed that the activities on all three floors of the Property constitute Financial Service Use. Therefore, it is my determination that the proposed use on the basement level would not constitute an Office Use, but rather a Financial Service Use, which, is principally permitted use at all floors.

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

Reception: 415.558.6378

Fax: 415.558.6409

Planning Information: 415.558.6377 Mr. Daniel Robinson 479 Ninth Street, Second Floor San Francisco, CA 94103 May 30, 2017 Letter of Determination 12 Mint Plaza

Please note that a Letter of Determination is a determination regarding the classification of uses and interpretation and applicability of the provisions of the Planning Code. This Letter of Determination is not a permit to commence any work or change occupancy. Permits from appropriate Departments must be secured before work is started or occupancy is changed.

**APPEAL:** If you believe this determination represents an error in interpretation of the Planning Code or abuse in discretion by the Zoning Administrator, an appeal may be filed with the Board of Appeals within 15 days of the date of this letter. For information regarding the appeals process, please contact the Board of Appeals located at 1650 Mission Street, Room 304, San Francisco, or call (415) 575-6880.

Sincerely,

Scott F. Sanchez

Zoning Administrator

cc: Nicholas Foster, Planner Property Owner Neighborhood Groups BBN Requestor (if any)

R # 2017-005967210 CC # 4467176092 \$ 664, -M. LVELLEN (NE) May 5, 2017

## M E M O R A N D U M

Distribution:

Scott Sanchez, Zoning Administrator Office of the Zoning Administrator 1650 Mission Street, Suite 400 San Francisco, CA 94103

PROJECT: 12 Mint Plaza, San Francisco, CA 94103 / Block & Lot 3704 010 (C-3-G district) MESSAGE: Request for a Letter of Determination

Dear Mr. Sanchez:

I am writing on behalf of the San Francisco Fire Credit Union who owns the property at 12 Mint Plaza, San Francisco, CA 94103 to request a Letter of Determination concerning the basement area to be used as an ancillary office.

The determination of the basement as ancillary office space per Section 210.3 specifically encourages retail uses. The use of the basement area would enhance the on-site general public services offered by the ground level retail banking facility. Prior to SFFCU buying the building it was used as a Credit Union and fits well as an essential service in the C-3-G district.

We do not believe that such proposed use will be detrimental to the health, safety, convenience or general welfare of the persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity. The existing building is remaining with no interior or exterior changes and the proposed ancillary office only applies to the use of the basement space. In addition, the accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading will not be affected. The site has no on-site parking and is well served by above and below ground MUNI, BART, and bicycle transportation. The site is also situated in Mint Plaza that has been converted to a pedestrian only area. We see no impact on existing traffic patterns for either persons or vehicles as a result of granting this change of use from storage to ancillary office.

> MacCracken Architects, a California Professional Corporation 479 9th Street, San Francisco, California, 94103 Tel. 415 487.2050. Web: macarchs.com

May 5, 2017

In regards to the safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor, no construction is part of this determination since the project is an original building with no alterations proposed. The basement office use proposed will not contribute to noise, dust, glare or odor as it is located below grade, and will not produce said offensive emissions.

In regards to landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs, the existing site is full lot coverage so there is no option for landscaping and there are no exterior changes proposed.

In regards to adversely affecting the Master Plan, the C-3-G zoning district specifically encourages street level retail such as banking functions as currently exist at the ground floor of 12 Mint. The addition of a basement office function to support the on site banking services to the general public would only increase the pedestrian use and allow SFFCU to grow their business.

Attached is the Letter of Determination fee in the amount of \$664.00.

Sincerely, 4

Daniel Robinson, AIA, LEED BD+C MacCracken Architects 479 Ninth Street, Second Floor San Francisco, CA 94103 415.487.2050 danielr@macarchs.com www.macarchs.com

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R#2017-005967 ZAD N. FOSTER (NE)



May 5, 2017

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	intm. I.d. Insul.	Intermediate Inside Diameter Insulation		
	ыт. 	Interior (		REFERENCE GRID
	LAM.	Lamínsta	I	SECTION
d	LAV.	Lavatory		
	LT.	Light	A	-Sheet Number
	M.B. MAX.	Machine Bolt Maximum	4	WALL SECTION
×	MECH. MEMB.	Mechanical Membrane	A	Section Identification
	MET.	Metal	Y <b>-</b>	Sheet Number
	MFR. MIN.	Manufacturer Minimum		
nt	MISC. MTD.	Miscellaneous Mounted		BUILDING ELEVATION Section Identification
	N.	North	A	Sheet Number
	NI.C.	Not in Contract		INTERIOR ELEVATION
	NO. or # NOM.	Number Nominal		Elevation Identification
	N.T.S.	Not To Scale	l'and	Sheet Number
	0.A. 0.C.	Overall On Center	1	SHEET NOTE REFERENCE
	O.D. OPNG.	Outside Diameter Opening		DETAIL
	OPP.	Opposite		Detail Identification  Sheet Number
	PL.	Plate		
	P. LAM. PLAS.	Plastic Laminate Plaster	OFFICE -	Room Name
	PLYWD. PR.	Plywood Pair	102	Room Number Ceiling
	PR. PT.	Point	1A1•	Walls
	Q.T.	Quarty Tile		Hoonbase
	R.D. REFR.	Roof Drain Refrigerator	901	DOOR SYMBOL
	RGTR. REINF.	Register Reinforced	$\langle \gamma \rangle$	WINDOW TYPE
	REQ.	Required	0	
	resil. RM.	Resilient Room	À	REVISION
	R.O. RWD.	Rough Opening Redwood		
	R.W.L.	Rain Water Leader	+ 3/8* 1/2* +	DIMENSION STRING
	S. S.C.	South Solid Core	4	WORK POINT, CONTROL
	SHT. SIM.	Sheet Similar	· •	POINT, or DATUM POINT
	SPEC. SQ.	Specification Square	MATE	
	S.ST.	Stainless Steel	MATE	RIALS INDICATION
	STD. STL.	Standard Steel		
	STOR. STRL	Storage Structural	0.0	CONCRETE
	SYM.	Symmetrical	<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>	FIBER BOARD
	shth. SSD	Sheathing See Struct. Drwgs		EARTH
	T.C.	Top of Curb Telephone		
	TAG	Tangue & Groove	6963	ROCK FILL
	тнк. Т.V.	Thick Television		INSULATION, BATT
	t.w. Typ.	Top of Wall Typicsl	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	INSULATION, RIGID
	T.S.	Top of Slab		INSULATION, RIGID
	UNF. U.O.N.	Unfinished Unless Otherwise Noted		METAL
	VERT.	Vertical		MORTAR
or	VEST. V.G.	Vestibule Vertical Grain		PLYWOOD
	W. W/	West		WOOD, FINISH
	W.C.	Water Closet		WOOD, FRAMING
	WD. W/O	Wood Without		(THROUGH MEMBER)
	WP.	Waterproof		wood, Framing (Interrupted Member)
				WATERPROOF MEMBRANE
				TILE

GENERAL NOTES	
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1.	GRIERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VIGT THE SITE AND SHALL VERIEV ALL DIMENSIONS AND CONDITIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT AT ONCE OF ANY DISCREPANCES BETWEEN THE DRAWINGS AND ACTUAL CONDITIONS.

- 2. ALL DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALE. ALL DIMENSIONS ARE TO GRID LINE, OR TO FACE OF FRAMING UNLESS OTHERWISE NOTED. DO NOT SCALE DRAWINGS
- ARCHITECTURAL DIMENSIONS TAKE PRECEDENCE. CONTRACTOR TO NOTIFY ARCHITECT WHEN DISCREPANCIES BETWEEN THE DRAWINGS ARE FOUND, PRIOR TO STARTING WORK.
- ALL WORK TO BE PERFORMED IN COMPLETE ACCORDANCE TO STATE AND LOCAL CODES AND REGULATIONS, CONTRACTOR SHALL RAY FOR ALL PERMITS NECESSARY FOR COMPLETION OF WORK AND SHALL NOTIFY ALL ANTENDERS IN A NOVANCE OF ALL CONSTRUCTION PROCESSES INVOLVING UTILITY SHUTDOWN OR WORK AT PUBLIC STREETS AND SIDEWARKS
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF PUBLIC SAFETY AT ALL TIMES AND SHALL BE SOLELY RESPONSIBLE FOR PROTECTION AGAINST VANDALISM AND THEFT DURING CONSTRUCTION.
- EACH SUBCONTRACTOR IS CONSIDERED A SPECIALIST IN HIS RESPECTIVE FIELD AND SHALL PRIOR TO THE SUBMISSION OF BID OR PERFORMANCE OF WORK, NOTIPY THE CONTRACTOR OF MAY WORK CALLED OLT IN THE DRAWINGS OR SPECIFICATIONS IN HIS TRADE THAT CANNOT BE FULLY QUARANTEED OR CONSTRUCTED ACCORDING TO THE ARCHTER'S DESIGN NITEM.
- CONTRACTOR SHALL COORDINATE WITH OTHER CONTRACTORS FOR TIMELY STORAGE AND INSTALLATION OF THEIR PRODUCT.
- CONTRACTOR SHALL PROVIDE ALL NECESSARY BLOCKING, BACKING, FRAMING, NANGERS OR OTHER SUPPORT FOR ALL RICHES, EQUIPMENT, CABINETRY, FURNISHINGS, AND ALL OTHER ITEAS REQUIRING SWE
- CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTION OF WORK AT HIS OWN EXPENSE FOR WORK INSTALLED IN CONFLICT WITH THE CONTRACT DOCLIMENTS.
- ALL CONSTRUCTION SHALL COMPLY WITH THE 2010 CBC, CMC, CPC, CFC AND CEC, AS AMENDED BY LOCAL JURSDICTION REDUITEMENTS. 11. FIREBLOCKING IS REQUIRED IN THE FOLLOWING LOCATIONS (12 - 17):
- 12. IN CONCEALED SPACES OF STUD WALLS AND PARTITIONS, INCLUDING FURRED SPACES, @ THE CRUING & FLOOR LEVELS.
- 13. IN CONCEALED SPACES OF STUD WALLS & PARTITIONS, INCLUDING FURRED SPACES @ 10 FT. INTERNALS ALONG THE LENGTH OF THE WALL.
- 14. @ ALL INTERCONNECTIONS BTWN. CONCEALED VERT. & HORIZ. SPACES SUCH AS OCCUR @ SOFFITS, DROP CELINGS & COVER CELINGS.
- IN CONCEALED SPACES BTWN. STAIR STRINGERS @ THE TOP & BOTTOM OF THE RUN & BTWN. STUDS ALONG & IN LINE W/ THE RUN OF THE STAIRS IF UNDER THE STAIR IS UNFINISHED.
- W OPENINGS AROUND VENTS, PIPES, DUCTS, CHIMNEYS, FIREPLACES AND SIMILAR OPENINGS WHICH AFFORD A PASSAGE FOR FIRE @ CELLING & FLR. LEVELS, W/ NONCOMBUSTBLE MATERIALS
- 17. I OPENINGS BTWN. ATTIC SPACES & CHIMNEY CHASES FOR FACTORY BULT CHIMNEYS.
- 18. A WRITTEN SPECIFICATION MANUAL IS PART OF THIS CONSTRUCTION SET.
- INTERIOR WALL OR CELLING FINISHES, OTHER THAN TEXTILES, SHALL BE PERMITTED TO BE TESTED IN ACCORDANCE WITH NEPA 286, FINISHES TESTED IN ACCORDANCE WITH NEPA 286 SHALL COMPL WITH OBS SECTION 832.1.
- TEXTLE WALL AND CELING CONFINGS SHALL HAVE A CLASS A FLAME SPREAD INDEX IN ACCORDANCE WITH ASTIME 64 AND BE PROTECTED BY AN AUTOMATIC SPRINGLER SYSTEM IN ACCORDANCE WITH OBC SECTION 903.3.1.1 OR 903.3.1.2.

### CODE DATA

- 1. CODES ENFORCED:
- A The 2016 Edition of the California Multiling Code (CBC), Part 2 of Trife 24. B. The 2016 Edition of the California Mechanical Code (CMC), Part 3 of Trife 24. C. The 2016 Edition of the California Plumbing Code (CPC), Part 4 of Trife 24. D. The 2016 Edition of the California Electrical Code (CEC), Part 5 of Trife 24.
- E. The 2016 Edition of the California Energy Code F. The 2016 Edition of the California Fire Code (CFC).

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### INDICATION

	0.0	CONCRETE
		FIBER BOARD
		EARTH
	6363	ROCK FILL
		INSULATION, BATT
		INSULATION, RIGID
oled		METAL
		MORTAR
		PLYWOOD
		WOOD, FINISH
	$\ge$	WOOD, FRAMING (THROUGH MEMBER



d, Framing Rrupted Member)

## ERPROOF MEMBRANE



(4) PROJECT SCOPE

SCOPE OF WORK

2. NO CONSTRUCTION WORK REQUIRED

LETTER OF DETERMINATION OVERVIEW FOR OFFICE USE BELOW FIRST FLOOR PER SF PLANNING SEC 219(d)

### DRAWING INDEX ARCHITECTURAL

A 0.0	INDEX SHEET
A 0.1	DA CHECKLIST & EXITING
A 0.2	ADA COMPLIANCE DETAILS
A 1.0	EXISTING FLOOR PLANS
A 1.1	EXISTING FLOOR PLANS
A 1.4	EXISTING BATHROOM & ENTRY RAMP PLANS
A 2.0	EXISTING EXTERIOR ELEVATION
	FORMATION
CONTACTIN	FORMATION

### ARCHITECT STEPHEN MACCRACKEN MACCRACKEN ARCHITECTS 479 NINTH STREET SAN FRANCISCO, CA 94103 (415) 487-2050

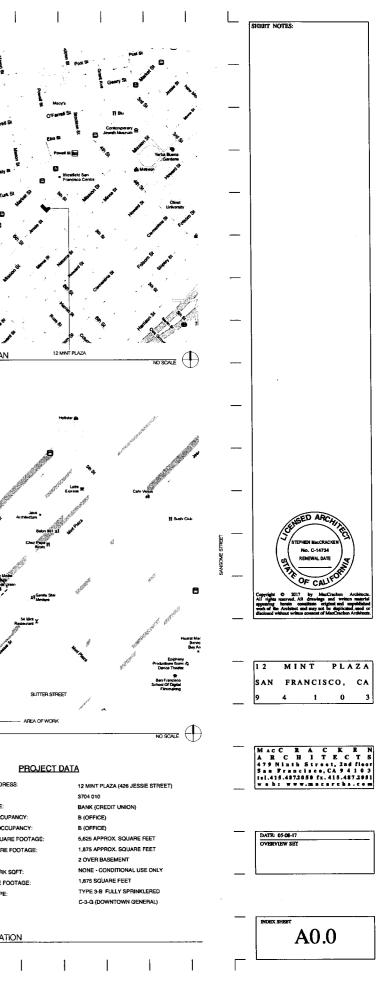
OWNER SAN FRANCISCO FIRE CREDIT UNION ROBERT DA SILVA 3201 CALIFORNIA STREET SAN FRANCISCO, CA 94





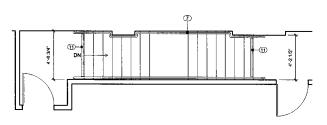
PROJECT ADDRESS: BLOCK & LOT PROJECT USE: CURRENT OCCUPANCY PROPOSED OCCUPANCY: BUILDING SQUARE FOOTAGE FLOOR SQUARE FOOTAGE: STORIES: AREA OF WORK SOFT: SITE SQUARE FOOTAGE: BUILDING TYPE: ZONING



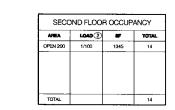


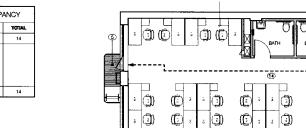
SCALE: 1/4" =1'-0"

SCALE: 1/8" = 1'-0"



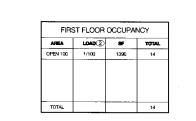
## 4 EXISTING 1ST FLOOR STAIR

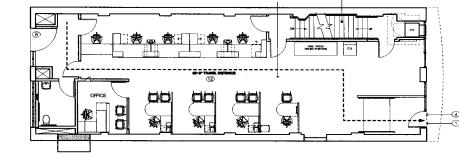


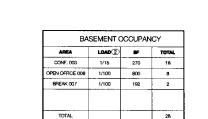


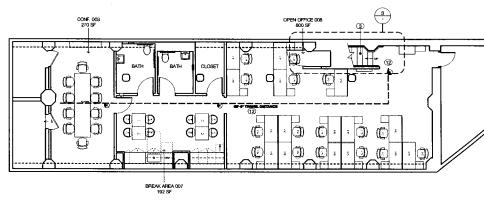


FIRST FLOOR PLAN - NO WORK ON THIS LEVEL











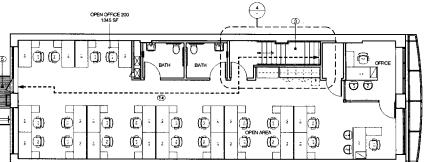
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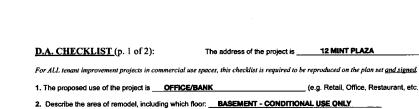
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\* NOTE: ALL FLOORS FULLY SPRINKLERED 





- 3. The construction cost of this project excluding disabled access upgrades is \$ 3,000, , which is (check one) \_\_\_\_\_ more than / \_\_\_\_\_ less than the Accessibility Threshold amount of \$ 139,934.96 based on the \*2013 ENR Construction Cost Index\* (The cost index & threshold are updated annually).
- 4. Is this a City project and/or does it receive public funding? Check one: 🔲 😰 s / 💆 🐿 Note: If Yes, then see Step 3 on the Instructions page for additional forms required.

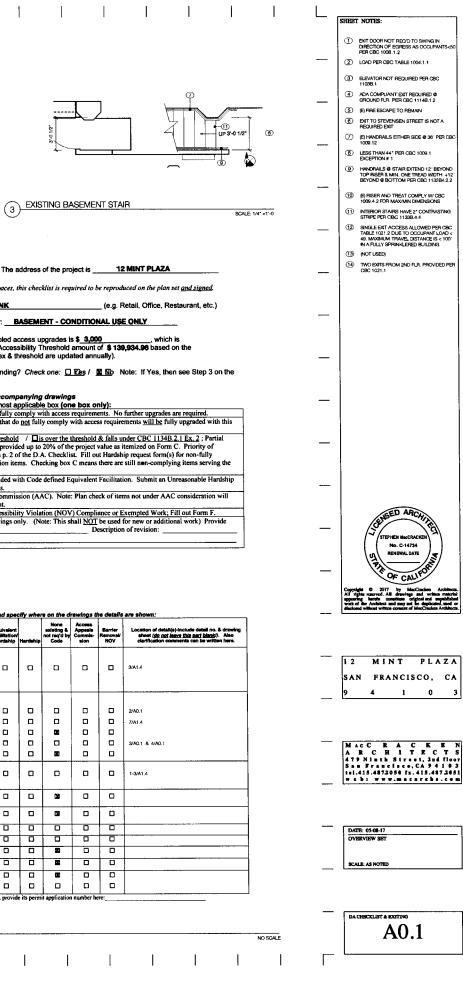
- Conditions below must be fully documented by accompanying drawings 5. Read A through G below carefully and check the most applicable box (one box only): **a** A: All existing conditions serving the area of remodel fully comply with access requirements. No further upgrades are required. **b** B: All existing conditions serving the area of remodel that do not fully comply with access requirements will be fully upgraded with this
- B. All existing containing set and of related that so that for the compty with access equincing that and the set of related that so the formation of the set of the
- area of remodel.
  D: Access features will either fully comply or be provided with Code defined Equivalent Facilitation. Submit an Unreasonable Hardship Request (UHR) for the Equivalent Facilitation items.
  E: Hardship appeal to be filed with Access Appeals Commission (AAC). Note: Plan check of items not under AAC consideration will
- continue while resolution of AAC decision is sought. Consisting only of Barrier Removal, Notice of Accessibility Violation (NOV) Compliance or Exempted Work; Fill out Form F.
   G: Minor revision to previously approved permit drawings only. (Note: This shall NOT be used for new or additional work) Prov
   previous approved permit application here:
   \_\_\_\_\_\_ Description of revision:

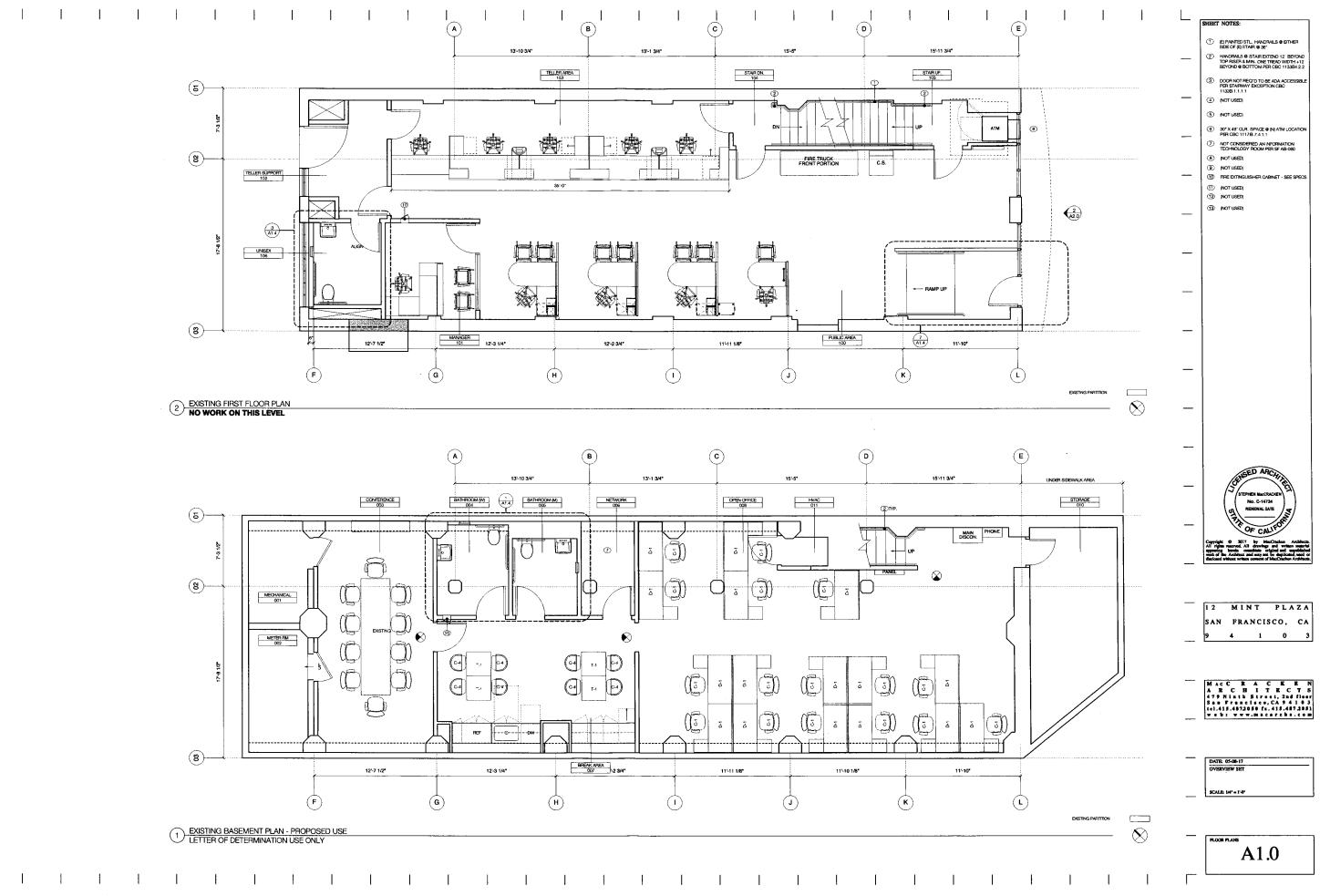
#### Website/Forms - Handouts/2011 DA checklist.doc Page 6 of 1

<u>D.A.</u>	CHECKLIST	(p.	2	of 2):	

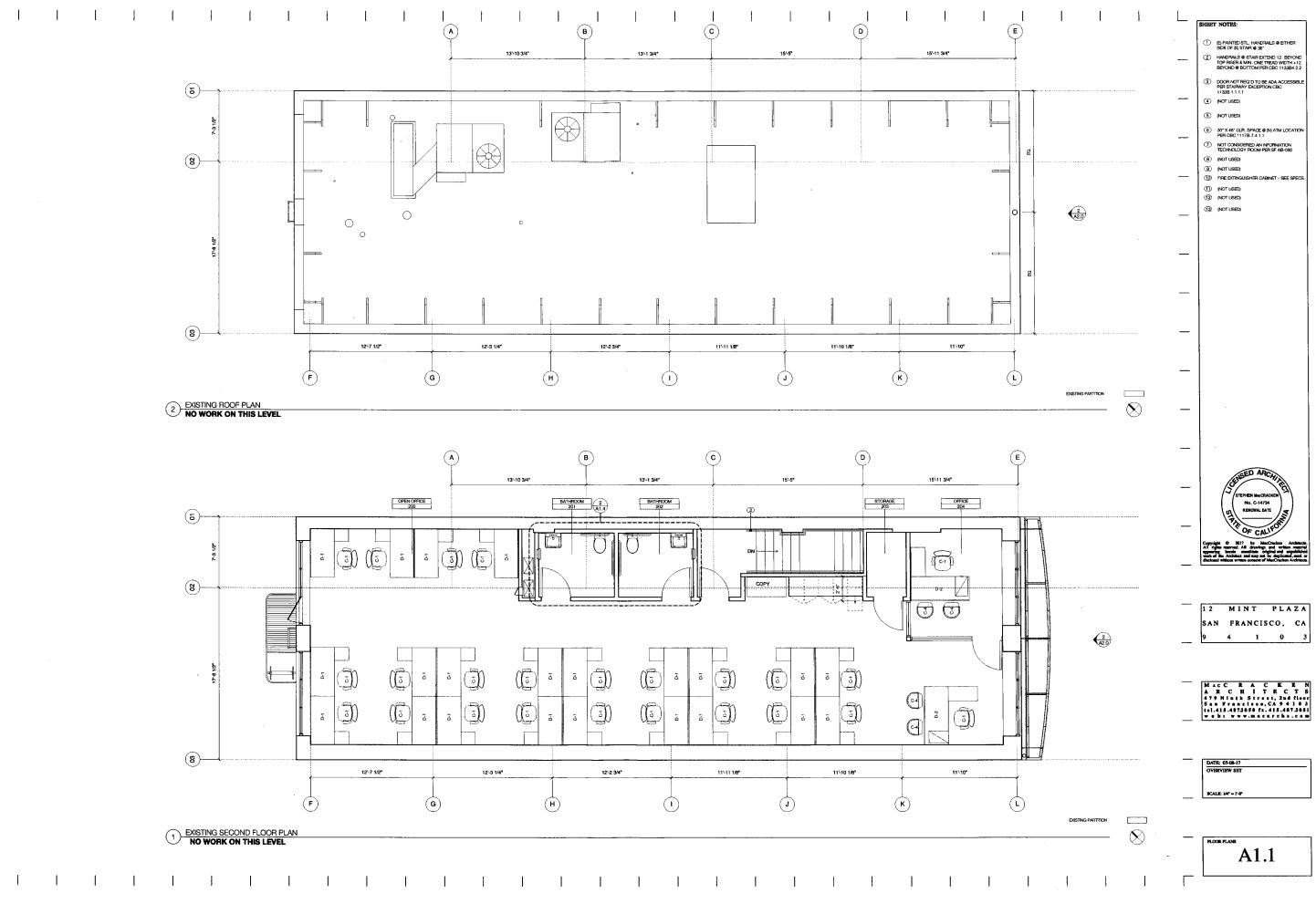
Check	all applica	ble boxe	s and spe	ity whe	re on the d	rewings t	he di
Existing Fully Complying	Upgrade to Full Compliance	Partisi Upgrade / Herdship	Facilitation		None existing & not req'd by Code	Access Appeals Commis- sion	Bar Rem N
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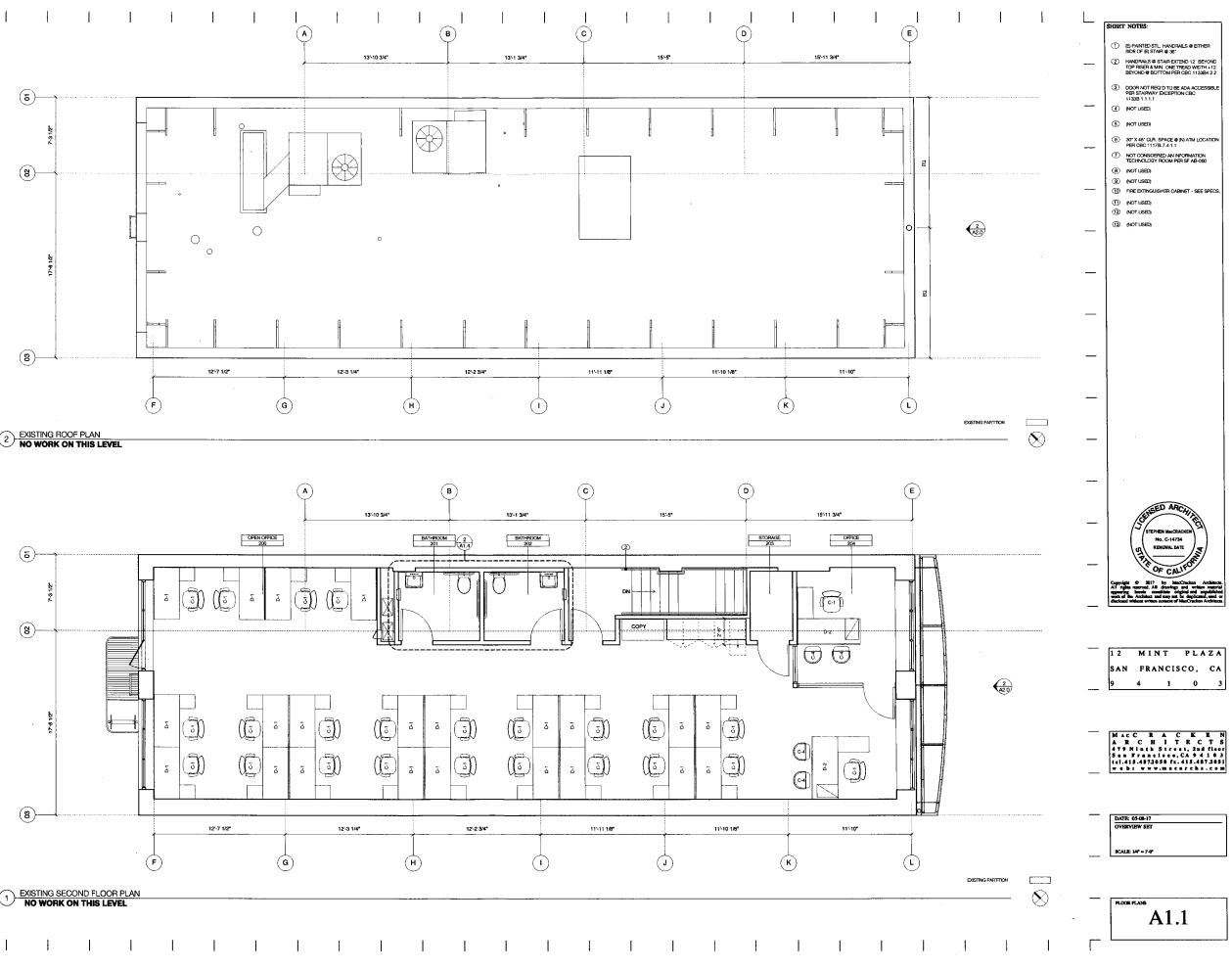
1) DA CHECKLIST 



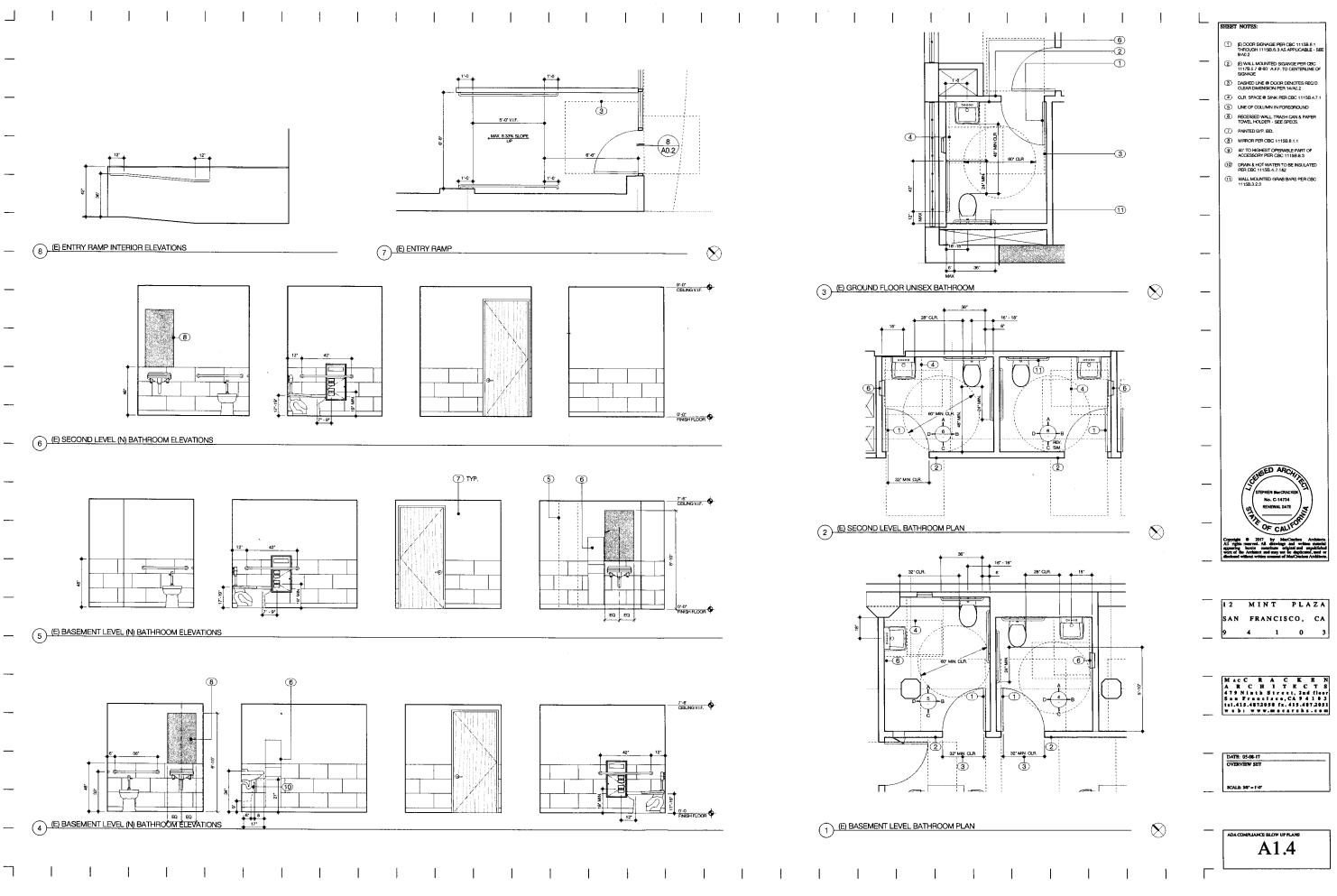


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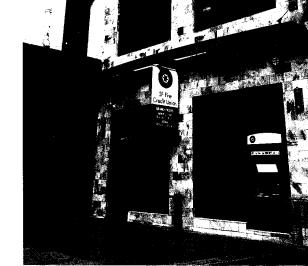
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(3) EXISTING SOUTH ELEVATION - IMAGE

SAN FRANCISCO FIRE CREDIT UNION

2 EXISTING SOUTH ELEVATION

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