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.

world.sfplanning.org
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)
May 5, 2017

MEMORANDUM

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,

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
May 5, 2017

MEMORANDUM

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,

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
The address of the project is **MINT PLAZA**.

**MINT PLAZA, SAN FRANCISCO, CA**

**PLAN CHECKLIST (p. 1 of 2):**

- **First Floor Occupancy**
- **Second Floor Occupancy**
- **Basement Occupancy**

**EXISTING 1st FLOOR PLAN**

**EXISTING BASEMENT PLAN**

**SECOND FLOOR PLAN - NO WORK ON THIS LEVEL**

**BASEMENT PLAN - LETTER OF DETERMINATION USE ONLY**

**DA CHECKLIST (p. 2 of 2):**

1. The proposed use of the project is **OFFICE/BANK**.
2. Describe the area of remodel, including which floor. **BASEMENT - CONDITIONAL USE ONLY**
3. The construction cost of the project and/or remodel access upgrades in **$9,000**, which is below the threshold of **$3,289,894.81**.
4. Is the City project permit check necessary?** No **Note: If Yes, then see Step 5 on the instructions page for additional forms required.**

**Conditions further must be fully documented by accompanying drawings:***

- **A**: All existing conditions serving the area of remodel fully comply with access requirements. Further actions are required.
- **B**: All existing conditions serving the area of remodel that do not fully comply with access requirements will be fully upgraded with this project. Partial upgrades, including Equivalent Facilitation, will be provided up to 20% of the project value. Plenty of special exceptions are made in the code. Even if a 20% check is made, the functionality of the area must be restored as originally intended.
- **C**: Minor Review of Previously Approved Permit Drawings Only. (Note: This shall NOT be used for new or additional work) Provide plan check of items no longer under AAC consideration.
- **D**: Access features will either fully comply or be provided with Code defined Equivalent Facilitation. Submit Unreasonable Hardship Appeal Request if the Equivalent Facilitation does not meet the threshold.
- **E**: Conforming with AAC's Specific Aspects of Remodeling (SARO) Access tapistry (AAC). Note: Plan check of items not under AAC, construction will be assumed to be complete.
- **F**: Crosswalk with Barren Boundary, System of Connectivity, Visual (SCCV) Compliance in current state, fill in Form 2.**

**DA CHECKLIST (p. 2 of 2):**

- **Note:** Application must be filed with the Department of Building Inspection (DBI) even if the structure is not subject to Access Appeals Commission (AAC) review. All work must be completed in accordance with AAC requirements.

**Instructions:**

- **Check one box.**
- **Check more than one box if the project value is more than the threshold amount.**
- **Note:** Proprietary access to the project site is required.

**Description of revisions:**

- **Location of improvements made & a list of the work and materials used:**
- **Location of improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**

**Description of all changes:**

- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**

**Description of changes:**

- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**
- **Location of Improvements made & a list of the work and materials used:**