

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

### LAND USE AND TRANSPORTATION COMMITTEE

### SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Myrna Melgar, Chair  
Land Use and Transportation Committee

FROM: John Carroll, Assistant Clerk

DATE: May 5, 2025

SUBJECT **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, May 6, 2025

The following file should be presented as COMMITTEE REPORT during the Board meeting on Tuesday, May 6, 2025. This ordinance was acted upon during the Land Use and Transportation Committee meeting on Monday, May 5, 2025, at 1:30 p.m., by the votes indicated.

**BOS Item No. 40**

**File No. 250425**

**[Public Works Code, Administrative Code - Fee Waiver - Detroit Street Steps Archway]**

Ordinance amending the Public Works Code to waive the Tier 3 Love Our Neighborhoods major encroachment permit fee for a project to install the Detroit Street Steps Archway in the Sunnyside neighborhood that will create a gateway for the Detroit Street Steps Project; amending the Administrative Code to waive the Board of Appeals surcharge for this permit; and affirming the Planning Department's determination under the California Environmental Quality Act.

**RECOMMENDED AS A COMMITTEE REPORT**

Vote: Supervisor Myrna Melgar – Aye  
Supervisor Chyanne Chen – Aye  
Supervisor Bilal Mahmood – Aye

Cc: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Alisa Somera, Legislative Deputy  
Brad Russi, Deputy City Attorney

File No. 250425

Committee Item No. 1

Board Item No. 40

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Transportation

Date: May 5, 2025

Board of Supervisors Meeting:

Date: May 6, 2025

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Introduction Form
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract / DRAFT Mills Act Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

#### OTHER

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Project Images</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>CEQA Determination – April 29, 2025</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Committee Report Request Memo – April 30, 2025</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>30-Day Hold Waiver Memo – April 29, 2025</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
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<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>

Prepared by: John Carroll

Date: May 1, 2025

Prepared by: John Carroll

Date: May 5, 2025

Prepared by:  

Date:

[Public Works Code, Administrative Code - Fee Waiver - Detroit Street Steps Archway]

**Ordinance amending the Public Works Code to waive the Tier 3 Love Our Neighborhoods major encroachment permit fee for a project to install the Detroit Street Steps Archway in the Sunnyside neighborhood that will create a gateway for the Detroit Street Steps Project; amending the Administrative Code to waive the Board of Appeals surcharge for this permit; and affirming the Planning Department's determination under the California Environmental Quality Act.**

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 Findings.

The Planning Department has determined that the actions contemplated in this ordinance comply with the California Environmental Quality Act (California Public Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. 250425 and is incorporated herein by reference. The Board affirms this determination.

Section 2. General Background and Findings.

(a) The Detroit Street Steps are located in the Sunnyside neighborhood of Supervisorial District 7, and comprise 185 steps that run from Detroit and Hearst Streets to

1 Detroit and Joose Streets, bisected by Monterey Boulevard. The Detroit Street Steps were  
2 once an area that attracted dumping and other illegal activity, but the Sunnyside  
3 Neighborhood Association and members of the community have transformed the Steps into a  
4 safe and pleasant pedestrian walkway. In 2021, the Detroit Street Steps Project became one  
5 of 28 recipients of a grant from the Neighborhood Beautification Grant Fund to improve  
6 lighting and beautify the landscape with tiled steps and fence replacements.

7 (b) The Detroit Street Steps Project is a successful example of a community  
8 association transforming the site from a neglected space into an inspiring local destination  
9 that promotes health and well-being to residents and visitors.

10 (c) The Detroit Street Steps Project contributes to the revitalization of District 7,  
11 enhances the sense of joy for those living in the Sunnyside neighborhood, and attracts new  
12 visitors to this destination near City College of San Francisco, the Sunnyside Conservatory,  
13 and Balboa Park.

14 (d) On August 22, 2022, the Civic Design Review Committee of the Arts Commission  
15 approved the design for an Archway as an additional improvement to the Detroit Street Steps  
16 Project. The proposed Archway is an integral part of a multi-phase project for the Detroit  
17 Street Steps. The Archway requires a major encroachment permit for a Tier 3 Love Our  
18 Neighborhoods Project under Public Works Code Sections 786 et seq. Images of the  
19 Archway are on file with the Clerk of the Board of Supervisors in File No. 250425.

20 (e) On February 28, 2023, the Board of Supervisors adopted Resolution No. 90-23,  
21 which was a declaration of intent to waive the major encroachment permit fee and other fees  
22 associated with the Detroit Street Steps Archway. Resolution No. 90-23 was an effort to  
23 facilitate the revitalization of this valuable City destination in the Sunnyside neighborhood,  
24 such that the Detroit Street Steps Archway may be installed and enjoyed by the public  
25 unencumbered by payment of fees. This Resolution is on file with the Clerk of the Board of

Supervisors in File No. 230175 and incorporated herein by reference.

(f) Public Works Code Section 2.1.1(j)(2) establishes the permit fee for a Tier 3 Love Our Neighborhoods major encroachment permit, like the Detroit Street Steps Archway. Administrative Code Section 10G.1(c) establishes a Board of Appeals surcharge on Public Works issued permits.

Section 3. Waiver of the Tier 3 Love Our Neighborhoods Major Encroachment Permit Fee and Board of Appeals Surcharge for the Detroit Street Steps Archway.

In recognition of the benefits to the community of the Detroit Street Steps Project and its proposed Archway, the Board of Supervisors hereby: (a) amends Public Works Code Section 2.1.1(j)(2) to waive the major encroachment permit fee for the Detroit Street Steps Archway project; and (b) amends Administrative Code Section 10G.1(c) to waive the Board of Appeals surcharge for the Detroit Street Steps Archway permit. Collectively, these fees are approximately \$1,048.

Section 4. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

By: /s/ John D. Malamut  
JOHN D. MALAMUT  
Deputy City Attorney

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## **LEGISLATIVE DIGEST**

[Public Works Code, Administrative Code - Fee Waiver - Detroit Street Steps Archway]

**Ordinance amending the Public Works Code to waive the Tier 3 Love Our Neighborhoods major encroachment permit fee for a project to install the Detroit Street Steps Archway in the Sunnyside neighborhood that will create a gateway for the Detroit Street Steps Project; amending the Administrative Code to waive the Board of Appeals surcharge for this permit; and affirming the Planning Department's determination under the California Environmental Quality Act.**

### **Existing Law**

Public Works Code Section 2.1.1(j)(2) establishes the permit fee for a Tier 3 Love Our Neighborhoods major encroachment permit, like the Detroit Street Steps Archway. Administrative Code Section 10G.1(c) establishes a Board of Appeals surcharge on Public Works issued permits.

### **Amendments to Current Law**

This ordinance would waive the major encroachment permit fee for the Detroit Street Steps Archway, a Tier 3 Love Our Neighborhoods project. This legislation also would waive the Board of Appeals surcharge on this permit. The ordinance would make environmental findings.

### **Background Information**

The Detroit Street Steps Project, and its proposed archway which is the subject of this legislation, contributes to the revitalization of District 7, enhances the sense of joy for those living in the Sunnyside neighborhood, and attracts new visitors to this destination near City College of San Francisco, the Sunnyside Conservatory, and Balboa Park.

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SUNNYSIDE

DETROIT STEPS

< 6" >

< 6" >

< 13" >

8'





SUNNYSIDE

DETROIT STEPS



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MEMORANDUM

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Date: April 25, 2025  
To: Planning Department/Planning Commission  
From: John Carroll, Assistant Clerk, Land Use and Transportation Committee  
Subject: Board of Supervisors Legislation Referral - File No. 250425  
Public Works Code, Administrative Code - Fee Waiver - Detroit Street Steps Archway

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- ☒ California Environmental Quality Act (CEQA) Determination  
(*California Public Resources Code, Sections 21000 et seq.*) Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it would not result in a direct or indirect physical change in the environment.  
☒ Ordinance / Resolution  
☐ Ballot Measure  
4/29/2025 *Joy Navarrete*
- ☐ Amendment to the Planning Code, including the following Findings:  
(*Planning Code, Section 302(b): 90 days for Planning Commission review*)  
☐ General Plan ☐ Planning Code, Section 101.1 ☐ Planning Code, Section 302
- ☐ Amendment to the Administrative Code, involving Land Use/Planning  
(*Board Rule 3.23: 30 days for possible Planning Department review*)
- ☐ General Plan Referral for Non-Planning Code Amendments  
(*Charter, Section 4.105, and Administrative Code, Section 2A.53*)  
(Required for legislation concerning the acquisition, vacation, sale, or change in use of City property; subdivision of land; construction, improvement, extension, widening, narrowing, removal, or relocation of public ways, transportation routes, ground, open space, buildings, or structures; plans for public housing and publicly-assisted private housing; redevelopment plans; development agreements; the annual capital expenditure plan and six-year capital improvement program; and any capital improvement project or long-term financing proposal such as general obligation or revenue bonds.)
- ☐ Historic Preservation Commission  
☐ Landmark (*Planning Code, Section 1004.3*)  
☐ Cultural Districts (*Charter, Section 4.135 & Board Rule 3.23*)  
☐ Mills Act Contract (*Government Code, Section 50280*)  
☐ Designation for Significant/Contributory Buildings (*Planning Code, Article 11*)

Please send the Planning Department/Commission recommendation/determination to John Carroll at [john.carroll@sfgov.org](mailto:john.carroll@sfgov.org).



**MYRNA MELGAR**

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DATE: April 30, 2025

TO: Angela Calvillo  
Clerk of the Board of Supervisors

FROM: Supervisor Myrna Melgar, Chair, Land Use and Transportation Committee

RE: Land Use and Transportation Committee  
COMMITTEE REPORT

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Pursuant to Board Rule 4.20, as Chair of the Land Use and Transportation Committee, I have deemed the following matter is of an urgent nature and request it be considered by the full Board on Tuesday, May 6, 2025

**File No. 250425**

**Public Works Code, Administrative Code - Fee Waiver - Detroit  
Street Steps Archway**

Sponsors: Melgar; Mandelman

This matter will be heard in the Land Use and Transportation Committee at a Regular Meeting on Monday, May 5, 2025.

President, District 8  
BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

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**RAFAEL MANDELMAN**

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**PRESIDENTIAL ACTION**

Date: 4/29/25

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,

Pursuant to Board Rules, I am hereby:

☒ Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 250425 Melgar  
(Primary Sponsor)

Title. Public Works Code, Administrative Code - Fee Waiver - Detroit Street  
Steps Archway

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☐ Transferring (Board Rule No 3.3)

File No. \_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

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From: \_\_\_\_\_ Committee

To: \_\_\_\_\_ Committee

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☐ Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor: \_\_\_\_\_ Replacing Supervisor: \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Temporary Assignment: ☒ Partial ☐ Full Meeting

  
\_\_\_\_\_  
Rafael Mandelman, President  
Board of Supervisors

## Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

I hereby submit the following item for introduction (select only one):

- ☐ 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- ☐ 2. Request for next printed agenda (For Adoption Without Committee Reference)  
(Routine, non-controversial and/or commendatory matters only)
- ☐ 3. Request for Hearing on a subject matter at Committee
- ☐ 4. Request for Letter beginning with "Supervisor  inquires..."
- ☐ 5. City Attorney Request
- ☐ 6. Call File No.  from Committee.
- ☐ 7. Budget and Legislative Analyst Request (attached written Motion)
- ☐ 8. Substitute Legislation File No.
- ☐ 9. Reactivate File No.
- ☐ 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- ☐ Small Business Commission      ☐ Youth Commission      ☐ Ethics Commission
- ☐ Planning Commission      ☐ Building Inspection Commission      ☐ Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- ☐ Yes      ☐ No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: