



PLAN CHECK LETTER #3

11/27/2024

James Stallworth
125 University Ave
Palo Alto, CA 94.01

Project Address: **12 MINT PLZ**
Assessor's Block/Lot: **3704 / 010**
Zoning District: **DOWNTOWN- GENERAL C-3-G/90-X**

Building Permit Number: **N/A**
Planning Record Number: **2024-006746PRJ**

Project Manager: Ashley Lindsay, Ashley.Lindsay@sfgov.org, 628-652-7360

The Project Application for the above address has been reviewed by the Planning Department. This Plan Check Letter indicates (1) any information required to proceed with environmental analysis, (2) any missing information or modifications that must be provided to demonstrate compliance with the Planning Code and proceed with environmental analysis, and (3) any other modifications the Department is seeking in order to support the project. **Please review this Plan Check Letter carefully, and follow the instructions provided in order to advance the review process.**

Project Review History

On September 4, 2024, a project application was submitted to the Planning Department.

On September 5, 2024, the Planning Department issued a Completeness Letter Determination and deemed the application complete.

On October 4, 2024, the Planning Department issued a plan check letter.

On October 7, 2024, revisions were submitted to the Planning Department.

On October 30, 2024, the Planning Approval letter issued on 10/17/24 is rescinded.

On October 31, 2024, revisions were submitted to the Planning Department.

Project Review Comments

- 1. Inclusionary Affordable Housing Program: Planning Code Section 415 *et seq*** requires payment of the Affordable Housing Fee unless the Project Sponsor can demonstrate compliance with one of the alternatives to payment of the fee as set forth in Planning Code section 415.5(g): on-site units, off-site units, or a combination of the fee and on-site units. The submitted Inclusionary Affidavit (as clarified) states that the project will comply with the Inclusionary Housing Ordinance by setting aside three units as affordable to households earning 65% of Area Median Income. However, the submitted plans indicate that the units do not meet the minimum size requirements for Affordable Units set forth in Section 415.6(f)(2) of 300 square feet, nor would they meet the 200 square foot minimum size requirement for group housing/SRO units (as required in the CA Tax Credit Allocation Committee Regulations in effect on May 16, 2017). In addition, without further review from DBI, Planning Department staff are concerned that the rental beds would not comply with certain provisions of the San Francisco Housing Code, a requirement of the MOHCD Procedures Manual.

The Project Sponsor could meet the requirements of the Inclusionary Affordable Housing Program by paying the Inclusionary Fee. The Affordable Housing Fee rate is 20.5% and is calculated as follows: $20.5\% \times 5,980 \text{ sq. ft.} \times \$249.66 = \$306,058.19$. To proceed under this option, please submit a revised Inclusionary Housing Affidavit indicating that the project will pay the Inclusionary Housing Fee.

- 2. Enforcement:** This property has an active enforcement case (2023-009082ENF). Failure to respond to this letter within the required 30-day time period will result in enforcement proceedings by the Planning Department. Administrative penalties of up to \$1,000 per day per violation may also be assessed to the responsible party for each day the violation remains unabated, as well as an Enforcement Time and Materials Fee of \$755 plus any additional accrued time and materials cost for Code Enforcement investigation and abatement of violation.
 - a.** On April 16, 2024, Heather Samuels notified the project architect, Elias Horat via email, recommending consultation with the Department of Building Inspection (DBI) to confirm whether there are any additional requirements under the building code that need to be addressed. Please work with both the Department of Building Inspection and the Fire Department to determine a clear path forward. Additionally, note that the Planning Department will also need to review and approve this Building Permit Application (BPA). Once all relevant agencies have approved the BPA and you receive an issued permit, you will be provided with an issued Job Card. This Job Card will authorize you to begin the necessary work to address the open violations.

Required Action

- 1.** Please include a written response to this letter that discusses how you have addressed the items outlined above and in each of the attachments. Please note that the Department may request further revisions to the project as part of the environmental review process (e.g., to avoid a significant impact), or to ensure conformity with the Planning Code, design guidelines and other local ordinances and policies.
- 2.** Within ninety (30) days from the date of this letter, please submit the requested information, or contact the

project manager listed above if more time is needed to prepare the requested information. If the Department has not received the requested information or a request for additional time within 90 days, the application will be cancelled.

Revision Drop-Off for Building Permits Requested by Planning Department

Permits submitted to the Planning Department

If you have previously registered with [SF Planning Public Portal](https://aca-prod.accela.com/CCSF/), <https://aca-prod.accela.com/CCSF/>, use the email address listed on this notice to login and submit the requested materials (do not use a different email).

To submit Plan Revisions after logging into the portal:

- 1) Go to My Records and select the associated PRJ record,
- 2) Go to Record Info and select Attachments
- 3) At the bottom of the screen follow instructions to upload your plans and be sure to select “Plan Revisions” when completing your document upload. *(See ACA Plan Revision worksheet in this file for more detail.)*

If you have not previously registered with the [SF Planning Public Portal](https://aca-prod.accela.com/CCSF/)

- 1) Visit the [public portal](#) and create a new account and password with the email address listed on this notice. (Do not use a different email).
- 2) Navigate to the blue highlighted portion located in the middle right section of the page labeled “New users: Register for an Account” on the Public Portal’s homepage.
- 3) You will be redirected to review and acknowledge the terms of use to proceed. Once acknowledged, create NEW login information and use the email address listed on this notice.
- 4) Once complete, your previous information will be combined and updated for you to access through the new portal.
- 5) Submit Plan Revisions by following steps above titled “To submit Plan Revisions after logging into the portal”

EPR permits submitted through DBI (Department of Building Inspection)

If your Building Permit was submitted through the online permit portal via Electronic Plan Review (EPR), please upload plans directly into Bluebeam.

Please also upload the plans to the [SF Planning Public Portal](https://aca-prod.accela.com/CCSF/) (ACA) following the instructions in the section above titled “Permits submitted to the Planning Department.”

Paper permits

If you have an existing Form 1, 2 or 3 Building Permit Application that was originally submitted in hardcopy, you may submit revised plans directly to the Planning Department without an appointment. Customers should come to the 49 South Van Ness Main Entrance to drop-off the plans at the 2nd Floor (Stations No. 65, 71, 73 or 75) between 7:30 am and 3:30 pm. Permit Center staff will require you to sign-in through the Permit Center's queue management system upon arrival at 49 South Van Ness Avenue. Provide two sets of revised plans with the Building Permit Application Number along the side edge and dated with the resubmittal date.

Please also upload the plans to the [SF Planning Public Portal](#) (ACA) following the instructions in the section above titled "Permits submitted to the Planning Department."

Please do not come to the Planning Department to discuss this letter. Please direct all general questions or meeting requests to the project planner listed above. For questions related specifically to environmental review, please contact the environmental planner listed above.

Thank you,

Ashley Lindsay, Planner and Community Engagement Coordinator
D5/8 Team and SF Survey, Current Planning Division