



# SAN FRANCISCO PLANNING DEPARTMENT

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## Institutional Master Plan (IMP) and Student Housing Summary

Board of Supervisors Government Audit and Oversight Committee

Hearing Date: January 21, 2016

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### Institutional Master Plan (IMP)

#### **Purpose:**

The IMP requirement was established in 1976 (Ordinance 174-76) with the following purposes:

(1) To provide notice and information to the Planning Commission, community and neighborhood organizations, other public and private agencies and the general public as to the plans of each affected institution at an early stage, and to give an opportunity for early and meaningful involvement of these groups in such plans prior to substantial investment in property acquisition or building design by the institution;

(2) To enable the institution to make modifications to its master plan in response to comments made in public hearings prior to its more detailed planning and prior to any request for authorization by the City of new development proposed in the Master Plan; and

(3) To provide the Planning Commission, community and neighborhood organizations, other public and private agencies, the general public, and other institutions with information that may help guide their decisions with regard to use of, and investment in, land in the vicinity of the institution, provision of public services, and particularly the planning of similar institutions in order to insure that costly duplication of facilities does not occur.

#### **Applicability:**

Applies to all Hospitals and Post-Secondary Educational Institutions (see definitions below), including Group Housing affiliated with these institutions. Institutions of less than 50,000 square feet or 100,000 square feet if located in the C-3 Zoning District may submit an abbreviated IMP.

**Hospital.** *An Institutional Healthcare Use that includes a hospital, medical center, or other medical institution that provides facilities for inpatient or outpatient medical care and may also include medical offices, clinics, laboratories, and employee or student dormitories and other housing, operated by and affiliated with the institution, which institution has met the applicable provisions of Section [304.5](#) of this Code concerning Institutional Master Plans.*

**Post-Secondary Educational Institution.** *An Institutional Education Use, public or private, that is certified by the Western Association of Schools and Colleges, provides educational services such as a college or university, and has met the applicable provisions of Section [304.5](#) of this Code concerning institutional master plans. Such institution may include employee or student dormitories and other housing operated by and affiliated with the institution. Such institution shall not have industrial arts as its primary course of study.*

#### **Full IMP Requirement:**

The format and substance of the Full IMP must contain, at a minimum, textual and graphic descriptions of the following:

(1) The nature of the institution, its history of growth, physical changes in the neighborhood which can be identified as having occurred as a result of such growth, the services provided and service population, employment characteristics, the institution's affirmative action program, property owned or leased by the institution throughout the City and County of San Francisco, and any other relevant general information pertaining to the institution and its services;

(2) The present physical plant of the institution, including the location and bulk of buildings, land uses on adjacent properties, traffic circulation patterns, and parking in and around the institution;

(3) The development plans of the institution for a future period of not less than 10 years, and the physical changes in the institution projected to be needed to achieve those plans. Any plans for physical

January 21, 2016

development during the first five years shall include the site area, ground coverage, building bulk, approximate floor area by function, off-street parking, circulation patterns, areas for land acquisition, and timing for the proposed construction. In addition, with respect to plans of any duration, the submission shall contain a description and analysis of each of the following:

(A) The conformity of proposed development plans to the General Plan of the City and County of San Francisco, and to any neighborhood plans on file with the Planning Department,

(B) The anticipated impact of any proposed development by the institution on the surrounding neighborhood, including but not limited to the effect on existing housing units, relocation of housing occupants and commercial and industrial tenants, changes in traffic levels and circulation patterns, transit demand and parking availability, and the character and scale of development in the surrounding neighborhood,

(C) Any alternatives which might avoid, or lessen adverse impacts upon the surrounding neighborhood, including location and configuration alternatives, the alternative of no new development, and the approximate costs and benefits of each alternative,

(D) The mitigating actions proposed by the institution to lessen adverse impacts upon the surrounding neighborhood;

(4) A projection of related services and physical development by others, including but not limited to office space and medical outpatient facilities, which may occur as a result of the implementation of the institution's master plan;

(5) Any other items as may be reasonably required by the Planning Department or Planning Commission.

**Abbreviated IMP Requirement:**

The format and substance of the Abbreviated IMP must contain, at a minimum, a textual description of the institution's physical plant and employment, the institution's affirmative action program, all ownership by the institution of properties throughout the City and County of San Francisco, the services provided and service population, parking availability, and any other relevant general information pertaining to the institution and its services.

**Public Hearing and Acceptance:**

Required for Full IMP, may be requested for Abbreviated IMP by the Planning Commission. The public hearing is for the receipt of public testimony only and does not constitute an approval or disapproval of the IMP or of any facility described therein, by the Planning Commission. An IMP is considered accepted when the Planning Commission hearing has closed.

**IMP Updates:**

Required every two years with description of all projects that: (1) have been completed since the most recent submission; (2) are ongoing, including a description of the status and estimated timetables for completion of such projects; (3) are scheduled to begin in the upcoming 24 months, including estimated timetables for the commencement, progress, and completion of such projects; and, (4) are no longer being considered by the institution. An IMP update does not require hearing.

**New IMP:**

Required when there are significant revisions to the IMP or 10 years has passed since the previous IMP was accepted by the Planning Commission. Significant revisions may include plans to construct new facilities that were not previously discussed in the Institutional Master Plan, plans to demolish existing facilities that were not discussed in the Institutional Master Plan, closure of an existing unit, opening of a new unit, change in use of an existing unit or inpatient facility, an increase in the institution's size by 10,000 square feet or 25% of total square footage (whichever is less), or significant changes in use of existing facilities that were not discussed in the Institutional Master Plan.

**Public Health Review:**

The Planning Department submits all IMPs filed by Medical Institutions with changes to inpatient facilities, including the addition or removal of any licensed or staffed hospital beds and emergency services, and transfer of services to the Director of the Department of Public Health for review and comment by a qualified health planner to evaluate the proposed changes and their relationship to

January 21, 2016

Citywide healthcare needs.

**Project Approvals:**

The Planning Commission may not consider Conditional Use applications until 3 months has elapsed since after the date of the public hearing is closed and the IMP is accepted. No building permit applications may be approved by the Planning Department for any construction for any institution subject to IMP requirement, with the exception of interior alterations which do not significantly intensify, change or expand the use, occupancy or inpatient services or facilities of the institution, and are necessary to correct immediate hazards to health or safety, unless that institution has complied with the IMP requirement.

**Student Housing for Post-Secondary Educational Institutions**

**Overview:**

San Francisco has a range of Post-Secondary Educational Institutions. While many are small and do not provide student housing, the larger institutions provide a variety of housing. The following is a brief description of the student housing provided by the two largest Post-Secondary Educational Institutions subject to the IMP requirement, the Academy of Art University (AAU) and the University of San Francisco (USF).

**AAU** - Enrollment of 11,636 on-site (2011). AAU provides 1,868 beds (16% of all on-site students) in 17 properties in the NW, NE and SE portions of the City that are served by AAU's shuttle bus system. AAU has identified a demand for approximately 200 new beds and has stated that they are "not a developer: "new" buildings are usually old structures that the Academy preserves and restores." The 17 residential properties were formerly dwelling units, live/work units, residential hotels, and tourist hotels.

**USF** - Enrollment of 8,731 on-site (2011). USF provides 2,138 beds (25% of all on-site students) primarily at the Hilltop Campus. Current proposal is to construct approximately 635 new units at the Hilltop Campus.

**Student Housing Regulations:**

In 2011, the Board of Supervisor's adopted Ordinance No. 321-10 to amend the Residential Inclusionary Affordable Housing Program to exempt certain Qualified Student Housing Projects from the affordable housing requirements of the Planning Code.

In 2012, the Board of Supervisor's adopted Ordinance No. 188-12 to add a definition of Student Housing (see Section 102 definition below) and amend Planning Code Section 317 to prohibit the conversion of Residential Units to Student Housing.

***Student Housing.*** A Residential Use characteristic defined as a living space for students of accredited Post-Secondary Educational Institutions that may take the form of Dwelling Units, Group Housing, or SRO Unit and is owned, operated, or otherwise controlled by an accredited Post-Secondary Educational Institution. Unless expressly provided for elsewhere in this Code, the use of Student Housing is permitted where the form of housing is permitted in the underlying Zoning District in which it is located. Student Housing may consist of all or part of a building, and Student Housing owned, operated, or controlled by more than one Post-Secondary Educational Institution may be located in one building.