

File No. 150113

Committee Item No. 6

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 15, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" 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/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

(Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Bas ordinance No. 64-14</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Linda Wong

Date April 10, 2015

Completed by: _____

Date _____

Item 6
File 15-0113

Department(s):
San Francisco Airport

EXECUTIVE SUMMARY

Legislative Objective

- The Airport is requesting release of \$30,204,929 in Airport revenue bonds previously reserved by the Budget and Finance Committee in order to begin construction of new facilities for the Airport's Ground Transportation Unit and Bus Maintenance Facility on the Airport's Plot 700.

Key Points

- The Airport's FY 2014-15 Five-Year Capital Plan, approved by the Airport Commission and the City's Capital Planning Committee in February 2015, provides for the development of Plot 700 to construct new facilities, including the relocation of the Ground Transportation Unit and the Bus Maintenance Facility.
- The Airport plans to award a construction contract, subject to the City's regular competitive bid process, to construct the new facilities on Plot 700.
- If the release of reserves is approved, construction would begin in April 2015 and is expected to be complete November 2016.

Fiscal Impacts

- The Plot 700 budget for the Airport's Ground Transportation Unit and Bus Maintenance Facility is \$35,170,806, which is \$4,965,877 or 16.4 percent more than the original estimated budget of \$30,204,929 (the amount of bond proceeds placed on Budget and Finance Committee reserve).
- The increase in the total project budget is driven entirely by a \$4,965,877 increase in utility costs in the Ground Transportation Unit budget.
- The cost of the Plot 700 project will be funded from Airport revenue bonds, which were appropriated by the Board of Supervisors for the Airport's Five Year Capital Plan in April 2014 (File 14-0232). According to Mr. Bruce Robertson, Airport Budget Director, other projects funded from these bond funds have budgetary savings which the Airport expects to use to pay for the additional \$4,965,877 in the updated \$35,170,806 Plot 700 budget.

Recommendation

- Approve the requested release of \$30,204,929 in reserved funds.

MANDATE STATEMENT

Section 3.3 of the City's Administrative Code provides that the committee of the Board of Supervisors that has jurisdiction over the budget (i.e., Budget and Finance Committee) may place requested expenditures on reserve, which are then subject to release by the Budget and Finance Committee.

BACKGROUND**The Plot 700 Development**

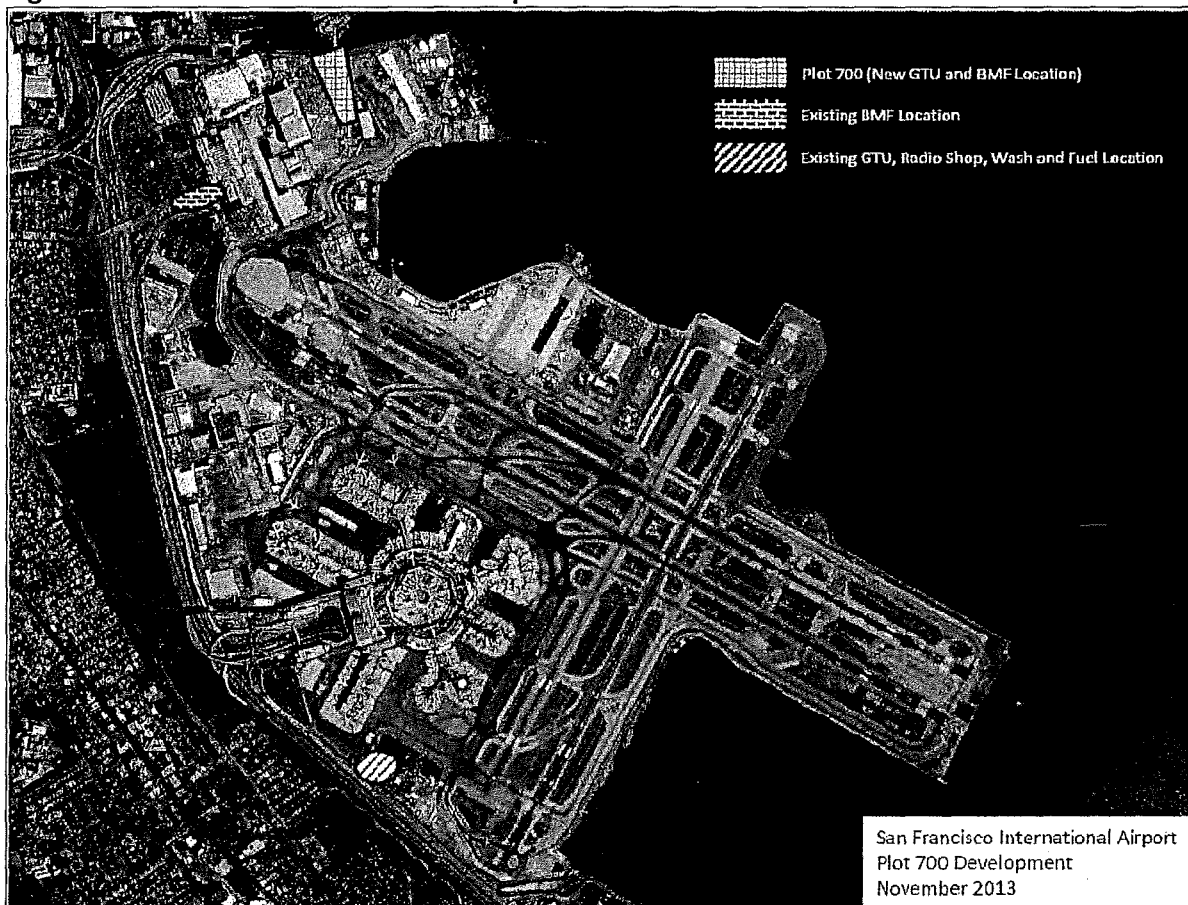
As shown below in Figure 1 below, Plot 700 is a six acre plot of land that was recently returned by United Airlines to the Airport's control after a modification to the Airport's lease with United Airlines. Plot 700 is currently being used as an employee overflow parking lot as need arises. The Airport's FY 2014-15 Five-Year Capital Plan, approved by the Airport Commission and the City's Capital Planning Committee in February 2015, provides for the development of Plot 700 to construct new facilities, including the relocation of the Ground Transportation Unit and the Bus Maintenance Facility.¹

The purpose of the Plot 700 development is to relocate the facilities for the Airport's Ground Transportation Unit² and Bus Maintenance Facility and provide better structures to house their operations. The proposed Plot 700 development project includes the construction of a new facility to co-locate the Ground Transportation Unit and Bus Maintenance Facility on Plot 700. The new facility will be a permanent structure that will more adequately address the needs of the two units. The structures currently housing the Ground Transportation Unit and Bus Maintenance Facility are at the end of their useful life, unsafe for employees, and undersized to effectively serve their purpose.

According to Ms. Cathy Widener, Government Affairs Manager at the San Francisco International Airport, both the Ground Transportation Unit and Bus Maintenance Facility are considered back-of-house operations and are more appropriately located away from their current locations on McDonnell Road, which is a major roadway that provides public access to the Airport terminals and the Rental Car Center. Relocation of these facilities to Plot 700 will move traffic associated with these units off McDonnell Road, a main access point for the Airport. The relocation will also allow the Airport to use the land that is currently housing the Ground Transportation Unit and Bus Maintenance facility for future aircraft operations and generate additional revenue.

¹ Relocation of these two facilities includes relocation of the associated radio shop, gas station and car/bus wash.

² The Ground Transportation Unit functions as the permitting and inspection agency for all passenger-carrying Airport vehicles operating at the Airport.

Figure 1: San Francisco International Airport and Plot 700

Source: Airport

Previous Board of Supervisors' Review

On April 29, 2014, the Board of Supervisors appropriated Airport revenue bond proceeds of \$1,969,830,773 to fund the Airport's Five Year Capital Plan (File 14-0232). At the recommendation of the Budget and Legislative Analyst, the Budget and Finance Committee placed \$30,204,929 on Budget and Finance Committee reserve pending related California Environmental Quality Act (CEQA) findings. On April 22, 2014 the Board of Supervisors approved a resolution finding that the Plot 700 project to construct a new Ground Transportation Unit and Bus Maintenance Facility was fiscally feasible (File 14-0222).

On September 26, 2014 the Planning Department's Environmental Planning Division found that the Plot 700 project was exempt from CEQA review. Approval of the CEQA exemption is currently pending before the Board of Supervisors (File 15-0105).

DETAILS OF PROPOSED LEGISLATION

The Airport is requesting release of \$30,204,929 in Airport revenue bonds previously reserved by the Budget and Finance Committee in order to begin construction of new facilities for the Airport's Ground Transportation Unit and Bus Maintenance Facility on the Airport's Plot 700. If the release of reserves is approved, construction would begin in April 2015.

FISCAL IMPACT

The construction of the improvements under Plot 700 development project is expected to cost an estimated \$35,170,806, as shown below in Table 1 below, and to take three years. The Airport has not started work on the Plot 700 project except for spending approximately \$100,000 to prepare for the associated CEQA review. According to Mr. Bruce Robertson, Airport Budget Director, the CEQA review cost was paid for using money previously appropriated by the Board of Supervisors from the Airport's operating budget.

Table 1: Plot 700 Project Budget to Construct a New Facility for the Ground Transportation Unit and Bus Maintenance Facility

	GTU Relocation	Bus Maintenance Facility Relocation	Total
Construction Costs			
Site Work	\$3,460,575	\$3,924,000	\$7,384,575
Foundations and Structural Work	2,497,212	1,365,350	3,862,562
Buildings and Equipment	3,295,591	1,099,406	4,394,997
Mechanical, Electrical, & Plumbing	3,917,553	1,004,700	4,922,253
Sustainability ¹	573,000	436,000	1,009,000
General Conditions ²	1,733,000	1,317,000	3,050,000
Contingency ³	3,088,583	1,829,000	4,917,583
Total Construction Cost	\$18,565,514	\$10,975,456	\$29,540,970
Soft Costs ⁴	3,892,096	1,737,740	5,629,836
Project Total	\$22,457,610	\$12,713,196	\$35,170,806

Source: Airport

¹ Sustainability is contingency funding for sustainability measures in the structure, such as LEED Gold Certification, as called for in the SFO Strategic Plan.

² General Conditions are ancillary costs attributable to construction, such as site offices, temporary utilities, and construction cleaning.

³ Contingency is an approximate 20% set-aside of construction costs to account for design changes, omissions or errors, or unforeseen conditions or risks. The 20% is standard for Airport projects of this size.

⁴ Soft costs include project management, design, inspection, and construction management.

The Plot 700 budget for the Airport's Ground Transportation Unit and Bus Maintenance Facility of \$35,170,806 is \$4,965,877 or 16.4 percent more than the original estimated budget of \$30,204,929 (the amount of bond proceeds placed on Budget and Finance Committee reserve). The increase in the total project budget is driven entirely by a \$4,965,877 increase in utility costs in the Ground Transportation Unit budget. The Airport plans to award a construction contract, subject to the City's regular competitive bid process. The Airport expects the project to be complete in November 2016.

Source of Funds

The cost of the Plot 700 project will be funded from Airport revenue bonds, which were appropriated by the Board of Supervisors for the Airport's Five Year Capital Plan in April 2014 (File 14-0232). As previously noted, of the \$1,969,830,773 in Airport bond revenue, \$30,204,929 was placed on Budget and Finance Committee reserve. According to Mr. Robertson, other projects funded from these bond funds have budgetary savings which the Airport expects to use to pay for the additional \$4,965,877 in the updated \$35,170,806 Plot 700 budget.

RECOMMENDATION

Approve the requested release of \$30,204,929 in reserved funds.

San Francisco International Airport

January 26, 2015

Leg Clerk/C, COB
Bt F Chair, Clerk
CPage

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
JAN 28 PM 1:50
AK

Ms. Angela Calvillo
Clerk of the Board
San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

SUBJECT: Requested Release of \$30,204,929 for the Plot 700 Development Project on Budget and Finance Committee Reserve.

Dear Ms. Calvillo,

On April 29, 2014, the San Francisco Board of Supervisors passed Ordinance No. 64-14 appropriating \$1,969,830,773 of proceeds from the sale of bonds for capital improvement projects to the Airport Commission for FY2013-2014, placing \$30,204,929 of the appropriation for the Plot 700 Development Project on Budget and Finance Committee reserve pending approval by the Board of Supervisors of the CEQA findings for this project. On September 26, 2014, the San Francisco Planning Department – Environmental Planning Division issued a Categorical Exemption under CEQA for the San Francisco International Airport Plot 700 Development Project.

A Board package requesting the Board of Supervisor's affirmation of the CEQA Categorical Exemption for the Plot 700 Development Project was introduced last week. I have attached a copy of the ordinance placing \$30,204,929 on Budget and Finance Committee reserve and documentation of the CEQA Categorical Exemption from the San Francisco Planning Department – Environmental Planning Division issued on September 26, 2014 for the Board of Supervisors' review. The Airport respectfully requests release of the \$30,204,929 on reserve for the Plot 700 Development Project.

Very truly yours,



John L. Martin
Airport Director

Attachments

cc: Mark Farrell, Board of Supervisors Finance Committee Chair
Harvey Rose, Budget Analyst

AMENDED IN COMMITTEE

4/16/14

FILE NO. 140232

ORDINANCE NO. 64-14

RO# 14021

SA# 27-21

[Appropriation - Airport Commission - Capital Improvement Projects - \$1,969,830,773 - FY2013-2014]

Ordinance appropriating \$1,969,830,773 of proceeds from the sale of bonds for capital improvement projects to the Airport Commission for FY2013-2014, placing \$30,204,929 of the appropriation for the Plot 700 Development Project on Budget and Finance Committee reserve pending approval by the Board of Supervisors of the CEQA findings for this project, and placing the total appropriation of \$1,969,830,773 on Controller's Reserve pending sale of the bonds.

Note: Additions are single-underline italics Times New Roman;
deletions are ~~strikethrough italics Times New Roman~~.
Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

Section 1. The sources of funding outlined below are herein appropriated to reflect the funding available in FY2013-2014.

SOURCES Appropriation

Fund	Index/Project Code	Subobject	Description	Amount
5A CPF 4CP	*AIR5ACPF4CP	80111	Proceeds from	\$1,969,830,773
2014 SFIA Capital	CAC0PRJ-01		Sale of Bonds	
Project Fund				
Total SOURCES Appropriation				\$1,969,830,773

Mayor Lee
BOARD OF SUPERVISORS

Page 1 of 4

Section 2. The uses of funding outlined below are herein appropriated and reflect the projected uses of funding to support capital improvement projects for the Airport Commission for FY2013-2014.

USES Appropriation

Fund	Index/Project Code	Subobject	Description	Amount
5A CPF 4CP	AIR047X4CP	06700 Buildings,	Airfield	\$132,949,836
2014 SFIA Capital	CAC047 UN4701	Structures, and	Improvements	
Project Fund		Improvement		
5A CPF 4CP	AIR050X4CP	06700 Buildings,	Airport Support	\$262,481,628
2014 SFIA Capital	CAC050 UN5001	Structures, and	Improvements	
Project Fund		Improvement		
5A CPF 4CP	AIR054X4CP	06700 Buildings,	Groundside	\$196,185,000
2014 SFIA Capital	CAC054 UN5401	Structures, and	Improvements	
Project Fund		Improvement		
5A CPF 4CP	AIR057X4CP	06700 Buildings,	Terminal	\$767,810,966
2014 SFIA Capital	CAC057 UN5701	Structures, and	Improvements	
Project Fund		Improvement		
5A CPF 4CP	AIR060X4CP	06700 Buildings,	Utilities	\$97,007,270
2014 SFIA Capital	CAC060 UN6001	Structures, and	Improvements	
Project Fund		Improvement		

Fund	Index/Project Code	Subobject	Description	Amount
5A CPF 4CP	AIRCSAPAC14	081C4	CSA 0.2%	\$2,912,869
2014 SFIA Capital	CACPRJ-AU	Controller	Controller's Audit	
Project Fund		Internal Audits	Fund	
5A CPF 4CP	AIRFINCOST14	07311 Bond	Finance Cost	\$510,483,204
2014 SFIA Capital	CACPRJ-FJ	Issuance Cost-		
Project Fund		Unamortized		
Total USES Appropriation				\$1,969,830,773

Section 3. The \$30,204,929 appropriation for the Plot 700 Development Project is placed on Budget and Finance Committee reserve pending approval by the Board of Supervisors of the CEQA findings for this project. The total appropriation of \$1,969,830,773 is placed on Controller's Reserve pending sale of the bonds.

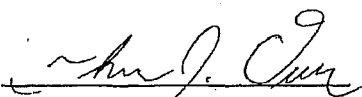
Section 4. The Controller is authorized to record transfers between funds and adjust the accounting treatment of sources and uses appropriated in this ordinance as necessary to conform with Generally Accepted Accounting Principles.

Section 5. The Airport Commission may transfer funds from one capital project to another capital project herein providing that transfers do not materially change the size and scope of the original project. Annually, the Controller shall report to the Board of Supervisors on transfers of funds that exceed 10% of the original appropriation to which the transfer is made.

1 APPROVED AS TO FORM:

2 DENNIS J. HERRERA, City Attorney

3
4 By:

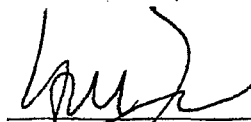


5 Deputy City Attorney

FUNDS AVAILABLE

BEN ROSENFELD, Controller

By:



6 Date: February 19, 2014

April 16, 2014



City and County of San Francisco

Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 140232

Date Passed: April 29, 2014

Ordinance appropriating \$1,969,830,773 of proceeds from the sale of bonds for capital improvement projects to the Airport Commission for FY2013-2014, placing \$30,204,929 of the appropriation for the Plot 700 Development Project on Budget and Finance Committee reserve pending approval by the Board of Supervisors of the CEQA findings for this project, and placing the total appropriation of \$1,969,830,773 on Controller's Reserve pending sale of the bonds.

April 16, 2014 Budget and Finance Sub-Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

April 16, 2014 Budget and Finance Sub-Committee - RECOMMENDED AS AMENDED

April 22, 2014 Board of Supervisors - PASSED ON FIRST READING

Ayes: 10 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Mar, Tang, Wiener and Yee


Absent: 1 - Kim

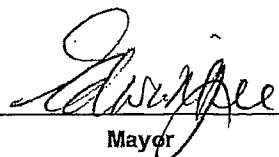
April 29, 2014 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 140232

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
4/29/2014 by the Board of Supervisors of
the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor


Date Approved



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)	
SFO - PLOT 700 PROJECT		NA	
Case No.	Permit No.	Plans Dated	
2014.11.21E			
<input type="checkbox"/> Addition/ Alteration	<input checked="" type="checkbox"/> Demolition (requires HRER if over 45 years old)	<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Project Modification (GO TO STEP 7)
Project description for Planning Department approval. Demolish existing SFO ground transportation support facilities (shuttle bus, ground transportation unit, compressed natural gas station and tank storage, and fuel station and carwash) located at mid and southern portions of SFO and relocate to Plot 700, located on the northern edge of SFO.			

STEP 1: EXEMPTION CLASS

TO BE COMPLETED BY PROJECT PLANNER

Note: If neither class applies, an <i>Environmental Evaluation Application</i> is required.	
<input type="checkbox"/>	Class 1 – Existing Facilities. Interior and exterior alterations; additions under 10,000 sq. ft.
<input type="checkbox"/>	Class 3 – New Construction/ Conversion of Small Structures. Up to three (3) new single-family residences or six (6) dwelling units in one building; commercial/office structures; utility extensions; change of use under 10,000 sq. ft. if principally permitted or with a CU.
<input checked="" type="checkbox"/>	Class <u>32</u>

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

If any box is checked below, an <i>Environmental Evaluation Application</i> is required.	
<input type="checkbox"/>	Transportation: Does the project create six (6) or more net new parking spaces or residential units? Does the project have the potential to adversely affect transit, pedestrian and/or bicycle safety (hazards) or the adequacy of nearby transit, pedestrian and/or bicycle facilities?
<input type="checkbox"/>	Air Quality: Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities within an Air Pollution Exposure Zone? Does the project have the potential to emit substantial pollutant concentrations (e.g., backup diesel generators, heavy industry, diesel trucks, etc.)? (refer to EP ArcMap > CEQA Catex Determination Layers > Air Pollution Exposure Zone)
<input type="checkbox"/>	Hazardous Materials: If the project site is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): Would the project involve 50 cubic yards or more of soil disturbance - or a change of use from industrial to residential? If yes, this box must be checked and the project applicant must submit an Environmental Application with a Phase I Environmental Site Assessment. <i>Exceptions: do not check box if the applicant presents documentation of enrollment in the San Francisco Department of Public Health (DPH) Maher program, a DPH waiver from the</i>

	<i>Maher program, or other documentation from Environmental Planning staff that hazardous material effects would be less than significant (refer to EP_ArcMap > Maher Layer).</i>
<input checked="" type="checkbox"/>	Soil Disturbance/Modification: Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeological sensitive area or eight (8) feet in a non-archeological sensitive area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)
<input type="checkbox"/>	Noise: Does the project include new noise-sensitive receptors (schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) fronting roadways located in the noise mitigation area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Noise Mitigation Area)
<input type="checkbox"/>	Subdivision/Lot Line Adjustment: Does the project site involve a subdivision or lot line adjustment on a lot with a slope average of 20% or more? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)
<input type="checkbox"/>	Slope = or > 20%: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1,000 sq. ft., shoring, underpinning, retaining wall work, or grading on a lot with a slope average of 20% or more? <i>Exceptions: do not check box for work performed on a previously developed portion of site, stairs, patio, deck, or fence work. (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)</i> If box is checked, a geotechnical report is required and a Certificate or higher level CEQA document required
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1,000 sq. ft., shoring, underpinning, retaining wall work, grading --including excavation and fill on a landslide zone -- as identified in the San Francisco General Plan? <i>Exceptions: do not check box for work performed on a previously developed portion of the site, stairs, patio, deck, or fence work. (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones)</i> If box is checked, a geotechnical report is required and a Certificate or higher level CEQA document required
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1000 sq ft, shoring, underpinning, retaining wall work, or grading on a lot in a liquefaction zone? <i>Exceptions: do not check box for work performed on a previously developed portion of the site, stairs, patio, deck, or fence work. (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones)</i> If box is checked, a geotechnical report will likely be required
<input type="checkbox"/>	Serpentine Rock: Does the project involve any excavation on a property containing serpentine rock? <i>Exceptions: do not check box for stairs, patio, deck, retaining walls, or fence work. (refer to EP_ArcMap > CEQA Catex Determination Layers > Serpentine)</i>
*If no boxes are checked above, GO TO STEP 3. If one or more boxes are checked above, an <u>Environmental Evaluation Application</u> is required, unless reviewed by an Environmental Planner.	
<input checked="" type="checkbox"/>	Project can proceed with categorical exemption review. The project does not trigger any of the CEQA impacts listed above.
Comments and Planner Signature (optional): The project would not result in impacts related to endangered/rare/threatened species, traffic, noise, air quality, or water quality. Archeo clearance issued.	

**STEP 3: PROPERTY STATUS - HISTORIC RESOURCE
TO BE COMPLETED BY PROJECT PLANNER**

PROPERTY IS ONE OF THE FOLLOWING: (refer to Parcel Information Map)	
<input type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input type="checkbox"/>	Category B: Potential Historical Resource (over 45 years of age). GO TO STEP 4.
<input checked="" type="checkbox"/>	Category C: Not a Historical Resource or Not Age Eligible (under 45 years of age). GO TO STEP 6.

STEP 4: PROPOSED WORK CHECKLIST
TO BE COMPLETED BY PROJECT PLANNER

Check all that apply to the project.	
<input type="checkbox"/>	1. Change of use and new construction. Tenant improvements not included.
<input type="checkbox"/>	2. Regular maintenance or repair to correct or repair deterioration, decay, or damage to building.
<input type="checkbox"/>	3. Window replacement that meets the Department's <i>Window Replacement Standards</i> . Does not include storefront window alterations.
<input type="checkbox"/>	4. Garage work. A new opening that meets the <i>Guidelines for Adding Garages and Curb Cuts</i> , and/or replacement of a garage door in an existing opening that meets the Residential Design Guidelines.
<input type="checkbox"/>	5. Deck, terrace construction, or fences not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	6. Mechanical equipment installation that is not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	7. Dormer installation that meets the requirements for exemption from public notification under <i>Zoning Administrator Bulletin No. 3: Dormer Windows</i> .
<input type="checkbox"/>	8. Addition(s) that are not visible from any immediately adjacent public right-of-way for 150 feet in each direction; does not extend vertically beyond the floor level of the top story of the structure or is only a single story in height; does not have a footprint that is more than 50% larger than that of the original building; and does not cause the removal of architectural significant roofing features.
Note: Project Planner must check box below before proceeding.	
<input type="checkbox"/>	Project is not listed. GO TO STEP 5.
<input type="checkbox"/>	Project does not conform to the scopes of work. GO TO STEP 5.
<input type="checkbox"/>	Project involves four or more work descriptions. GO TO STEP 5.
<input type="checkbox"/>	Project involves less than four work descriptions. GO TO STEP 6.

STEP 5: CEQA IMPACTS – ADVANCED HISTORICAL REVIEW
TO BE COMPLETED BY PRESERVATION PLANNER

Check all that apply to the project.	
<input type="checkbox"/>	1. Project involves a known historical resource (CEQA Category A) as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. Interior alterations to publicly accessible spaces.
<input type="checkbox"/>	3. Window replacement of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. Façade/storefront alterations that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. Raising the building in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. Restoration based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.
<input type="checkbox"/>	7. Addition(s) , including mechanical equipment that are minimally visible from a public right-of-way and meet the <i>Secretary of the Interior's Standards for Rehabilitation</i> .

<input type="checkbox"/>	8. Other work consistent with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (specify or add comments):
<input type="checkbox"/>	9. Reclassification of property status to Category C. (Requires approval by Senior Preservation Planner/Preservation Coordinator) a. Per HRER dated: _____ (attach HRER) b. Other (specify):
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.	
<input type="checkbox"/>	Further environmental review required. Based on the information provided, the project requires an <i>Environmental Evaluation Application</i> to be submitted. GO TO STEP 6.
<input type="checkbox"/>	Project can proceed with categorical exemption review. The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. GO TO STEP 6.
Comments (optional):	
Preservation Planner Signature:	

STEP 6: CATEGORICAL EXEMPTION DETERMINATION
TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply): <input type="checkbox"/> Step 2 – CEQA Impacts <input type="checkbox"/> Step 5 – Advanced Historical Review STOP! Must file an <i>Environmental Evaluation Application</i>.	
<input checked="" type="checkbox"/>	No further environmental review is required. The project is categorically exempt under CEQA.	
	Planner Name:	Signature:
	Project Approval Action: Airport Commission Approval *If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.	Jean Poling <small>Digitally signed by Jean Poling DN: dc=org, dc=sfgov, dc=cityplanning, ou=CityPlanning, ou=Environmental Planning, cn=Jean Poling, email=jeanle.poling@sfgov.org Date: 2014.09.26 10:19:01 -0700</small>
Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code. In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.		

STEP 7: MODIFICATION OF A CEQA EXEMPT PROJECT**TO BE COMPLETED BY PROJECT PLANNER**

In accordance with Chapter 31 of the San Francisco Administrative Code, when a California Environmental Quality Act (CEQA) exempt project changes after the Approval Action and requires a subsequent approval, the Environmental Review Officer (or his or her designee) must determine whether the proposed change constitutes a substantial modification of that project. This checklist shall be used to determine whether the proposed changes to the approved project would constitute a "substantial modification" and, therefore, be subject to additional environmental review pursuant to CEQA.

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address (If different than front page)		Block/Lot(s) (If different than front page)
Case No.	Previous Building Permit No.	New Building Permit No.
Plans Dated	Previous Approval Action	New Approval Action
Modified Project Description:		

DETERMINATION IF PROJECT CONSTITUTES SUBSTANTIAL MODIFICATION

Compared to the approved project, would the modified project:	
<input type="checkbox"/>	Result in expansion of the building envelope, as defined in the Planning Code;
<input type="checkbox"/>	Result in the change of use that would require public notice under Planning Code Sections 311 or 312;
<input type="checkbox"/>	Result in demolition as defined under Planning Code Section 317 or 19005(f)?
<input type="checkbox"/>	Is any information being presented that was not known and could not have been known at the time of the original determination, that shows the originally approved project may no longer qualify for the exemption?
If at least one of the above boxes is checked, further environmental review is required CATEX FORM	

DETERMINATION OF NO SUBSTANTIAL MODIFICATION

<input type="checkbox"/>	The proposed modification would not result in any of the above changes.
If this box is checked, the proposed modifications are categorically exempt under CEQA, in accordance with prior project approval and no additional environmental review is required. This determination shall be posted on the Planning Department website and office and mailed to the applicant, City approving entities, and anyone requesting written notice.	
Planner Name:	Signature or Stamp:

