

[Planning Code - Updating Requirements for Institutional Master Plans]

Ordinance amending the Planning Code to temporarily exempt Post-Secondary Educational Institutions located in a C-3 (Downtown Commercial) District and to permanently exempt Post-Secondary Educational Institutions in the Art & Design Educational Special Use District from the requirements for Institutional Master Plans; require Post-Secondary Educational Institutions located elsewhere to file Institutional Master Plans with a development application; require updates to such plans only when the institution will increase by 10,000 square feet or by 25% of its total square footage (whichever is less); exclude student housing from the definition of Post-Secondary Educational Institution; and remove the three-month hold on hearing Conditional Use applications after an Institutional Master Plan has been accepted; 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 making findings of public necessity, convenience, and welfare pursuant to Planning Code, Section 302.

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

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

Section 1. Environmental and Land Use Findings.

1 (a) The Planning Department has determined that the actions contemplated in this
2 ordinance comply with the California Environmental Quality Act (California Public Resources
3 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of
4 Supervisors in File No. 260239 and is incorporated herein by reference. The Board affirms
5 this determination.

6 (b) On April 16, 2026, the Planning Commission, in Resolution No. 21910, adopted
7 findings that the actions contemplated in this ordinance are consistent, on balance, with the
8 City's General Plan and eight priority policies of Planning Code Section 101.1. The Board
9 adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the
10 Board of Supervisors in File No. 260239, and is incorporated herein by reference.

11 (c) Pursuant to Planning Code Section 302, the Board of Supervisors finds that this
12 ordinance will serve the public necessity, convenience, and welfare for the reasons set forth in
13 Planning Commission Resolution No. 21910. A copy of said resolution is on file with the Clerk
14 of the Board of Supervisors in File No. 260239 and is incorporated herein by reference.
15

16 Section 2. Articles 1, 2, and 3 of the Planning Code are hereby amended by revising
17 Sections 102, 249.67, and 304.5 to read as follows:
18

19 **SEC. 102. DEFINITIONS.**

20 * * * *

21 ***Post-Secondary Educational Institution.*** An Institutional Education Use, public or
22 private, that is certified by the Western Association of Schools and Colleges, provides post-
23 secondary educational services, such as a college or university, and has met the applicable
24 provisions of Section 304.5 of this Code concerning institutional master plans. Such institution
25 may include employee ~~or student, dormitories~~ and other housing operated by and affiliated with

the institution, but shall not include student housing, and Such institution shall not have industrial arts as its primary course of study. If an institution is not certified by the Western Association of Schools and Colleges, the Zoning Administrator may nonetheless determine that it is a Post-Secondary Educational Institution if the institution is either (a) accredited by a body comparable to the Western Association of Schools and Colleges, or (b) diligently pursuing accreditation with the Western Association of Schools and Colleges or a comparable body and has substantially progressed in the process with accreditation reasonably likely to be granted.

* * * *

School. An Institution Educational Use, public or private, certified by the Western Association of Schools and Colleges that provides educational instruction to students in kindergarten through twelfth grade. Such institution may include employee ~~or student~~ ~~dormitories~~ and other housing operated by and affiliated with the institution, but shall not include student housing. If an institution is not certified by the Western Association of Schools and Colleges, the Zoning Administrator may nonetheless determine that it is a School if the institution is either (a) accredited by a body comparable to the Western Association of Schools and Colleges, or (b) diligently pursuing accreditation with the Western Association of Schools and Colleges or a comparable body and has substantially progressed in the process with accreditation reasonably likely to be granted. This use is distinct and separate from a Post-Secondary Educational Institution, which is defined under this Section of the Code.

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SEC. 249.67. ART & DESIGN EDUCATIONAL SPECIAL USE DISTRICT.

* * * *

(c) **Controls.** All provisions of the Planning Code currently applicable shall continue to apply, including but not limited to the provisions of the PDR-1-D zoning district, except as

otherwise provided in this Section.

(1) **Postsecondary Educational Institutional Uses.** Postsecondary educational institutional uses are exempted from use size limitations and shall be permitted as of right. ~~Postsecondary educational institutional uses for the purposes of academic, professional, business or fine-arts education shall have an institutional master plan considered by the Planning Commission pursuant to Section 304.5 of this Code.~~

* * * *

SEC. 304.5. INSTITUTIONAL MASTER PLANS.

(a) **Purposes.** The principal purposes of ~~the requirements for~~ institutional master plans ~~contained in this Section are: is to (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 an institution's development plans of each affected institution at an early stage, and to give an opportunity for early and when such information would allow for the~~ meaningful involvement of these groups in ~~such the plans prior to substantial investment in property acquisition or building design by the institution without creating undue barriers to development.~~;

~~—(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.~~

(b) **When Required.** Except as provided in subsection (b)(1), Each-Hospital and each Post-Secondary Educational Institution (“PSEI”) in the City and County of San Francisco (for the purposes of this Section 304.5 collectively referred to as "institution(s))", including Group Housing affiliated with and operated by any such institution shall have on file with the Planning Department a current Institutional Master Plan describing the existing and anticipated future development of that institution as provided in Ssubsection (c) below. Institutions of less than 50,000 square feet or of less than 100,000 square feet in the C-3 district may submit an Abbreviated Institutional Master Plan as described in Subsection (d) below. A PSEI shall submit an Institutional Master Plan to the Planning Department, or an Update as appropriate, when applying for an entitlement that requires Department or Planning Commission approval.

(1) Exemptions.

(A) The requirements of this Section 304.5 shall not apply to a PSEI, or to any development of a PSEI, located in a C-3 District specified under Section 210.2 of this Code or in the Art & Design Educational Special Use District specified under Section 249.67, provided that the institution submits the declaration specified in subsection (b)(1)(B)

Exemption for Abbreviated Plans. Institutions that occupy less than 50,000 square feet, or less than 100,000 square feet in the C-3 district, may submit an Abbreviated Institutional Master Plan under subsection (d) in lieu of the full plan described in subsection (c).

(B) A PSEI shall not qualify for the exemption in this subsection (b)(1), unless it declares under penalty of perjury, on a form prescribed by the Department, that the institution will not demolish or convert any structure in San Francisco that is used or occupied as housing as of the effective date of the ordinance in Board File No. _____, or for which the last legal use was residential. The institution must also declare under penalty of perjury that its development will not result in the elimination of any rent-controlled housing unit. **Complete Exemptions.**

1 (i) A PSEI shall not qualify for an exemption under this subsection
2 (b)(1)(B), unless it declares under penalty of perjury, on a form prescribed by the Department,
3 that the institution will not demolish or convert any structure in San Francisco that is used or
4 occupied as housing as of the effective date of the ordinance in Board File No. 260239, or for
5 which the last legal use was residential. The institution must also declare under penalty of
6 perjury that its development will not result in the elimination of any rent-controlled housing
7 unit.

8 (ii) The requirements of this Section 304.5 shall not apply to a
9 PSEI, or to any development of a PSEI, located in the Art & Design Educational Special Use
10 District specified under Section 249.67.

11 (iii) The requirements of this Section 304.5 shall not apply to a
12 PSEI, or to any development of a PSEI, located in a C-3 District specified under Section 210.2
13 of this Code. This subsection (b)(1)(B)(iii) shall expire by operation of law on December 31,
14 2032. Upon expiration of this subsection (b)(1)(B)(iii), the City Attorney shall cause the
15 subsection to be removed from the Planning Code.

16 ~~(C) Institutions that occupy less than 50,000 square feet, or less than~~
17 ~~100,000 square feet in the C-3 district, may submit an Abbreviated Institutional Master Plan~~
18 ~~under subsection (d) in lieu of the full plan described in subsection (c).~~

19 ~~Thereafter, at intervals of two years, each such institution shall file an Update with the~~
20 ~~Planning Department describing the current status of its Institutional Master Plan. The requirements~~
21 ~~for an Update are provided in Subsection (f) below.~~

22 (2) Updates. The Zoning Administrator shall be notified whenever the following occur
23 to determine whether a new Institutional Master Plan or a
24 An Update to an Institutional Master Plan
(or "Update") as provided in subsection (f) shall be required as follows:

25 (A) Hospitals. Following acceptance of its Institutional Master Plan, a Hospital

1 shall file an Update with the Planning Department every two years. If the Hospital proposes to
2 undertake or has undertaken ~~there are significant revisions~~ development to the information that is not
3 ~~contained~~ discussed in the existing Institutional Master Plan; ~~or 10 years have passed since the last~~
4 ~~Institutional Master Plan was submitted and heard by the Planning Commission (as described by~~
5 ~~Subsection (c) below), the Zoning Administrator shall determine whether a new Institutional Master~~
6 Plan or an Update is required to fulfill the purpose stated in subsection (a) above. Significant
7 ~~revisions~~ development may include plans to construct new facilities ~~that were not previously~~
8 ~~discussed in the Institutional Master Plan, plans to~~ or demolish existing facilities ~~that were not~~
9 ~~discussed in the Institutional Master Plan,~~ closure of an existing unit, opening of a new unit,
10 ~~change in use of an existing unit or inpatient facility,~~ an increase in the institution's size by 10,000
11 square feet or 25% of total square footage (whichever is less), or significant changes in use of
12 existing facilities or units that were not discussed in the Institutional Master Plan.

13 (B) PSEIs. If a PSEI already has an accepted Institutional Master Plan on file
14 with the Department, the institution shall submit an Update with any subsequent application for an
15 entitlement that requires Department or Planning Commission approval if the application proposes to
16 increase the institution's presence in a Residential District by 10,000 square feet or by 25% of the
17 institution's total square footage (whichever is less).

18 * * * *

19 **(e) Hearing and Acceptance of the Plan.** In a case in which a full Institutional
20 Master Plan, or revision to such a plan, has been filed and the submission has been
21 determined by the Planning Department to contain all information in accordance with
22 Subsection (c) above, the Planning Commission shall hold a public hearing on such plan or
23 revisions. The Zoning Administrator shall set the time and place for the hearing within a
24 reasonable period, but in no event shall the hearing date be less than 30 days nor more than
25 180 days after the plan, or revisions, have been accepted for filing. An Institutional Master

1 Plan shall be considered accepted when the Planning Commission hearing has closed.

2 In a case in which an abbreviated institutional master plan has been filed in accordance
3 with ~~S~~subsection (e) (d) above, the Zoning Administrator shall report the filing to the Planning
4 Commission, and the Commission may, at its option, either hold or not hold a public hearing
5 on such plan, as the Commission may deem the public interest to require. In the event a
6 public hearing is to be held on ~~such~~ an abbreviated institutional master plan, the Planning
7 Department or the Commission may require submission of additional information by the
8 institution as deemed necessary for such hearing. An abbreviated Institutional Master Plan
9 shall be considered accepted after the Zoning Administrator reports the filing to the Planning
10 Commission, unless the Planning Commission requests a public hearing, ~~at~~ in which case
11 acceptance shall occur when the Planning Commission hearing has closed.

12 * * * *

13 ~~To facilitate accessibility of the Master Plan to the public, once an institutional master plan~~
14 ~~or abbreviated institutional master plan is determined by the Planning Department to contain all~~
15 ~~information in accordance with Subsection (c) above, the institution shall provide the Planning~~
16 ~~Department with ten (10) print versions of the document in addition to any other format deemed useful~~
17 ~~and appropriate for easy public accessibility.~~

18 Public testimony, as represented in the official minutes of the Planning Commission
19 and written correspondence to the Commission, concerning the content of an Institutional
20 Master Plan and revisions thereto, shall become a part of the Institutional Master Plan file at
21 the Planning Department and shall be available for public review.

22 (f) **Update to the Plan.** ~~Every two years or sooner from the date of the most recent~~
23 ~~approval, the institution must submit an Update to the Planning Department. This An Update shall~~
24 ~~provide a description of~~ describe all projects that: (1) an institution ~~has~~ been completed since ~~the~~
25 ~~most recent filing its Institutional Master Plan or last Update submission~~; (2) are ongoing, including

1 a description of the status and estimated timetables for completion of such projects; (3) are
2 scheduled to begin in the upcoming 24 months, including estimated timetables for the
3 commencement, progress, and completion of such projects; and, (4) are no longer being
4 considered by the institution.

5 The Update will not require a hearing, although the document will be made publicly
6 accessible. Per §subsection (i) below, the Planning Department will not grant any permits or
7 other entitlements to the Institution until the Update is considered complete. ~~The institution shall~~
8 ~~provide the Planning Department with ten (10) print versions of the Update in addition to any other~~
9 ~~format that is deemed useful and appropriate for easy public accessibility.~~

10 * * * *

11 (h) **Conditional Use Authorizations.** In the case of any institution subject to the
12 institutional master plan requirements of this Section 304.5, ~~the Planning Commission shall not~~
13 ~~authorize a~~ no conditional use or any other entitlement requiring Planning Commission action
14 ~~required~~ for development by the institution ~~under Articles 2, 7 or 8 of this Code shall be authorized~~
15 ~~by the Planning Commission~~ unless such development shall be as described in the Institutional
16 Master Plan or uUpdate; filed with the Planning Department, ~~and heard by the Planning~~
17 ~~Commission as provided in this Section. Additionally, no hearing shall be held or consent calendar~~
18 ~~item approved by the Commission on any such application for a new conditional use until three months~~
19 ~~shall have elapsed after the date on which the public hearing is closed and the Institutional Master~~
20 ~~Plan, is accepted.~~ The procedures for conditional use applications and other entitlements
21 requiring Planning Commission action shall be those set forth in Section 303 and elsewhere in
22 this Code.

23 * * * *

24 (i) **Permit Applications.** The Planning Department shall not approve any Development
25 Application or building permit application for any construction pertaining to any development of

1 any institution subject to this Section 304.5, with the exception of interior alterations which do
2 not significantly intensify, change, or expand the use, occupancy, or inpatient services or
3 facilities of the institution as determined by the Zoning Administrator, and are necessary to
4 correct immediate hazards to health or safety, unless that institution has complied with all the
5 applicable requirements of Ssubsections (b), (c), and (f) above with regard to its filing of an
6 Institutional Master Plan or revisions thereto.

7
8 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
9 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
10 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
11 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
12 additions, and Board amendment deletions in accordance with the "Note" that appears under
13 the official title of the ordinance.

14
15 Section 4. Effective Date. This ordinance shall become effective on the 31st day after
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
18 of Supervisors overrides the Mayor's veto of the ordinance.

19
20 APPROVED AS TO FORM:
21 DAVID CHIU, City Attorney

22 By: /s/ Kathy J. Shin
23 KATHY J. SHIN
24 Deputy City Attorney

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