

Appellant's Exhibits (Continued)

PLAN SYMBOL LEGEND

	DOOR TAG		SECTION TAG
	WINDOW TAG		EXTERIOR ELEVATION TAG
	REVISION TAG		INTERIOR ELEVATION TAG
	DETAIL TAG		KEYNOTE TAG
	ENLARGED PLAN TAG		

ABBREVIATIONS

L	ANGLE	MFR	MANUFACTURER
@	AT	MIN	MINIMUM
C	CENTERLINE	MTL	METAL
Ø	DIAMETER	(N)	NEW
P	PROPERTY LINE	N.W.	NOT APPLICABLE
ABV	ABOVE	N.I.C	NOT IN CONTRACT
ADD'L	ADDITIONAL	NO	NUMBER
ADJ	ADJACENT	NTS	NOT TO SCALE
AFF	ABOVE FINISH FLOOR	OC	ON CENTER
ALLOW.	ALLOWABLE	OPG	OPENING
ALT	ALTERNATE	OPP	OPPOSITE
ALUM	ALUMINUM	PC	PIECE
AWN	AWNING	PERF	PERFORATED
BD	BOARD	PERP	PERPENDICULAR
BEL	BELOW	PL	PLATE
BFF	BELOW FINISH FLOOR	PLMG	PLUMBING
BLDG	BUILDING	PR	PAIR
BLKG	BLOCKING	P.T.	PRESSURE TREATED
BOT	BOTTOM	P.TD	PAINTED
B.O.	BOTTOM OF	PWD	PLYWOOD
BTW	BETWEEN	R	RISER
CAB	CABINET	R.C.	REMOTE CONTROLLED
CLO	CLOSET	R&S	ROD & SHELF
CLG	CEILING	R.O.	ROUGH OPENING
COL	COLUMN	RAD	RADIUS
CONC	CONCRETE	REF	REFERENCE
CONT	CONTINUOUS	REFR	REFRIGERATOR
CLR	CLEAR	REMD	REMOVED
CAS	CASEMENT	REQ'D	REQUIRED
CVR	COVER	RET'G	RETAINING
d	PENNY	S.A.D	SEE ARCHITECTURAL DRAWINGS
D	DEEP	SCH	SCHEDULE
DBL	DOUBLE	S.E.D	SEE ELECTRICAL DRAWINGS
DET	DETAIL	S.F	SQUARE FEET
D.H.	DOUBLE HUNG	SHLV	SHELF
DIA	DIAMETER	SHR	SHOWER
DIAG	DIAGONAL	SHT	SHEET
DIM	DIMENSION	SHT MTL	SHEET METAL
DN	DOWN	SI	SQUARE INCHES
DS	DOWNSPOUT	SIM	SIMILAR
DW	DISHWASHER	S.L.D.	SEE LANDSCAPE DRAWINGS
(E)	EXISTING	S.M.D.	SEE MECHANICAL DRAWINGS
ELEC	ELECTRICAL	SQ	SQUARE
ELEV	ELEVATION	STD	STAINLESS STEEL
E.N.	EDGE NAIL	S.S.D.	SEE STRUCTURAL DRAWINGS
EQ	EQUAL	T&G	TONGUE & GROOVE
EQ X	EQUAL - MATCH DIMS WITH THE SAME LETTER	T.B.	TOWEL BAR
EQUIP	EQUIPMENT	T.O.	TOP OF
E.S.	EACH SIDE	TOT	TOTAL
EXT	EXTERIOR	T.P.	TOILET PAPER
FIN	FINISH	TYP	TYPICAL
FLR	FLOOR	UNFIN	UNFINISHED
FLR'G	FLOORING	UON	UNLESS OTHERWISE NOTED
FNDN	FOUNDATION	VERT	VERTICAL
FT	FEET	VIF	VERIFY IN FIELD
FTG	FOOTING	W	WIDE
GAL	GALLON	W/	WITH
GALV	GALVANIZED	W/D	WASHER/DRYER
G.B.	GRAB BAR	WD	WOOD
GWB	GYPSON WALL BOARD	WH	WATER HEATER
GYP	GYPSON	W.O.	WHERE OCCURS
H	HIGH	WP	WATERPROOF
H.B.	HOSE BIB	WWF	WELDED WIRE FABRIC
HD	HOLDDOWN		
HDWR	HARDWARE		
HORZ	HORIZONTAL		
HR	HOUR		
HT	HEIGHT		
HW	HOT WATER		
IN	INCHES		
INCL	INCLUDING		
L	LONG		
MAX	MAXIMUM		
MECH	MECHANICAL		

(N) PRINCIPAL FACADE (PROPOSED)



(E) PRINCIPAL FACADE (EXISTING)



(N) REAR PERSPECTIVE RENDERING



ELECTRICAL LEGEND

	WALL SCONCE		SMOKE DETECTOR
	EXTERIOR WALL SCONCE		CO2 & SMOKE DETECTOR
	PENDANT		CO2 DETECTOR
	SURFACE MOUNTED FIXTURE		SWITCH
	RECESSED LIGHT		3-WAY SWITCH
	ADJUSTABLE WALL WASHER		DOOR SWITCH
	EXTERIOR RECESSED LIGHT		DIMMER SWITCH
	WET AREA RECESSED LIGHT		SWITCH W/ OCCUPANCY SENSOR
	BATHROOM WALL LIGHT		SWITCH W/ MOTION SENSOR
	UNDER CAB/CLOSET LIGHT		QUAD OUTLET
	FLUORESCENT CEILING LIGHT		WATERPROOF QUAD OUTLET
	LED PANEL		GFCI QUAD OUTLET
	CEILING FAN/LIGHT		WATERPROOF DUPLEX OUTLET
	CEILING FAN		GFCI OUTLET
	EXTERIOR FLOOD LIGHT		REFRIGERATOR OUTLET
	EXHAUST FAN		DRYER OUTLET
	EXHAUST FAN WITH LIGHT		WASHER OUTLET
	SUPPLY VENT		MOTION SENSOR
	THERMOSTAT		QUAD FLOOR OUTLET
	TV/CABLE OUTLET		DUPLEX FLOOR OUTLET
	DATA OUTLET		
	TELEPHONE OUTLET		

DEFERRED SUBMITTALS

- BASEMENT WALLS WATERPROOFING SPECIAL INSPECTION IS REQUIRED. CITY WILL ACCEPT REPORT FROM MANUFACTURER'S REP, THE ARCHITECT, OR THE SPECIAL TESTING AGENCY. SUBMIT INSPECTION TO CITY OF PALO ALTO.
- NFPA 13-D FIRE SPRINKLER SYSTEM UNDER SEPARATE PERMIT. PROVIDE FULL SPRINKLER COVERAGE IN THE ATTIC.

PROJECT DIRECTORY

ARCHITECT:
MCGRIFF ARCHITECTS
CONTACT: BENJAMIN MCGRIFF
1475 15TH STREET
SAN FRANCISCO, CA 94103
(415) 286-5946
INFO@MCGRIFFARCHITECTS.COM

OWNER:
STEVE & COURTNEY MARTISAUSKAS
436 EUREKA STREET
SAN FRANCISCO, CA 94114

STRUCTURAL ENGINEER: LANDSCAPE:

SURVEYOR AND CIVIL ENGINEER: GEOTECHNICAL:

SCOPE OF WORK

THIS PROJECT PROPOSES THE FOLLOWING IMPROVEMENTS TO AN EXISTING 4 STORY SINGLE FAMILY HOME IN RH-2 ZONING DISTRICT

- (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
- (N) INTERIOR CEILING HEIGHT AT FIRST LIVING LEVEL (LV. 2)
- (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
- (N) INTERIOR STAIR TO CONNECT ALL LEVELS
- (N) ELEVATOR TO CONNECT ALL LEVELS
- (N) FENESTRATION PATTERN AT STREET FACING FACADE
- (N) BEDROOMS & BATHROOMS PER PLANS
- (N) KITCHEN LOCATION PER PLANS
- (N) WINDOWS, DOORS & SKYLIGHTS THROUGHOUT
- (N) FIXTURES & FINISHES THROUGHOUT
- (N) DECK & EXTERIOR STAIRS TO YARD AT REAR
- (N) IN GROUND HOT TUB LOCATION IN REAR YARD
- (N) LANDSCAPING TBD

DRAWING INDEX

- T1.00 VICINITY MAP, AREA CALCS, SHEET INDEX
- A0.01 GENERAL NOTES
- A0.02 GENERAL NOTES CONTINUED

- A1.01 PHOTOGRAPHS
- A1.02 PHOTOGRAPHS

- A-1.03 DENILITION CALCULATIONS
- A-1.04 EXISTING & PROPOSED LEVEL ONE FLOOR PLANS
- A-1.20 EXISTING & PROPOSED LEVEL TWO FLOOR PLANS
- A-1.30 EXISTING & PROPOSED LEVEL THREE FLOOR PLANS
- A-1.40 EXISTING & PROPOSED LEVEL FOUR FLOOR PLANS
- A-1.50 ROOF PLANS EXISTING & PROPOSED

- A2.00 EXTERIOR ELEVATIONS EXISTING & PROPOSED
- A2.01 EXTERIOR ELEVATIONS EXISTING & PROPOSED
- A2.02 EXTERIOR ELEVATIONS EXISTING & PROPOSED
- A2.03 EXTERIOR ELEVATIONS EXISTING & PROPOSED
- A2.04 SECTIONS EXISTING & PROPOSED
- A2.05 SECTIONS EXISTING & PROPOSED

- A3.00 RENDERINGS

PROJECT DATA

REGULATIONS

APPLICABLE CODES: 2016 CALIFORNIA BUILDING CODE
2016 CALIFORNIA MECHANICAL CODE
2016 CALIFORNIA ELECTRICAL CODE
2016 CALIFORNIA PLUMBING CODE
2016 CALIFORNIA FIRE CODE
2016 CALIFORNIA ENERGY CODE

ZONING DISTRICT: RH - 2

OCCUPANCY: R-3

CONSTRUCTION: TYPE V-B (UNPROTECTED WOOD FRAME)

PROPERTY INFORMATION

PARCEL NUMBER: 2767 / 002A

PARCEL SIZE: 3,349 SQFT

NUMBER OF STORIES: 3 STORIES OVER BASEMENT

NUMBER OF BASEMENTS: 0

LIMITATIONS:

FRONT YARD SETBACK: 15' OR 15% OF LOT DEPTH

REAR YARD SETBACK: 45% LOT DEPTH NO LESS THAN 25'

HEIGHT LIMIT: 40-X

CONTROLS:

TOTAL ALLOWABLE F.A.R.: 1.8

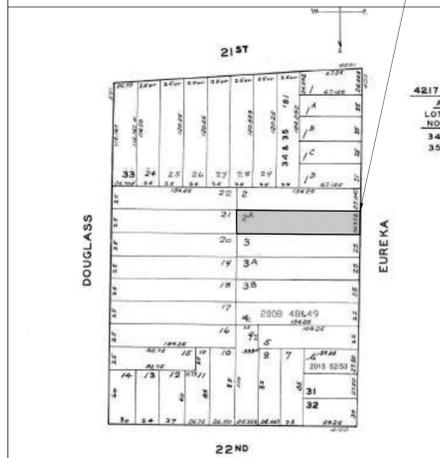
EXISTING STRUCTURE - GROSS AREA CALCULATIONS:

LEVEL 1 (GARAGE):	198 SQ FT
LEVEL 2:	861 SQ FT
LEVEL 3:	803 SQ FT
LEVEL 4:	700 SQ FT
GROSS TOTAL:	2562 SQ FT
TOTAL EXISTING:	2562 SQ FT

PROPOSED STRUCTURE - GROSS AREA CALCULATIONS:

LEVEL 1 (GARAGE):	901 SQ FT (+703)
LEVEL 2:	1270 SQ FT (+409)
LEVEL 3:	1085 SQ FT (+282)
LEVEL 4:	1096 SQ FT (+396)
GROSS TOTAL:	4352 SQ FT (+1790)
TOTAL PROPOSED:	4352 SQ FT

PARCEL MAP



VICINITY MAP



MCGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 253-3561



CLIENT:
STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS:
436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED:	09/03/18	PRE APP MEETING
REVISION:	01/01/08/20	REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT
SHEET: VICINITY MAP, AREA CALCS, SHEET INDEX
SCALE: AS NOTED @ 24"x36"

SHEET NO:

T-1.00



1 (E) PERSPECTIVE @ FRONT
A3.00 NTS



2 (N) PERSPECTIVE @ FRONT
A3.00 NTS



3 (E) PERSPECTIVE @ REAR
A3.00 NTS



4 (N) PERSPECTIVE @ REAR
A3.00 NTS

MCGRIFF
Architects

MCGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 525-3561



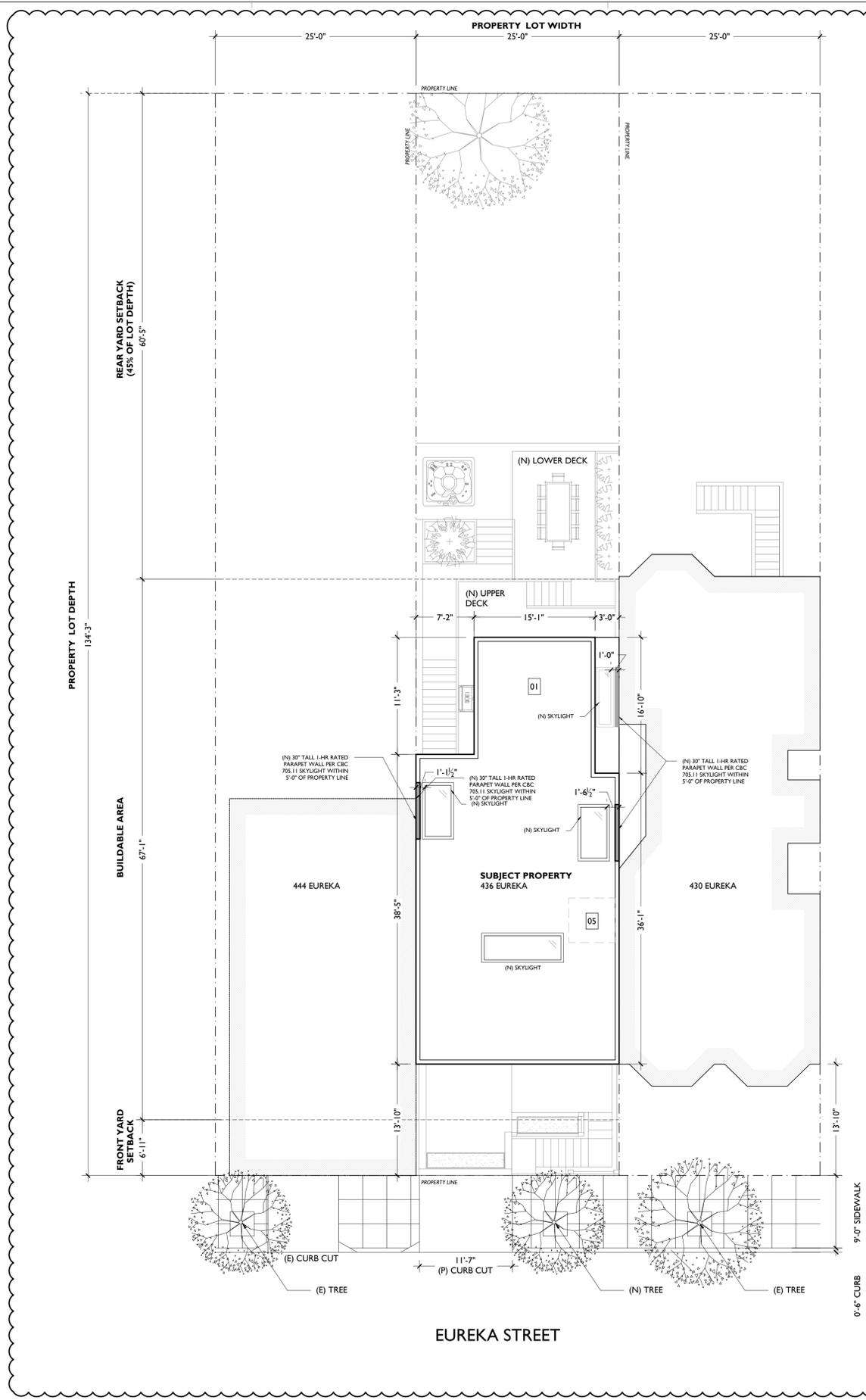
CLIENT:
STEVE & COURTNEY MARTISKAUSKAS
PROJECT ADDRESS:
436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED:
09/03/18 PRE APP MEETING
01/01/08/20 REVISION 01

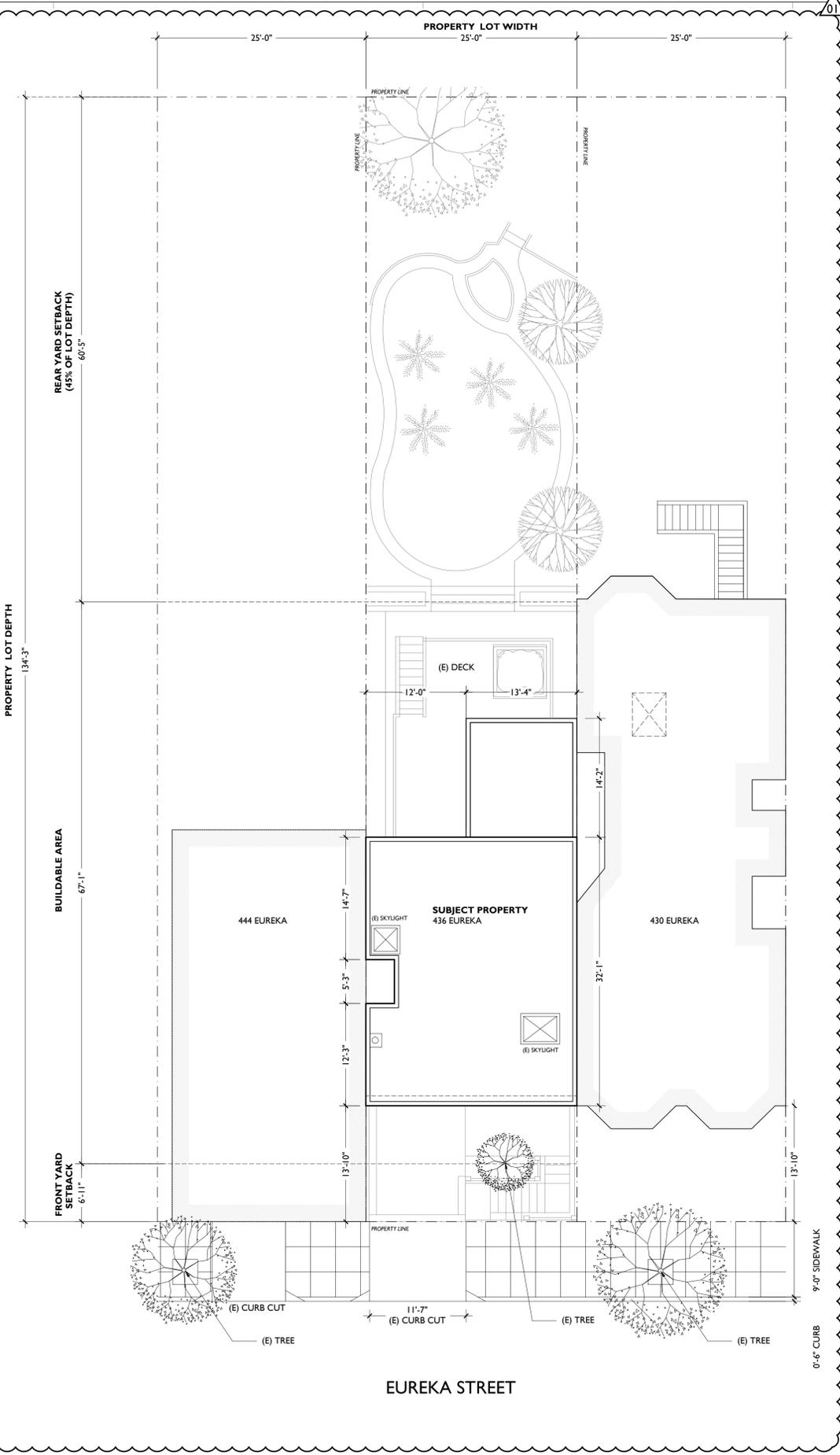
PROJ:
436 EUREKA STREET
SITE PERMIT
SHEET:
RENDERINGS
SCALE: AS NOTED @ 24"x36"

SHEET NO:
A-3.00

PHOTO: WOLFF PETER



2 PROPOSED SITE PLAN
A1.00 1/8" = 1'-0"



1 EXISTING SITE PLAN
A1.00 1/8" = 1'-0"

KEYNOTE LEGEND

01	(N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
02	(N) LEVEL I CEILING HEIGHT
03	(N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
04	(N) INTERIOR STAIR TO CONNECT ALL LEVELS
05	(N) ELEVATOR BELOW
06	(N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
07	(N) BEDROOMS & BATHROOMS PER PLANS
08	(N) KITCHEN LOCATION PER PLANS
09	(N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
10	(N) FIXTURES & FINISHES THROUGHOUT
11	(N) DECK & EXTERIOR STAIRS AT REAR

MCGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 525-3561

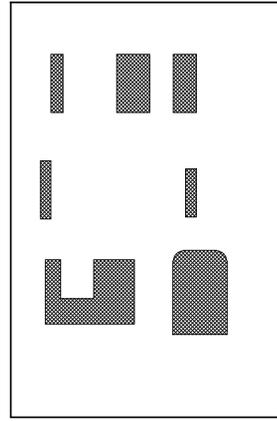
CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01/08/20 REVISION 01

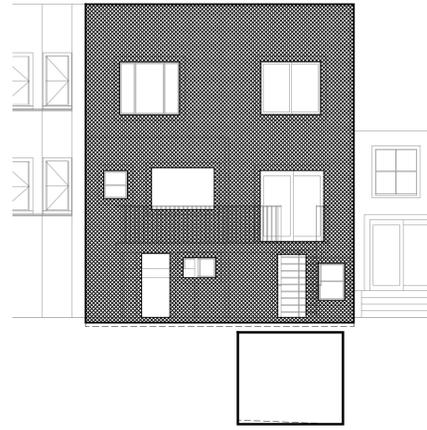
PROJ: 436 EUREKA STREET SITE PERMIT
SHEET: SITE PLANS EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO: A-1.00

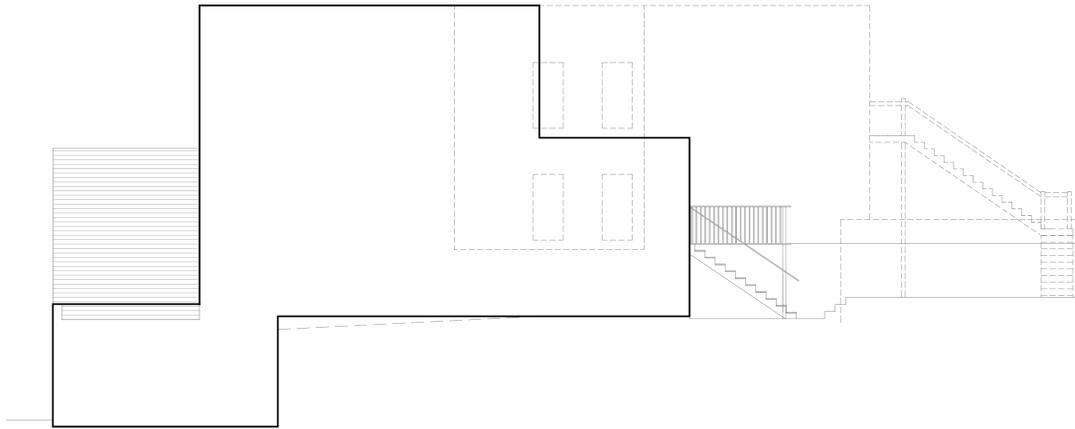




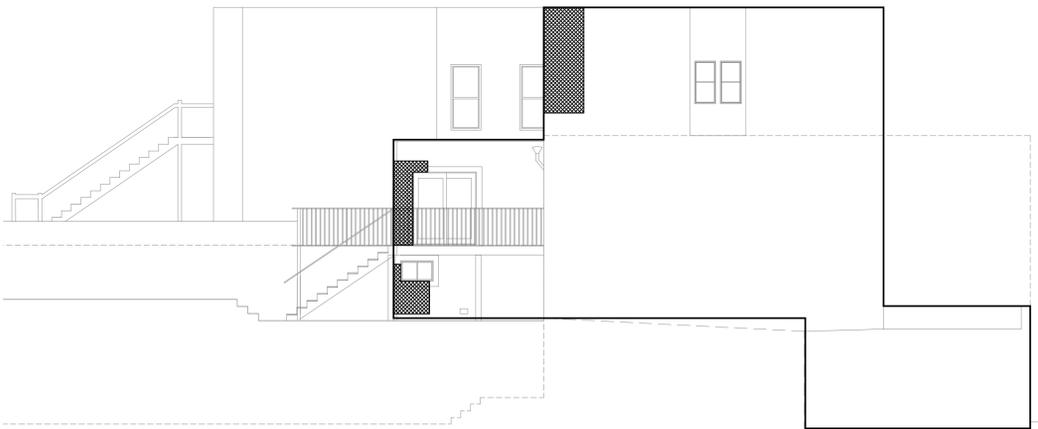
WEST (FRONT) ELEVATION



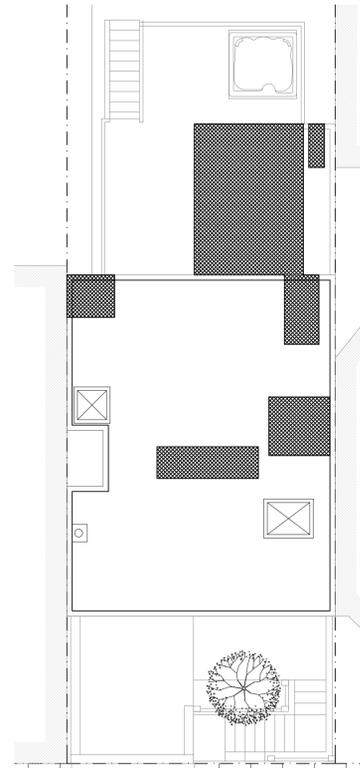
EAST (REAR) ELEVATION



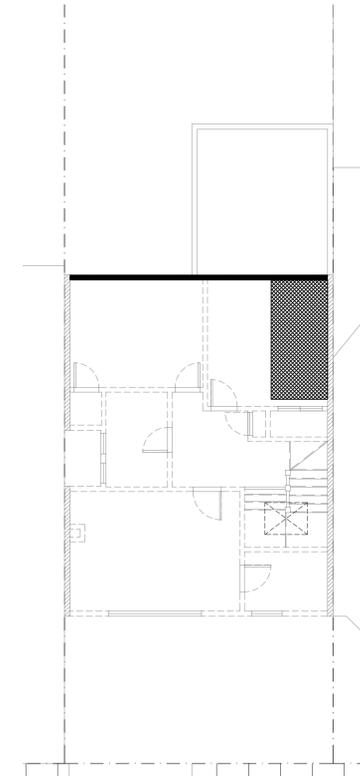
NORTH (SIDE) ELEVATION
(NO DEMO)



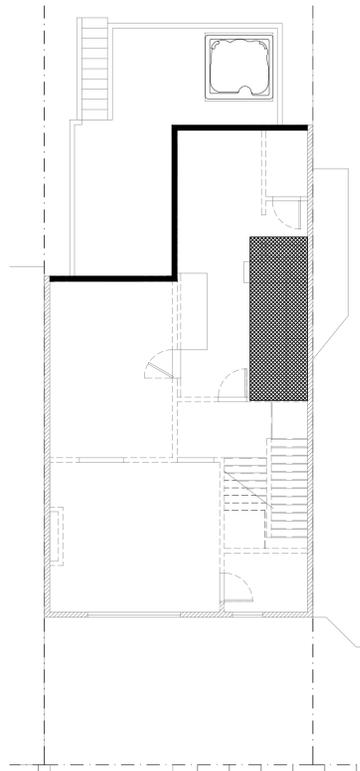
SOUTH (SIDE) ELEVATION



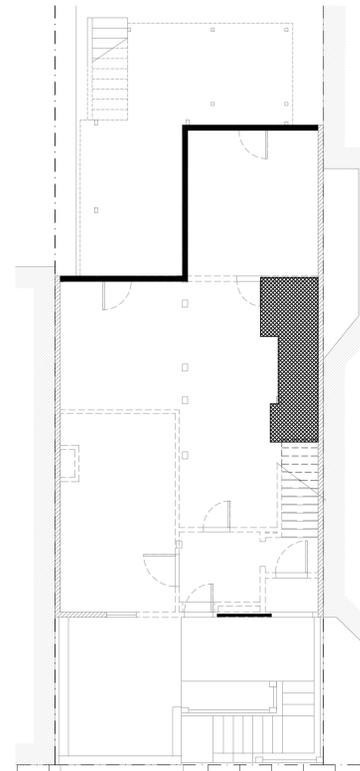
ROOF PLAN



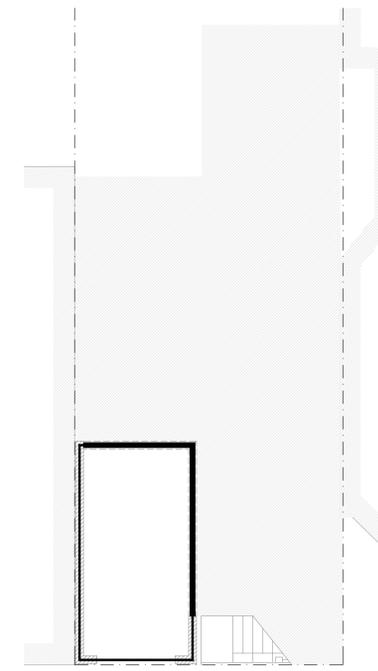
THIRD LEVEL



SECOND LEVEL



FIRST LEVEL



BASEMENT/GARAGE

DEMO LEGEND

- VERTICAL / HORIZONTAL AREA OF DEMO
- LINEAR WALL TO BE DEMOLISHED

DEMO CALCULATIONS

LINEAR EXTERIOR WALL DEMO CALCULATIONS

	FLOOR	EXIST.	DEMO.	DEMO%
WEST (FRONT)	FIRST	24.75 FEET	5 FEET	20.2%
	SECOND	24.75 FEET	0 FEET	0%
	THIRD	24.75 FEET	0 FEET	0%
NORTH (SIDE)	FIRST	45.75 FEET	0 FEET	0%
	SECOND	45.75 FEET	0 FEET	0%
	THIRD	31.5 FEET	0 FEET	0%
EAST (REAR)	FIRST	24.75 FEET	24.75 FEET	100%
	SECOND	24.75 FEET	24.75 FEET	100%
	THIRD	24.75 FEET	24.75 FEET	100%
SOUTH (SIDE)	FIRST	45.75 FEET	14.25 FEET	31.1%
	SECOND	45.75 FEET	14.25 FEET	31.1%
	THIRD	31.5 FEET	0 FEET	0%
TOTAL		394.5 FEET	107.75	27.3%

LINEAR FOUNDATION WALL DEMO CALCULATIONS

	SIDE	EXIST.	DEMO.	DEMO%
GARAGE/FRONT	FRONT	10.75 FEET	0 FEET	0%
	REAR	20.25 FEET	16 FEET	79%
BASEMENT	REAR	10.75 FEET	10.75 FEET	100%
	SIDE (S.)	24.75 FEET	0 FEET	0%
TOTAL		62 FEET	26.75	43.15%

HORIZONTAL AREA DEMO CALCULATIONS

FLOOR	EXIST.	DEMO.	DEMO%
GARAGE/BASEMENT	215 SF	0 SF	0%
FIRST	964.5 SF	70 SF	7.25%
SECOND	964.5 SF	83 SF	8.6%
THIRD	783.25 SF	60 SF	7.6%
ROOF	964.5	251.5 SF	26%
TOTAL	3891.75 SF	464.5 SF	12%

VERTICAL AREA DEMO CALCULATIONS

ELEVATION	EXIST.	DEMO.	DEMO%
WEST (FRONT)	986.25 SF	243 SF	24%
NORTH (SIDE)	1409 SF	0 SF	0%
SOUTH (REAR)	757.25 SF	584.5 SF	77.2%
EAST (SIDE)	1409 SF	65 SF	4.6%
TOTAL	892.5 SF	4561.5 SF	19.5%

WALL LEGEND

-  EXISTING
-  NEW
-  DEMO

KEYNOTE LEGEND

- 01 (N) REAR ADDITION AT ALL LEVELS ABOVE (HORIZONTAL EXPANSION)
- 02 (N) LEVEL 1 CEILING HEIGHT
- 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
- 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
- 05 (N) ELEVATOR BELOW
- 06 (N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
- 07 (N) BEDROOMS & BATHROOMS PER PLANS
- 08 (N) KITCHEN LOCATION PER PLANS
- 09 (N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
- 10 (N) FIXTURES & FINISHES THROUGHOUT
- 11 (N) DECK & EXTERIOR STAIRS AT REAR ABOVE



McGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 523-3361



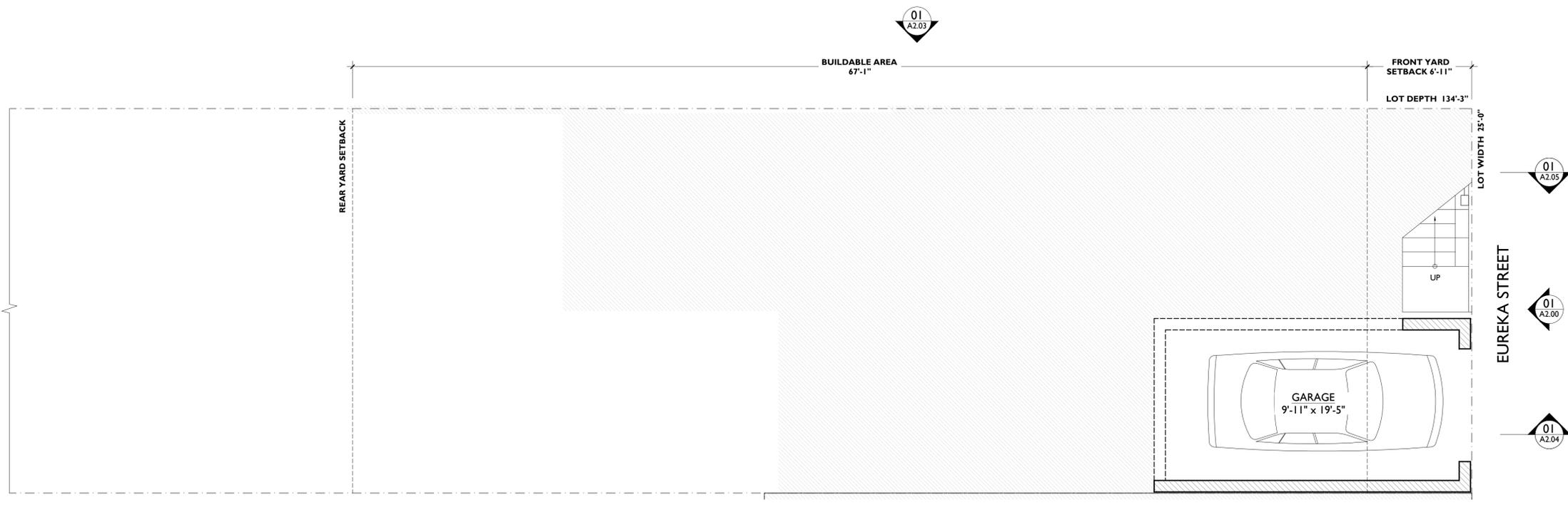
CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01 01/08/20 REVISION 01

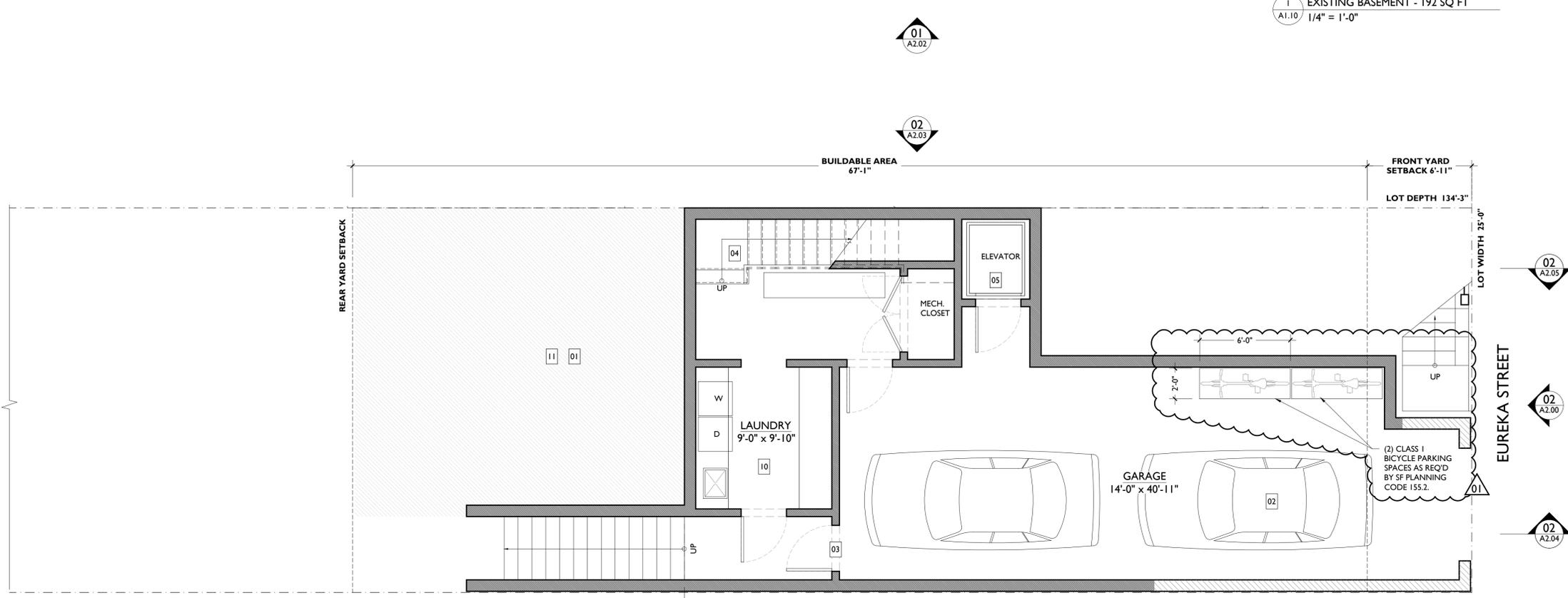
PROJ: 436 EUREKA STREET
SITE PERMIT
SHEET: BASEMENT PLANS
EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO:

A-1.10

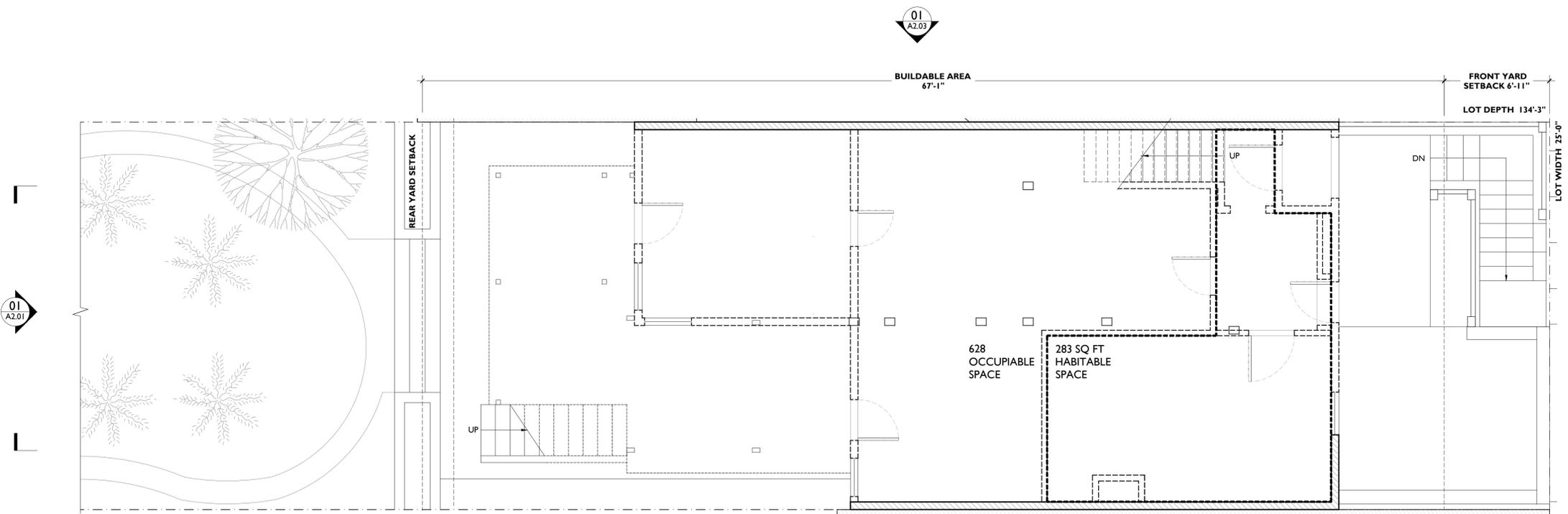


1 EXISTING BASEMENT - 192 SQ FT
1/4" = 1'-0"



2 PROPOSED BASEMENT - 901 SQ FT
1/4" = 1'-0"

DATE PLOTTED: 01/08/20 11:58:36 AM



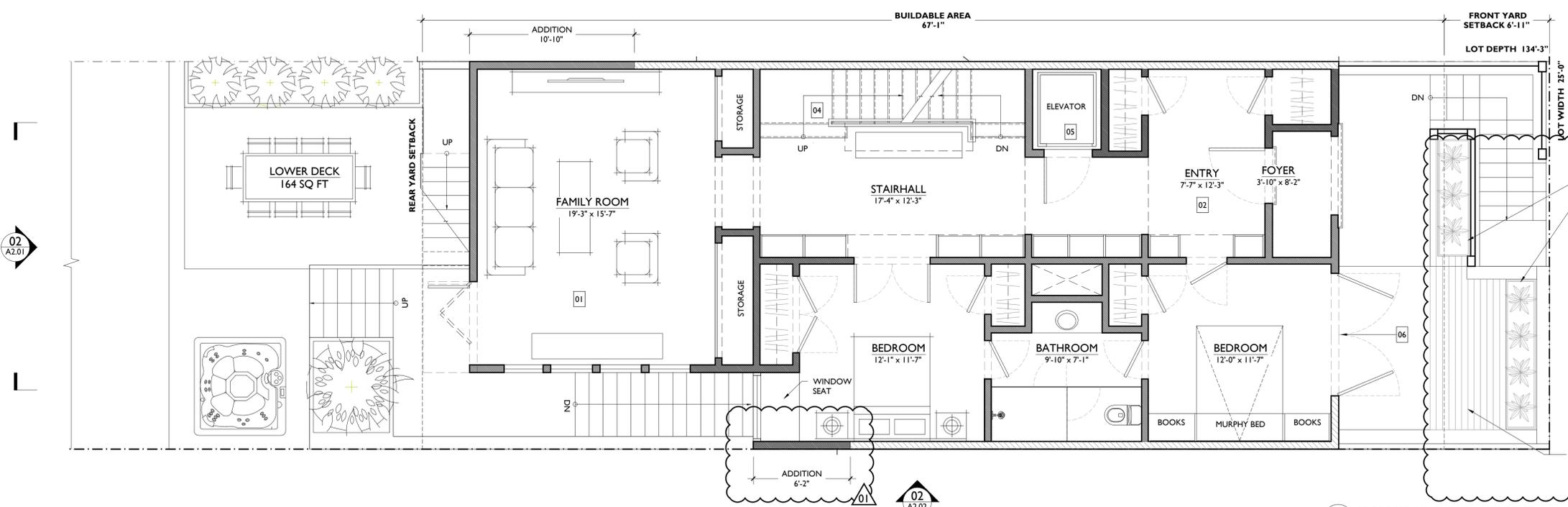
WALL LEGEND

	EXISTING
	NEW
	DEMO

KEYNOTE LEGEND

01	(N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
02	(N) LEVEL I CEILING HEIGHT
03	(N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
04	(N) INTERIOR STAIR TO CONNECT ALL LEVELS
05	(N) ELEVATOR TO CONNECT ALL LEVELS
06	(N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
07	(N) BEDROOMS & BATHROOMS PER PLANS
08	(N) KITCHEN LOCATION PER PLANS
09	(N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
10	(N) FIXTURES & FINISHES THROUGHOUT
11	(N) DECK & EXTERIOR STAIRS AT REAR

1 EXISTING LEVEL ONE - 911 SQ FT
A1.20 1/4" = 1'-0"



2 PROPOSED LEVEL ONE - 1270 SQ FT
A1.20 1/4" = 1'-0"



McGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 525-3561



CLIENT:
STEVE & COURTNEY MARTISAUSKAS

PROJECT ADDRESS:
436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED:

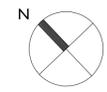
09/03/18	PRE APP MEETING
01 / 01/08/20	REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT

SHEET: LEVEL ONE FLOOR PLANS EXISTING & PROPOSED

SCALE: AS NOTED @ 24"x36"

SHEET NO:
A-1.20



WALL LEGEND

-  EXISTING
-  NEW
-  DEMO

KEYNOTE LEGEND

- 01 (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
- 02 (N) LEVEL 1 CEILING HEIGHT
- 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
- 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
- 05 (N) ELEVATOR TO CONNECT ALL LEVELS
- 06 (N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
- 07 (N) BEDROOMS & BATHROOMS PER PLANS
- 08 (N) KITCHEN LOCATION PER PLANS
- 09 (N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
- 10 (N) FIXTURES & FINISHES THROUGHOUT
- 11 (N) DECK & EXTERIOR STAIRS AT REAR



McGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 523-3361

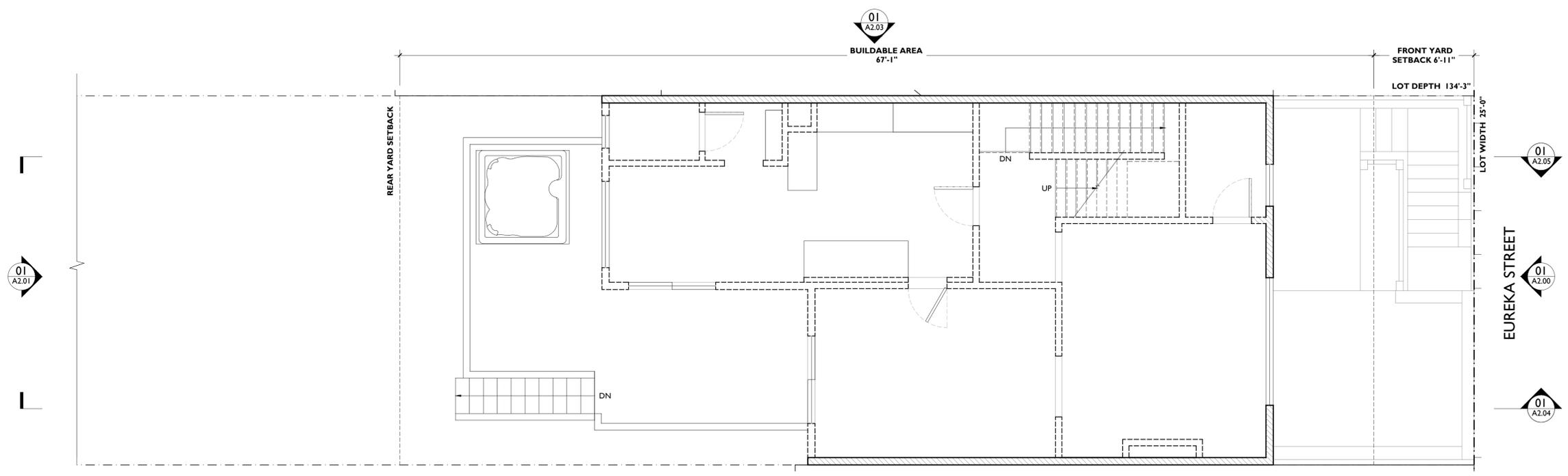


CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

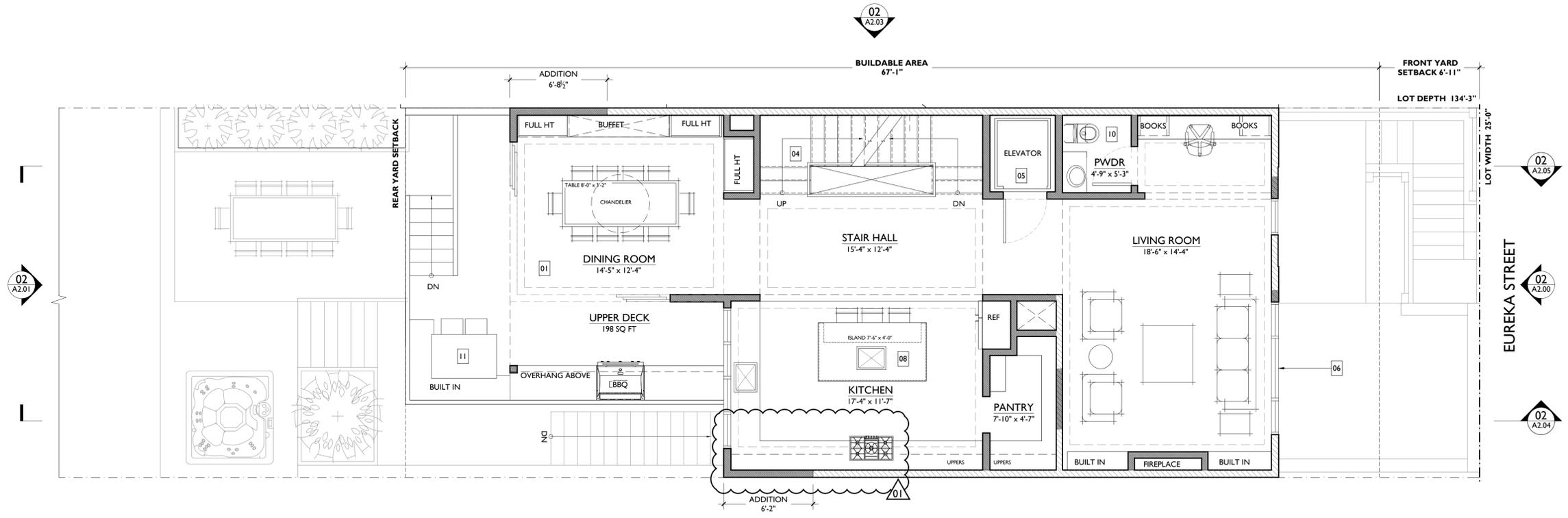
ISSUED: 09/03/18 PRE APP MEETING
01/01/08/20 REVISION 01

PROJ: 436 EUREKA STREET
SITE PERMIT
SHEET: LEVEL TWO FLOOR PLANS
EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO:
A-1.30

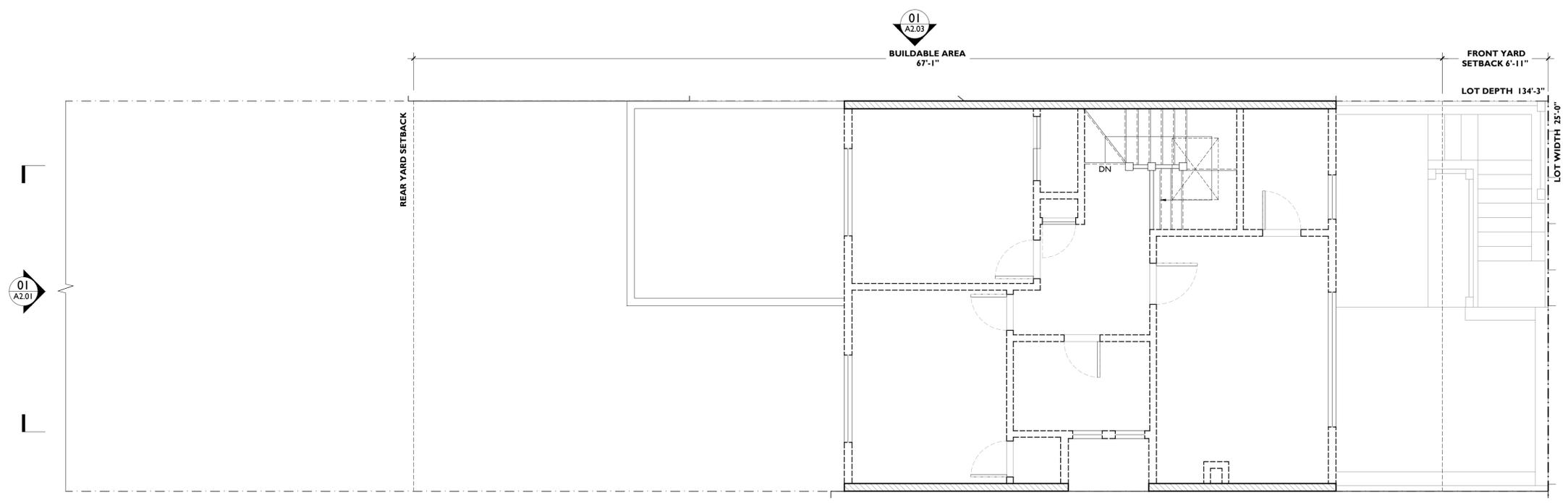


1 EXISTING LEVEL TWO - 930 SQ FT
A1.30 1/4" = 1'-0"



2 PROPOSED LEVEL TWO - 1085 SQ FT
A1.30 1/4" = 1'-0"





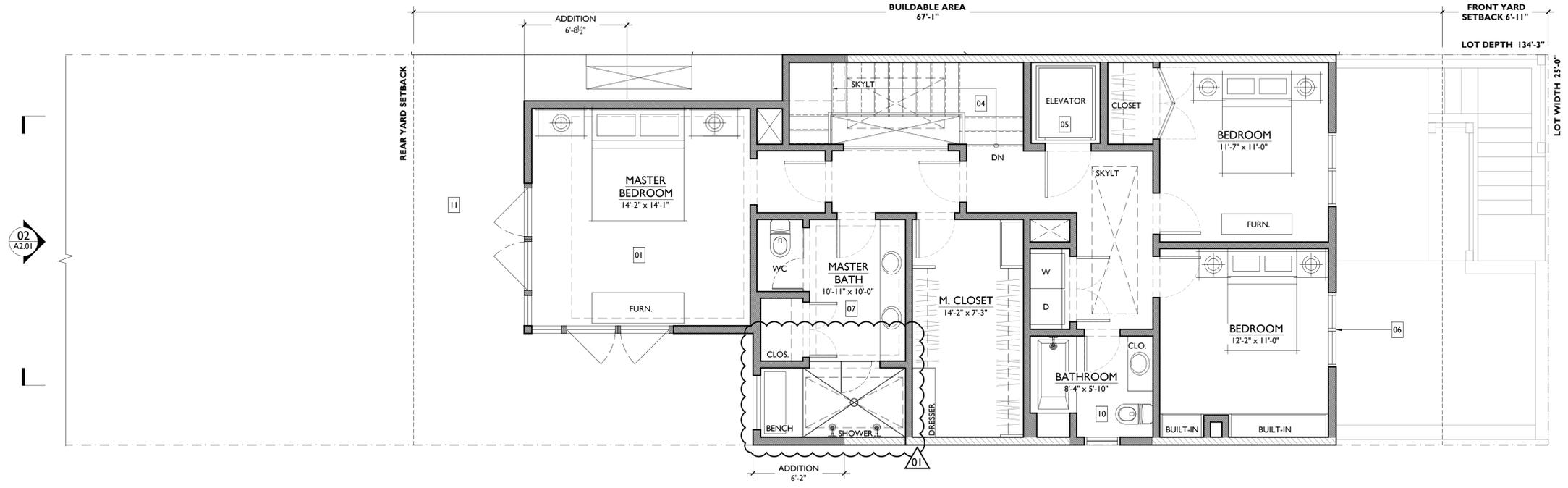
1 EXISTING LEVEL THREE - 734 SQ FT
1/4" = 1'-0"

WALL LEGEND

	EXISTING
	NEW
	DEMO

KEYNOTE LEGEND

01	(N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
02	(N) LEVEL I CEILING HEIGHT
03	(N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
04	(N) INTERIOR STAIR TO CONNECT ALL LEVELS
05	(N) ELEVATOR TO CONNECT ALL LEVELS
06	(N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
07	(N) BEDROOMS & BATHROOMS PER PLANS
08	(N) KITCHEN LOCATION PER PLANS
09	(N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
10	(N) FIXTURES & FINISHES THROUGHOUT
11	(N) DECK & EXTERIOR STAIRS AT REAR BELOW



2 PROPOSED LEVEL THREE - 1096 SQ FT
1/4" = 1'-0"

McGriff Architects
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 523-3361

CLIENT:
STEVE & COURTNEY MARTISAUSKAS

PROJECT ADDRESS:
436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01/08/20 REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT

SHEET: LEVEL THREE FLOOR PLANS EXISTING & PROPOSED

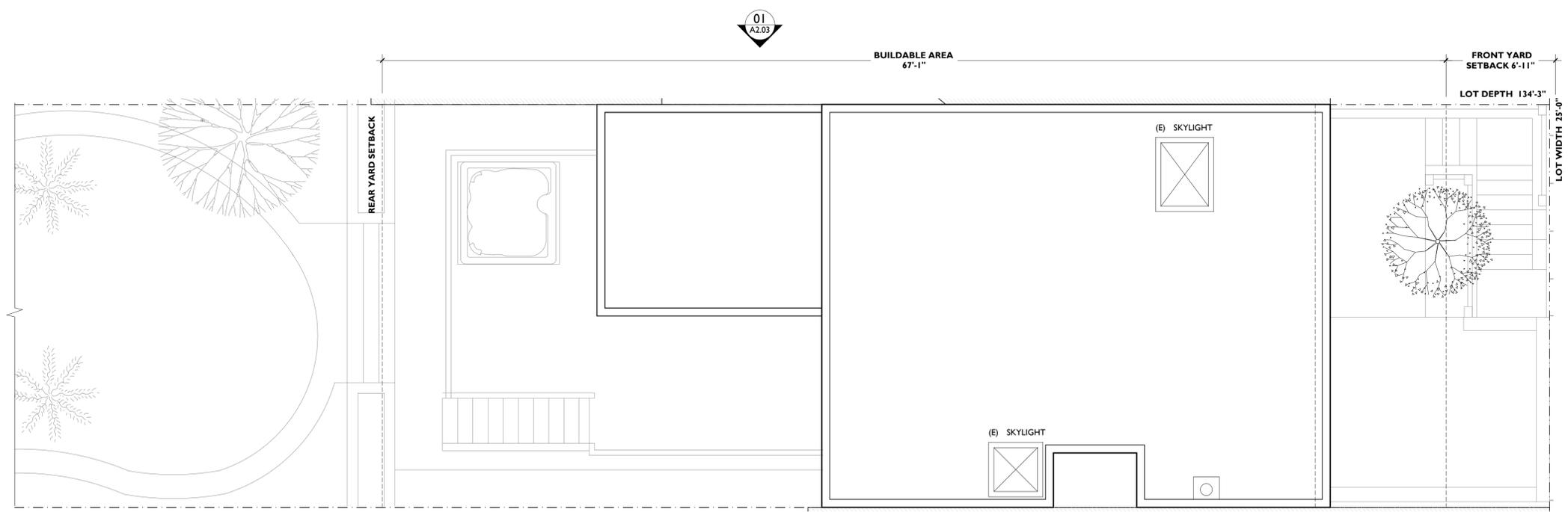
SHEET NO: **A-1.40**

SCALE: AS NOTED @ 24"x36"



01
A2.01

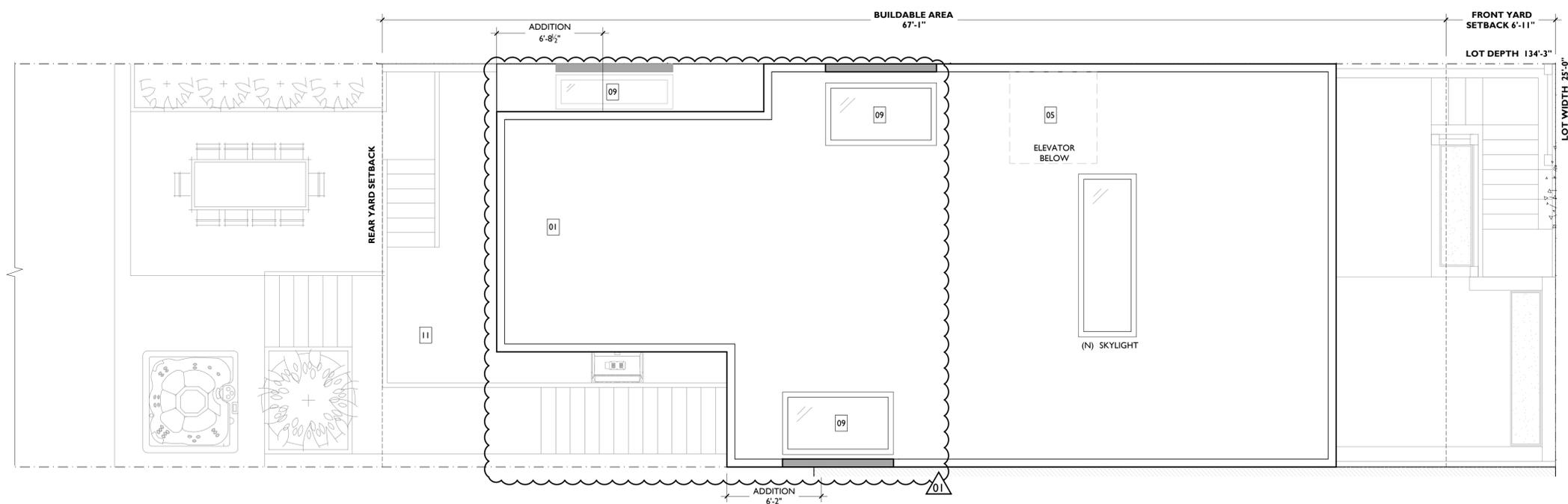
02
A2.01



1 EXISTING ROOF PLAN
A1.50 1/4" = 1'-0"

01
A2.02

02
A2.03



2 PROPOSED ROOF PLAN
A1.50 1/4" = 1'-0"

02
A2.02

KEYNOTE LEGEND

- 01 (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
- 02 (N) LEVEL I CEILING HEIGHT
- 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
- 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
- 05 (N) ELEVATOR TO CONNECT ALL LEVELS
- 06 (N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
- 07 (N) BEDROOMS & BATHROOMS PER PLANS
- 08 (N) KITCHEN LOCATION PER PLANS
- 09 (N) SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
- 10 (N) FIXTURES & FINISHES THROUGHOUT
- 11 (N) DECK & EXTERIOR STAIRS AT REAR BELOW

EUREKA STREET

EUREKA STREET

MCGRIFF ARCHITECTS
 1475 15TH STREET
 SAN FRANCISCO, CA 94103
 info@mcgriffarchitects.com
 (415) 523-3361

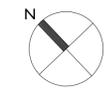


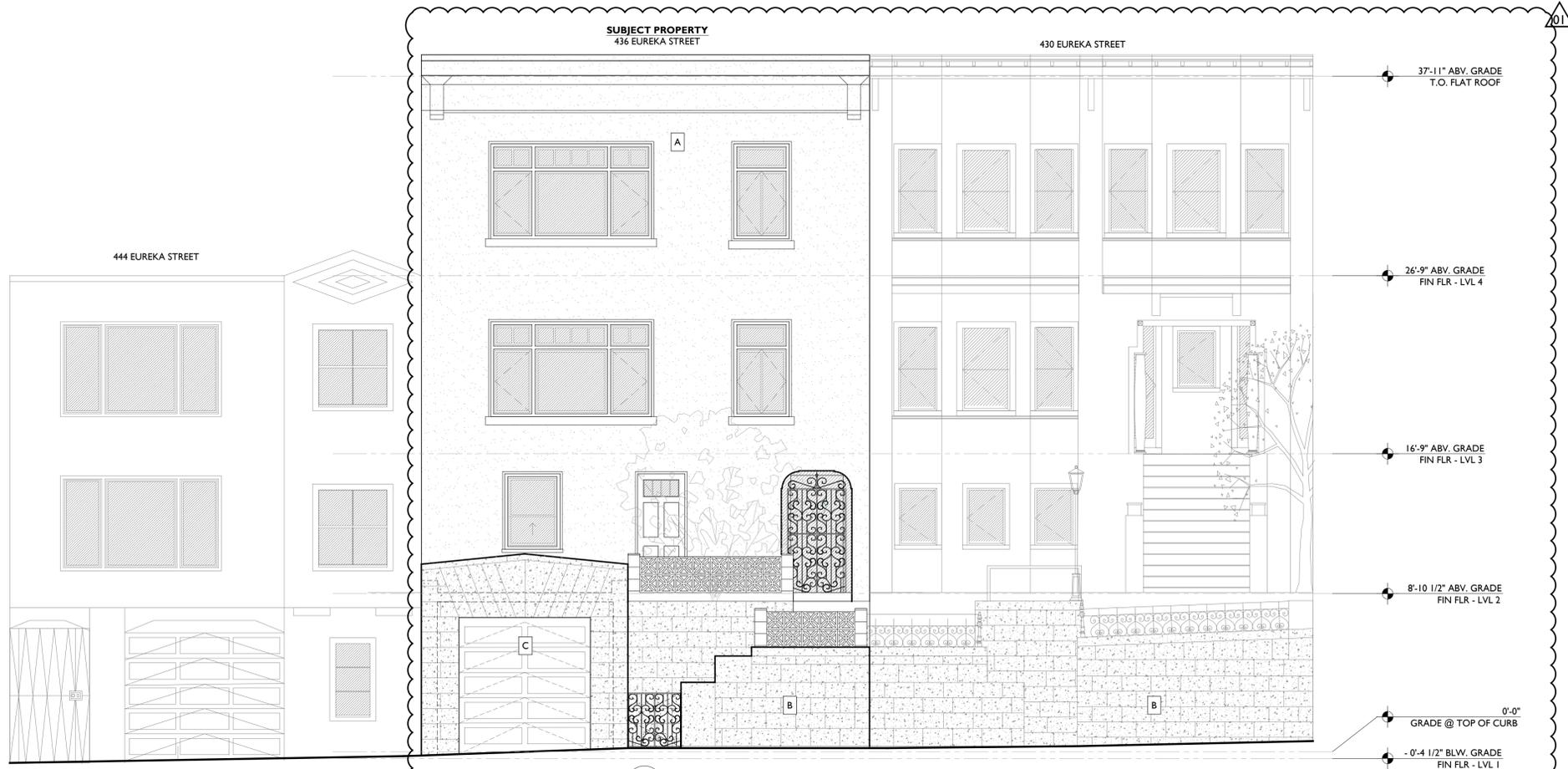
CLIENT: STEVE & COURTNEY MARTISAUSKAS
 PROJECT ADDRESS: 436 EUREKA STREET, SAN FRANCISCO, CA 94114, APN: 2767 / 002A

ISSUED:	09/03/18 PRE APP MEETING
REVISION:	01 01/08/20 REVISION 01

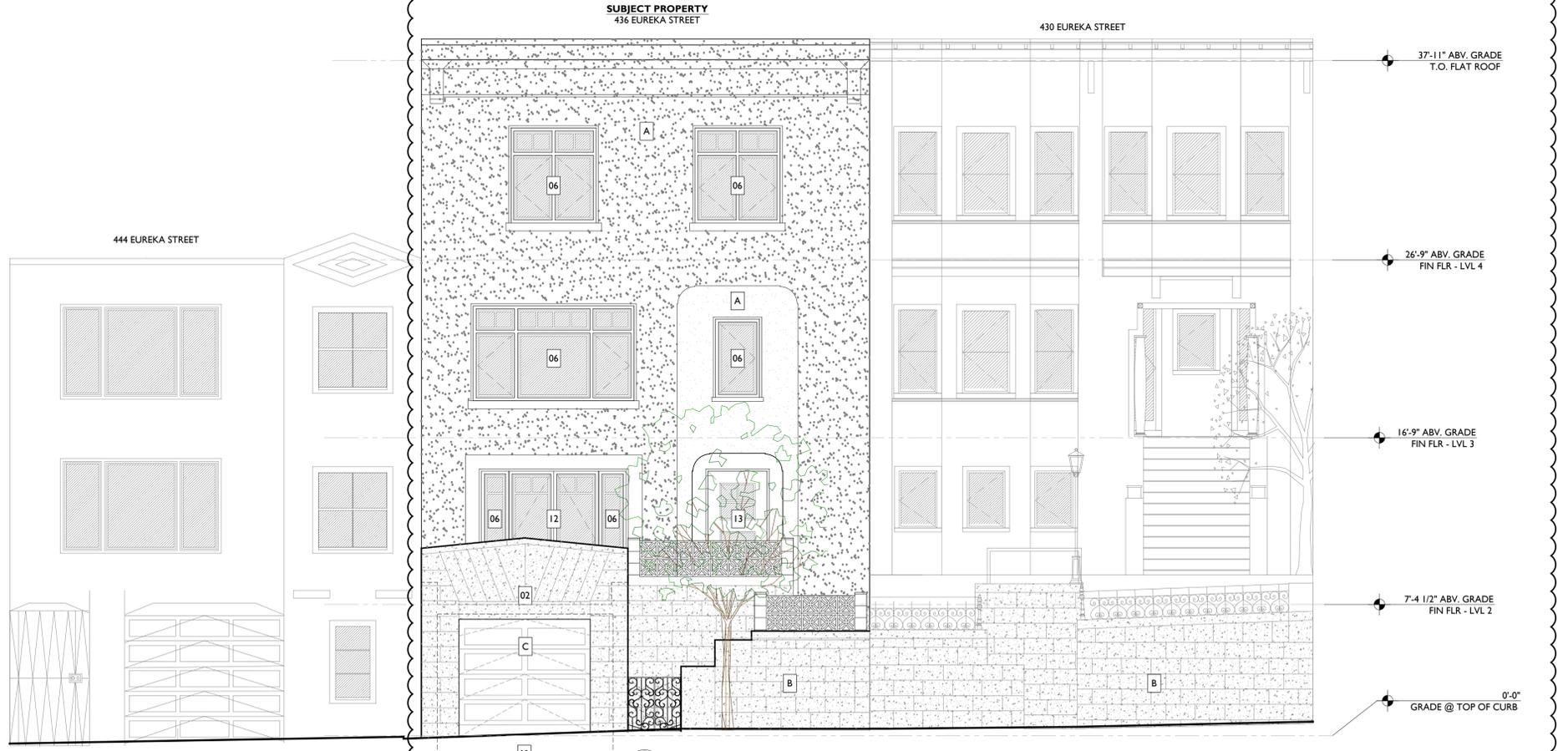
PROJ: 436 EUREKA STREET SITE PERMIT
 SHEET: ROOF PLANS EXISTING & PROPOSED
 SCALE: AS NOTED @ 24"x36"

SHEET NO: **A-1.50**





1 EXISTING FRONT ELEVATION
A2.00 1/4" = 1'-0"



2 PROPOSED FRONT ELEVATION
A2.00 1/4" = 1'-0"

- KEYNOTE LEGEND**
- 01 (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
 - 02 (N) LEVEL 1 CEILING HEIGHT
 - 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
 - 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
 - 05 (N) ELEVATOR TO CONNECT ALL LEVELS
 - 06 (N) WOOD CLAD WINDOWS & FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
 - 07 (N) BEDROOMS & BATHROOMS PER PLANS
 - 08 (N) KITCHEN LOCATION PER PLANS
 - 09 (N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
 - 10 (N) FIXTURES & FINISHES THROUGHOUT
 - 11 (N) DECK & EXTERIOR STAIRS AT REAR
 - 12 (N) WOOD CLAD FRENCH DOORS
 - 13 (N) WOOD DOOR WITH GLASS PANELS

- MATERIALS LEGEND**
- A STUCCO
 - B PAINTED TEXTURED CONCRETE
 - C PAINTED WOOD
 - D PAINTED WOOD SIDING
 - E PAINTED WOOD BOARD & BATTEN
 - F PAINTED WOOD SHINGLES

MCGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mccgriffarchitects.com
(415) 523-3561



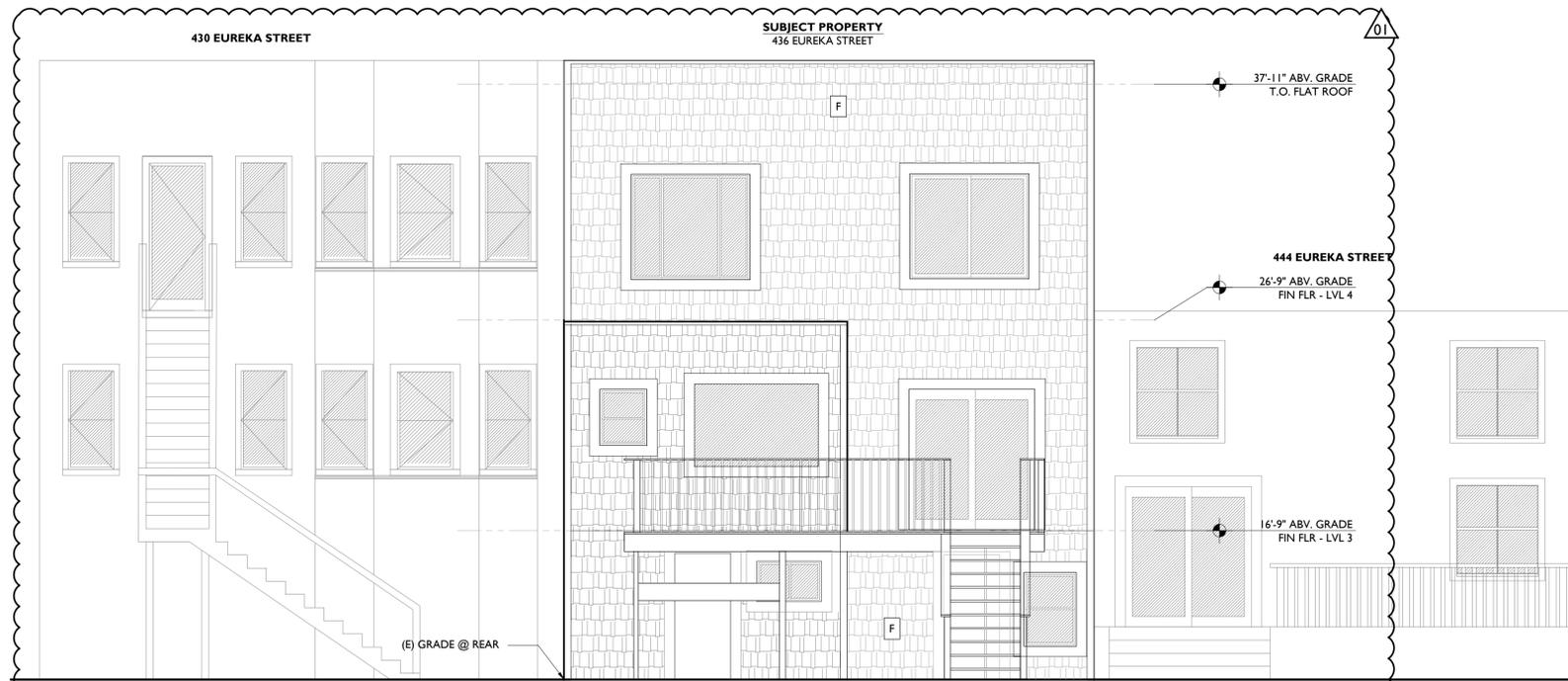
CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED:	09/03/18	PRE APP MEETING
REVISION:	01	00/000/00 REVISION 01

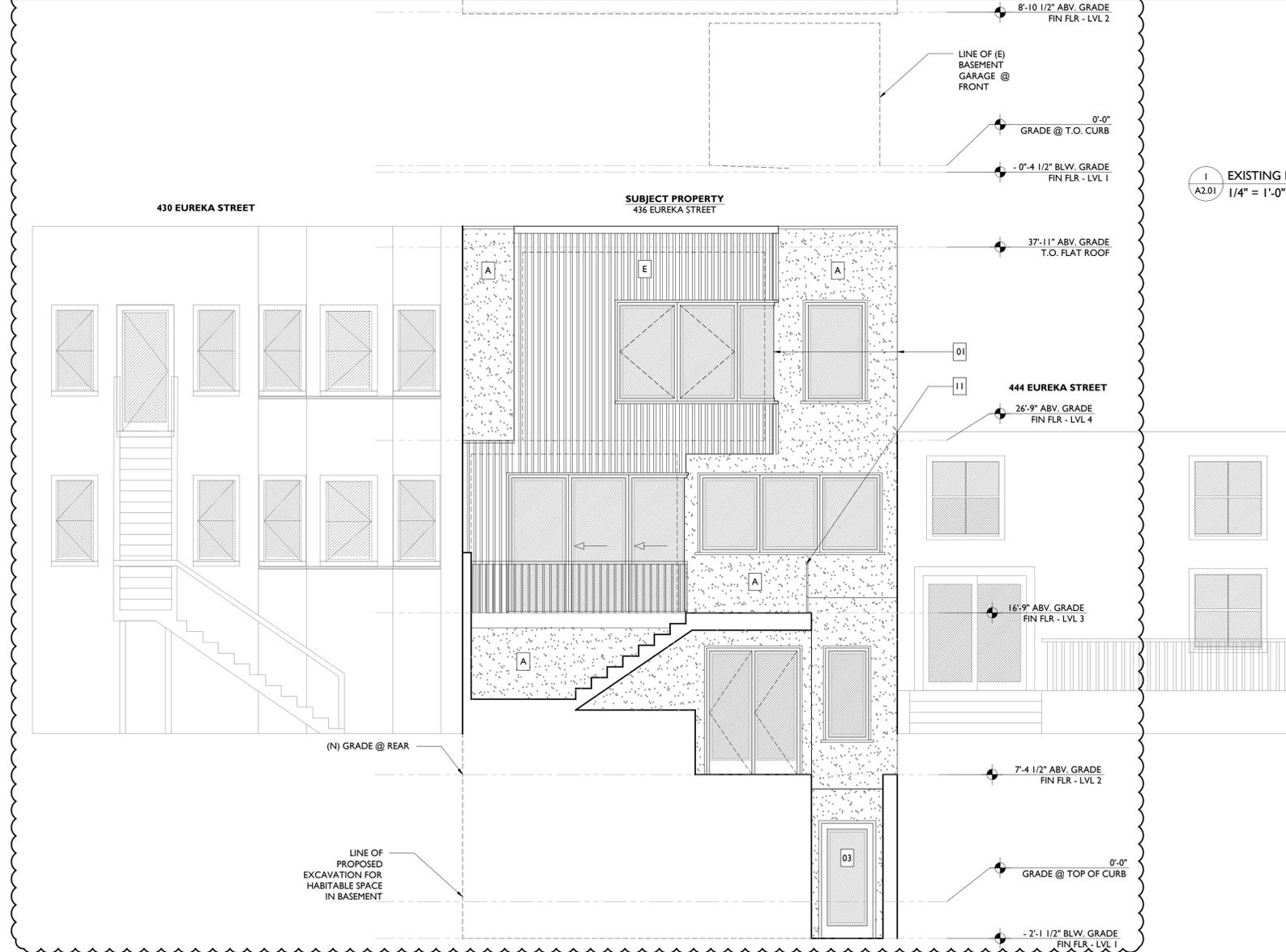
PROJ: 436 EUREKA STREET
SITE PERMIT
SHEET: EXTERIOR ELEVATIONS
EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO: **A-2.00**

DATE PLOTTED: 09/03/18 10:54:36 AM



1 EXISTING REAR ELEVATION
1/4" = 1'-0"



2 PROPOSED REAR ELEVATION
1/4" = 1'-0"

KEYNOTE LEGEND

- 01 (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
- 02 (N) LEVEL 1 CEILING HEIGHT
- 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
- 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
- 05 (N) ELEVATOR TO CONNECT ALL LEVELS
- 06 (N) WOOD CLAD WINDOWS & FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
- 07 (N) BEDROOMS & BATHROOMS PER PLANS
- 08 (N) KITCHEN LOCATION PER PLANS
- 09 (N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
- 10 (N) FIXTURES & FINISHES THROUGHOUT
- 11 (N) DECK & EXTERIOR STAIRS AT REAR

MATERIALS LEGEND

- A STUCCO
- B PAINTED TEXTURED CONCRETE
- C PAINTED WOOD
- D PAINTED WOOD SIDING
- E PAINTED WOOD BOARD & BATTEN
- F PAINTED WOOD SHINGLES



McGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 523-3361



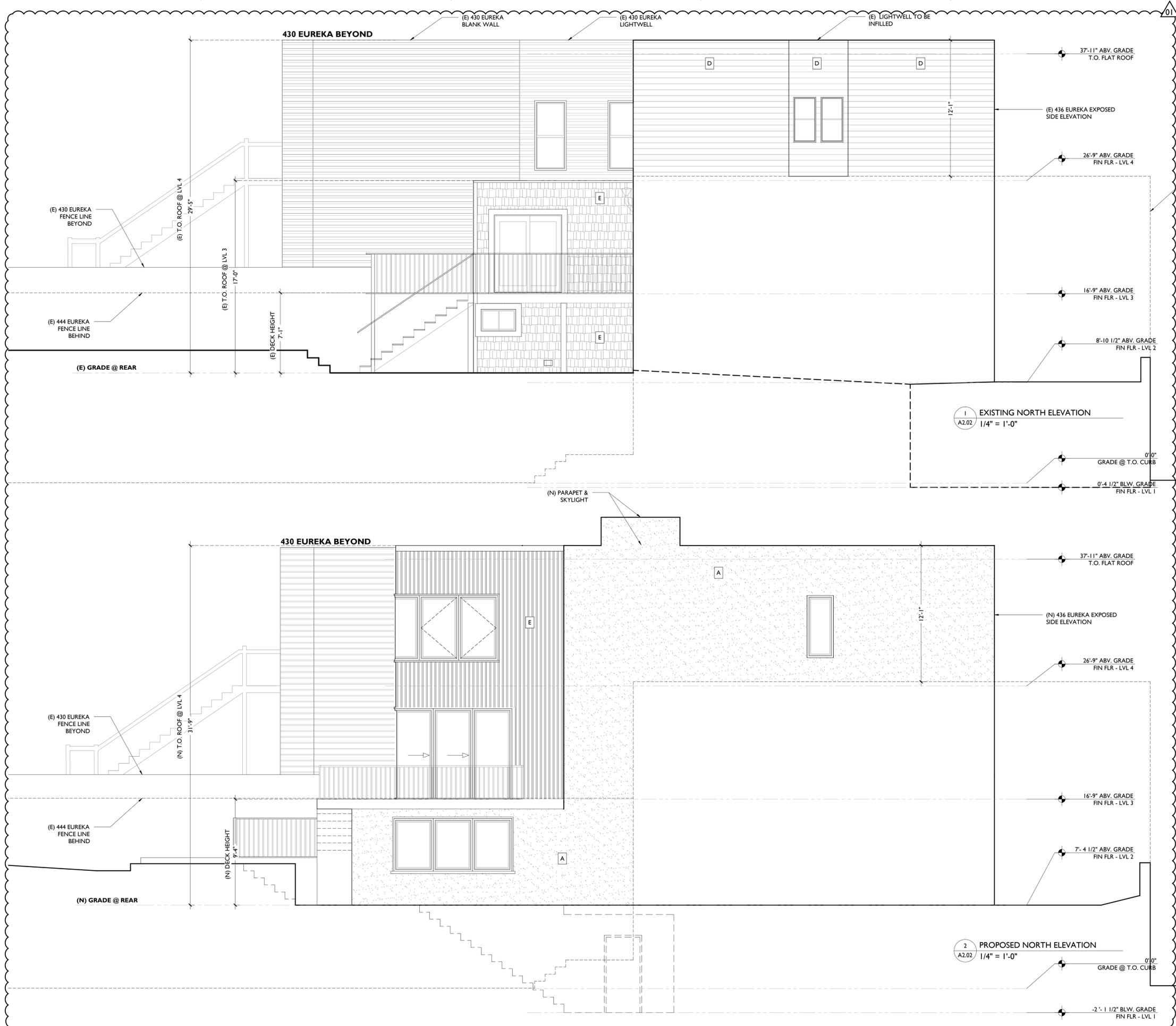
CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01 00/000/00 REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT
SHEET: EXTERIOR ELEVATIONS EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO: A-2.01

DATE PLOTTED: 09/03/18 10:54:34 AM



MATERIALS LEGEND

A	STUCCO
B	PAINTED TEXTURED CONCRETE
C	PAINTED WOOD
D	PAINTED WOOD SIDING
E	PAINTED WOOD BOARD & BATTEN
E	PAINTED WOOD SHINGLES

MCGRIFF ARCHITECTS
 1475 15TH STREET
 SAN FRANCISCO, CA 94103
 info@mccgriffarchitects.com
 (415) 525-3561

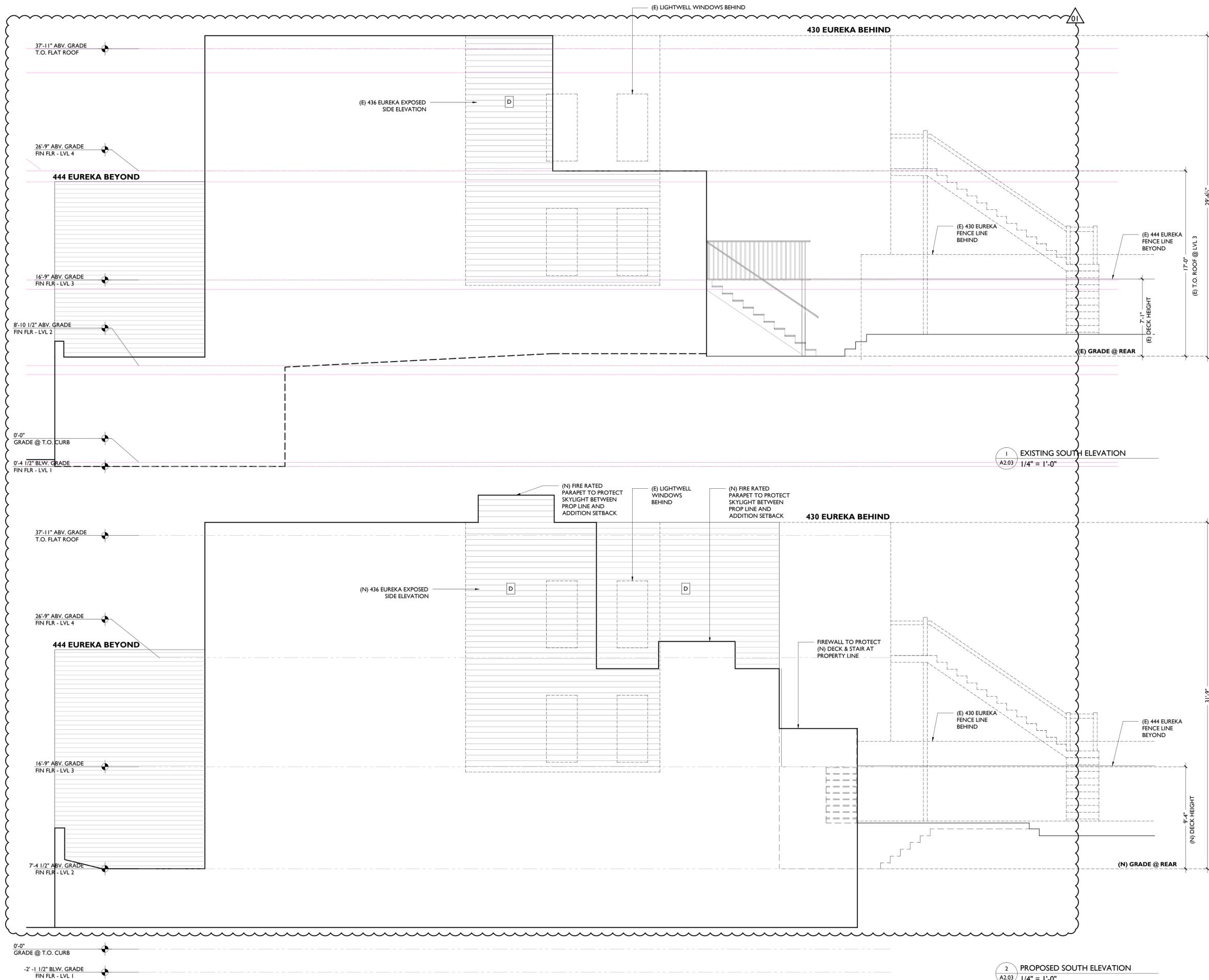


CLIENT: STEVE & COURTNEY MARTISAUSKAS
 PROJECT ADDRESS: 436 EUREKA STREET
 SAN FRANCISCO, CA 94114
 APN: 2767 / 002A

ISSUED:	09/03/18	PRE APP MEETING
REVISION:	01	00/000/00
REVISION:		REVISION 01

PROJ: 436 EUREKA STREET
 SHEET: SITE PERMIT
 SHEET: EXTERIOR ELEVATIONS
 SHEET: EXISTING & PROPOSED
 SCALE: AS NOTED @ 24"x36"

SHEET NO:
A-2.02



MATERIALS LEGEND

A	STUCCO
B	PAINTED TEXTURED CONCRETE
C	PAINTED WOOD
D	PAINTED WOOD SIDING
E	PAINTED WOOD BOARD & BATTEN
F	PAINTED WOOD SHINGLES

MCGRIFF ARCHITECTS
 1475 15TH STREET
 SAN FRANCISCO, CA 94103
 info@mccgriffarchitects.com
 (415) 523-3361



CLIENT:
 STEVE & COURTNEY MARTISAUSKAS

PROJECT ADDRESS:
 436 EUREKA STREET
 SAN FRANCISCO, CA 94114
 APN: 2767 / 002A

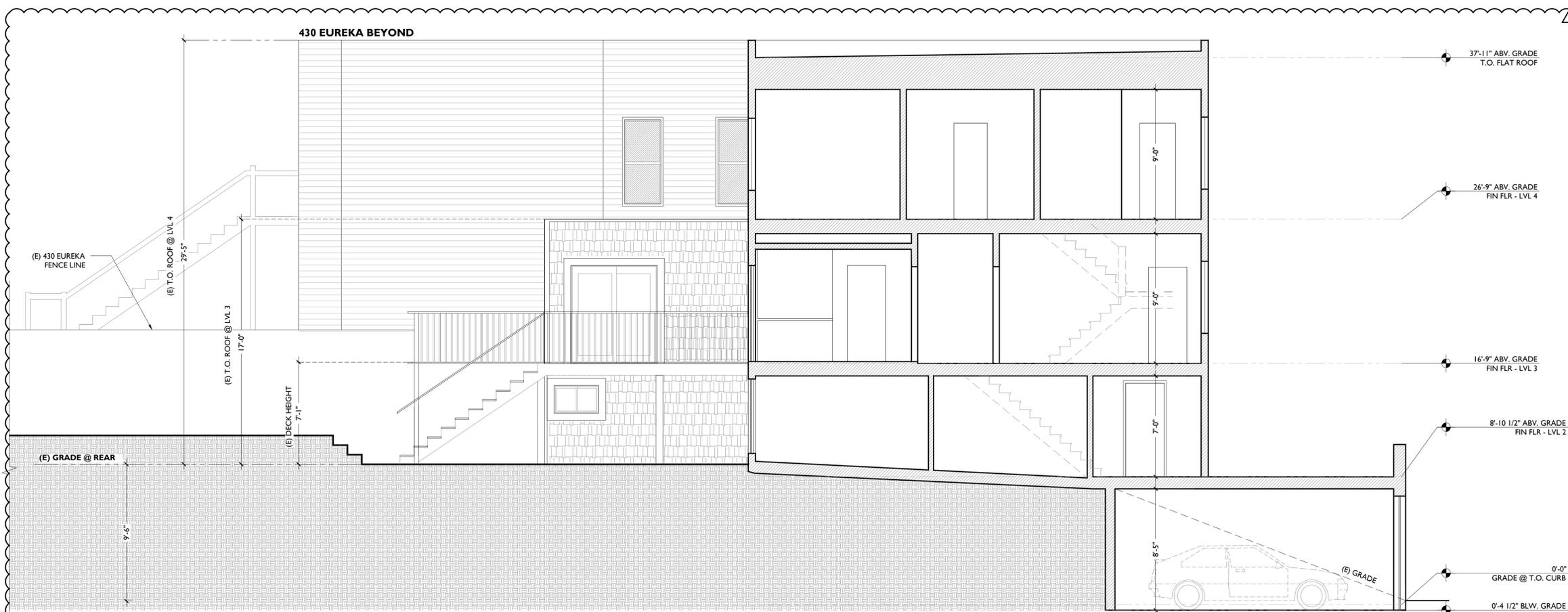
ISSUED:	09/03/18	PRE APP MEETING
REVISION:	01	00/000/00
REVISION:	01	REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT

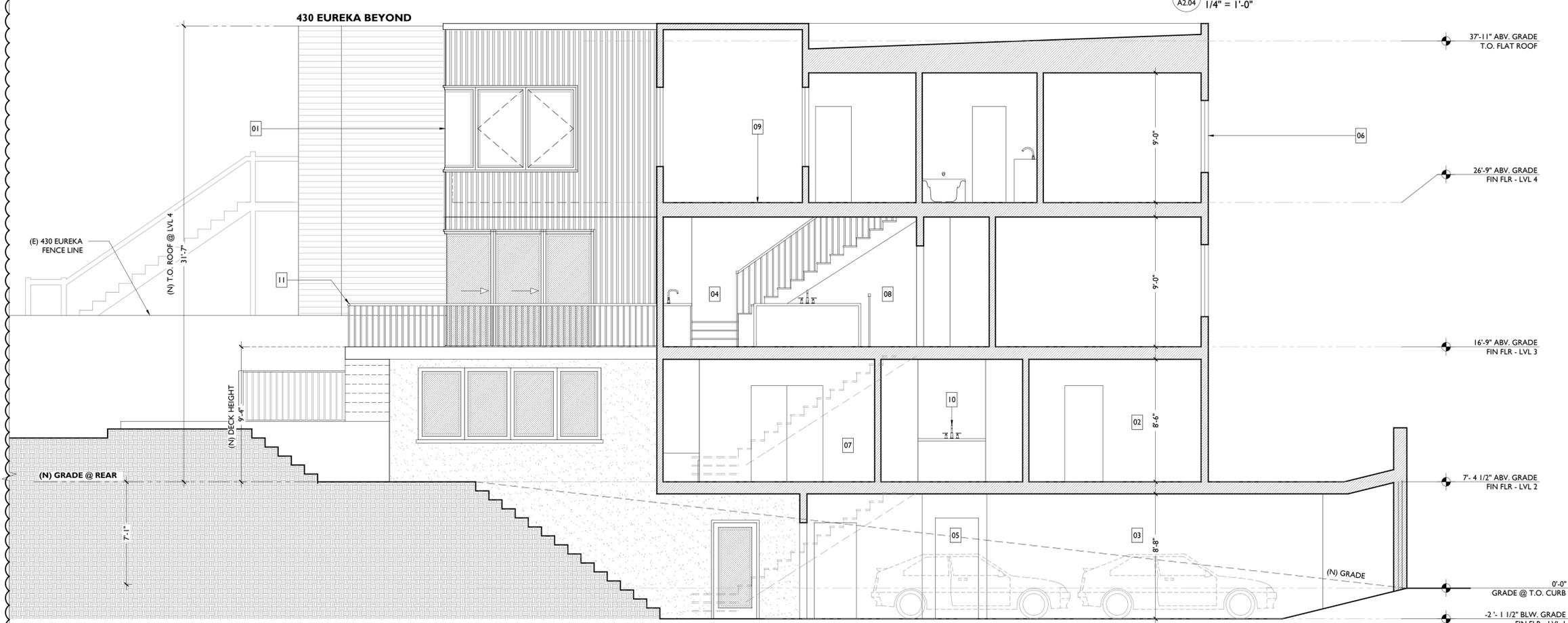
SHEET: EXTERIOR ELEVATIONS EXISTING & PROPOSED

SCALE: AS NOTED @ 24"x36"

SHEET NO: A-2.03



1 EXISTING SECTION
A2.04 1/4" = 1'-0"



2 PROPOSED SECTION
A2.04 1/4" = 1'-0"

KEYNOTE LEGEND

01	(N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
02	(N) LEVEL I CEILING HEIGHT
03	(N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
04	(N) INTERIOR STAIR TO CONNECT ALL LEVELS
05	(N) ELEVATOR TO CONNECT ALL LEVELS
06	(N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
07	(N) BEDROOMS & BATHROOMS PER PLANS
08	(N) KITCHEN LOCATION PER PLANS
09	(N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
10	(N) FIXTURES & FINISHES THROUGHOUT
11	(N) DECK & EXTERIOR STAIRS AT REAR

MCGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mccgriffarchitects.com
(415) 523-3361

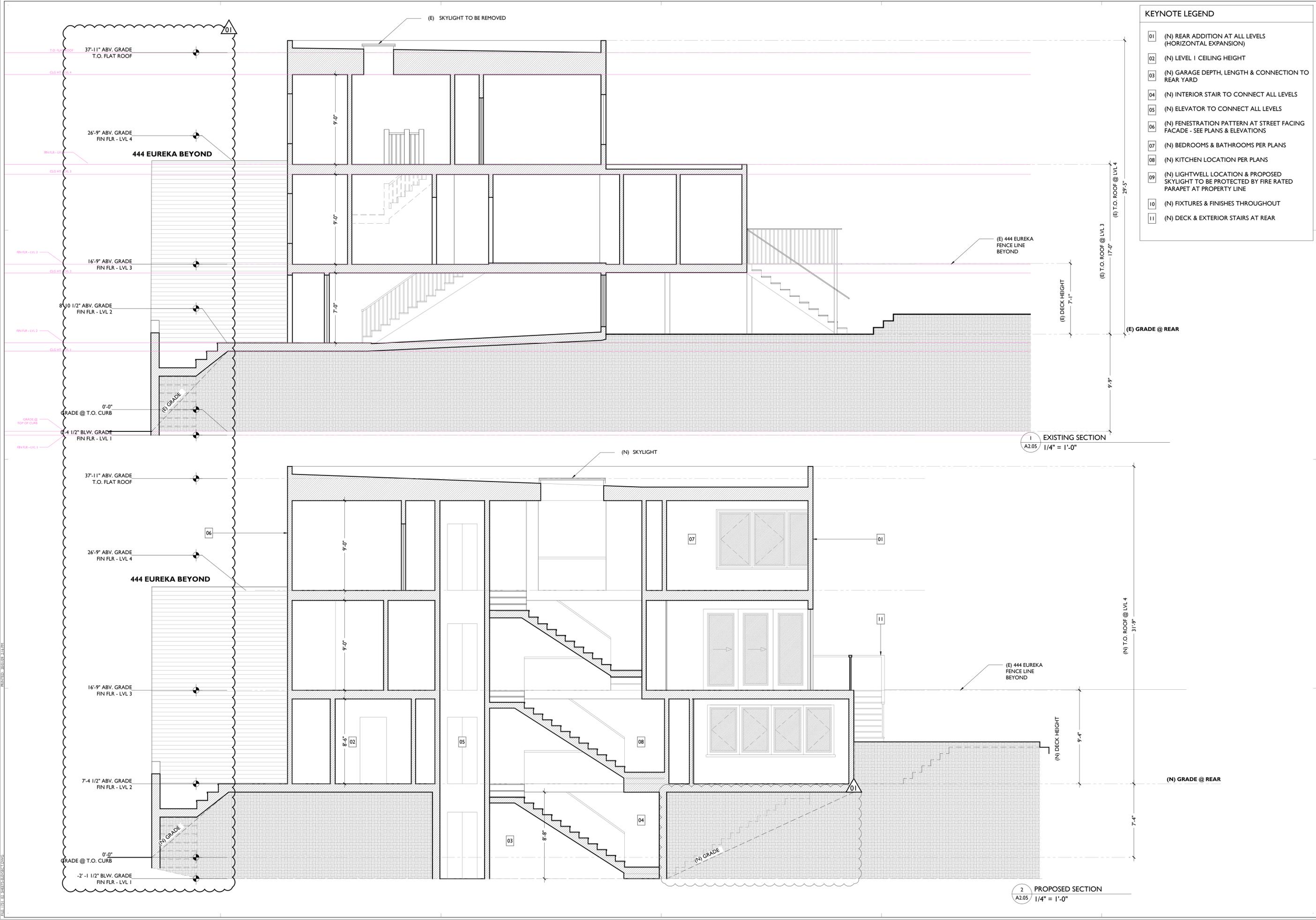


CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01 00/000/00 REVISION 01

PROJ: 436 EUREKA STREET SITE PERMIT
SHEET: SECTIONS AND PROPOSED EXISTING & PROPOSED
SCALE: AS NOTED @ 24"x36"

SHEET NO: **A-2.04**



- KEYNOTE LEGEND**
- 01 (N) REAR ADDITION AT ALL LEVELS (HORIZONTAL EXPANSION)
 - 02 (N) LEVEL 1 CEILING HEIGHT
 - 03 (N) GARAGE DEPTH, LENGTH & CONNECTION TO REAR YARD
 - 04 (N) INTERIOR STAIR TO CONNECT ALL LEVELS
 - 05 (N) ELEVATOR TO CONNECT ALL LEVELS
 - 06 (N) FENESTRATION PATTERN AT STREET FACING FACADE - SEE PLANS & ELEVATIONS
 - 07 (N) BEDROOMS & BATHROOMS PER PLANS
 - 08 (N) KITCHEN LOCATION PER PLANS
 - 09 (N) LIGHTWELL LOCATION & PROPOSED SKYLIGHT TO BE PROTECTED BY FIRE RATED PARAPET AT PROPERTY LINE
 - 10 (N) FIXTURES & FINISHES THROUGHOUT
 - 11 (N) DECK & EXTERIOR STAIRS AT REAR

1 EXISTING SECTION
A2.05 1/4" = 1'-0"

2 PROPOSED SECTION
A2.05 1/4" = 1'-0"

McGRIFF ARCHITECTS
1475 15TH STREET
SAN FRANCISCO, CA 94103
info@mcgriffarchitects.com
(415) 523-3361

CLIENT: STEVE & COURTNEY MARTISAUSKAS
PROJECT ADDRESS: 436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN: 2767 / 002A

ISSUED: 09/03/18 PRE APP MEETING
01/00/00/00 REVISION 01

PROJ: 436 EUREKA STREET
SITE PERMIT

SHEET: SECTIONS
EXISTING & PROPOSED

SCALE: AS NOTED @ 24"x36"

A-2.05

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#); [Mariana Mijangos](#)
Subject: Re: 436 Eureka
Date: Tuesday, January 07, 2020 9:24:47 AM

Hi Jeff,

Hope all is well with you. I wanted to let you know we've picked up your comments and will be dropping off revised drawings later this week. Can you please confirm the best place to drop them off? We typically bring them directly to the planning office (at 1650 Mission Street) and dropped them off with the admin at the front desk. Does that work for you? I'm CC'ing an associate of mine (Mariana Mijangos) who will be coordinating the drop off as I will be out of town at the end of this week.

Thanks!
Cordelia

On Fri, Nov 22, 2019 at 5:27 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I reviewed your compromise (3'-10") design with staff architects, and we are in support of this design alternative.

Thanks!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Thursday, November 21, 2019 2:48 PM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for the updated comments. In our review, they should be fairly straightforward to pick up however, we wanted to revisit the first comment of your last email:

Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the

mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

We'd like to propose a compromise, bringing the rear extension at the top floor to be in line with the floors below, and capturing the space of the lightwell. This brings back the 9'-6" expansion down to 6'-2" total, and the 7'-5" massing becomes just 3'-10". This is beyond the neighboring building at 444 Eureka, but well within our rear yard buildable area. In terms of the mid block open space, as the immediate neighbor at 426 Eureka extends significantly beyond our proposed design, we would not be disrupting the mid-block open space more than the neighboring building at 426 Eureka. The massing of our project occurs well within the average of the two neighbors, which is another determination for the appropriateness of the expansion.

I've included updated renderings to show this condition, the expansion depth noted on the 2nd sheet for clarity. Let me know if updated drawings would be easier to read, updating our 3d model was faster for us. We're happy to jump on a call to talk through this with you as well.

Thanks for taking time to review this. I know your office is particularly busy right now and we'd like to keep this project moving forward smoothly.

Thanks again,

Cordelia

On Wed, Nov 13, 2019 at 8:36 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Apologies for not being able to reach out yesterday via phone, I wanted to provide you with these comments before we spoke, and I have just now this morning been able to prepare them. Yesterday, I reviewed the project with Trent Greenan, a Staff Architect, for consistency with the Department's Residential Design Guidelines (RDGs). Please address the following comments, in addition to the items provided by Chris Townes.

1. Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

See RDGs pages 25-26, GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.

2. On the Proposed Front Elevation (Sheet A-200), please label windows as “existing to remain” or new windows. If and where new windows are proposed, call out the proposed materials and operation type. Windows should have a substantial exterior reveal depth (minimum 2”).

https://default.sfplanning.org/publications_reports/residential_design_guidelines.pdf

Thank you,

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, November 11, 2019 9:33 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for reaching out, I look forward to our discussion.

Best,

Cordelia

On Sun, Nov 10, 2019 at 8:38 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I very much understand the frustration you and the owners, including the Staffing changes. I can assure I am not adding this project to the end of my queue.

Our office is closed Tomorrow, I will contact you on Tuesday afternoon to discuss the status of the project and the comments Chris sent last month.

Thank you,

Jeff

Sent from [Mail](#) for Windows 10

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Wednesday, November 6, 2019 9:31:41 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Jeffrey,

Hope you are well, I wanted to follow up on our correspondence with you and Delvin from last week to see if you had any additional comments regarding our project at Eureka street (Permit 201810092526). Additionally, do all the comments from Chris Townes still stand? Our clients have been extremely patient with the permitting process but the project has been sitting at the planning desk for over a year now. I hope you understand their frustration with transitioning to a new planner incurring additional time. Can you confirm that this project will be attended to immediately? It would be unfair to add it to the end of your queue as it already sat in Chris's for months, as well.

I am happy to answer any questions on the project, please feel free to contact me- our office line is (415) 525 3561.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET
SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka
Date: Thursday, November 21, 2019 2:48:48 PM
Attachments: [191121_436 Eureka Street Proposed Revisions Renderings.pdf](#)

Hi Jeff,

Thanks for the updated comments. In our review, they should be fairly straightforward to pick up however, we wanted to revisit the first comment of your last email:

Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

We'd like to propose a compromise, bringing the rear extension at the top floor to be in line with the floors below, and capturing the space of the lightwell. This brings back the 9'-6" expansion down to 6'-2" total, and the 7'-5" massing becomes just 3'-10". This is beyond the neighboring building at 444 Eureka, but well within our rear yard buildable area. In terms of the mid block open space, as the immediate neighbor at 426 Eureka extends significantly beyond our proposed design, we would not be disrupting the mid-block open space more than the neighboring building at 426 Eureka. The massing of our project occurs well within the average of the two neighbors, which is another determination for the appropriateness of the expansion.

I've included updated renderings to show this condition, the expansion depth noted on the 2nd sheet for clarity. Let me know if updated drawings would be easier to read, updating our 3d model was faster for us. We're happy to jump on a call to talk through this with you as well.

Thanks for taking time to review this. I know your office is particularly busy right now and we'd like to keep this project moving forward smoothly.

Thanks again,
Cordelia

On Wed, Nov 13, 2019 at 8:36 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Apologies for not being able to reach out yesterday via phone, I wanted to provide you with these comments before we spoke, and I have just now this morning been able to prepare them. Yesterday, I reviewed the project with Trent Greenan, a Staff Architect, for consistency with the Department's Residential Design Guidelines (RDGs). Please address the following comments, in addition to the items provided by Chris Townes.

1. Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

See RDGs pages 25-26, GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.

2. On the Proposed Front Elevation (Sheet A-200), please label windows as “existing to remain” or new windows. If and where new windows are proposed, call out the proposed materials and operation type. Windows should have a substantial exterior reveal depth (minimum 2”).

https://default.sfplanning.org/publications_reports/residential_design_guidelines.pdf

Thank you,

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, November 11, 2019 9:33 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for reaching out, I look forward to our discussion.

Best,

Cordelia

On Sun, Nov 10, 2019 at 8:38 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I very much understand the frustration you and the owners, including the Staffing changes. I can assure I am not adding this project to the end of my queue.

Our office is closed Tomorrow, I will contact you on Tuesday afternoon to discuss the status of the project and the comments Chris sent last month.

Thank you,

Jeff

Sent from [Mail](#) for Windows 10

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Wednesday, November 6, 2019 9:31:41 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Jeffrey,

Hope you are well, I wanted to follow up on our correspondence with you and Delvin from last week to see if you had any additional comments regarding our project at Eureka street (Permit 201810092526). Additionally, do all the comments from Chris Townes still stand? Our clients have been extremely patient with the permitting process but the project has been sitting at the planning desk for over a year now. I hope you understand their frustration with transitioning to a new planner incurring additional time. Can you confirm that this project will be attended to immediately? It would be unfair to add it to the end of your queue as it already sat in Chris's for months, as well.

I am happy to answer any questions on the project, please feel free to contact me- our office line is (415) 525 3561.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

[www.mcgriffarchitects.com](#)

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

[www.mcgriffarchitects.com](#)

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
[www.mcgriffarchitects.com](#)



REAR EXPANSION: ORIGINAL PROPOSED EXPANSION



REAR EXPANSION: REDUCED PROPOSED EXPANSION



REAR EXPANSION, ORIGINAL PROPOSED & REDUCED EXPANSION

PROJ: 436 EUREKA STREET
TITLE: INSPIRATION SHEETS
SCALE: N.T.S
DATE: NOVEMBER 21ST, 2018



REAR EXPANSION: ORIGINAL PROPOSED EXPANSION



REAR EXPANSION: REDUCED PROPOSED EXPANSION



REAR EXPANSION, ORIGINAL PROPOSED & REDUCED EXPANSION
 PROJ: 436 EUREKA STREET
 TITLE: INSPIRATION SHEETS
 SCALE: N.T.S
 DATE: NOVEMBER 21ST, 2018



REAR EXPANSION: ORIGINAL PROPOSED EXPANSION



REAR EXPANSION: REDUCED PROPOSED EXPANSION



REAR EXPANSION, ORIGINAL PROPOSED & REDUCED EXPANSION

PROJ: 436 EUREKA STREET
TITLE: INSPIRATION SHEETS
SCALE: N.T.S
DATE: NOVEMBER 21ST, 2018



REAR EXPANSION: ORIGINAL PROPOSED EXPANSION



REAR EXPANSION: REDUCED PROPOSED EXPANSION



REAR EXPANSION, ORIGINAL PROPOSED & REDUCED EXPANSION

PROJ: 436 EUREKA STREET
TITLE: INSPIRATION SHEETS
SCALE: N.T.S
DATE: NOVEMBER 21ST, 2018

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka
Date: Monday, November 11, 2019 9:33:29 AM

Hi Jeff,

Thanks for reaching out, I look forward to our discussion.

Best,
Cordelia

On Sun, Nov 10, 2019 at 8:38 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I very much understand the frustration you and the owners, including the Staffing changes. I can assure I am not adding this project to the end of my queue.

Our office is closed Tomorrow, I will contact you on Tuesday afternoon to discuss the status of the project and the comments Chris sent last month.

Thank you,

Jeff

Sent from [Mail](#) for Windows 10

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Wednesday, November 6, 2019 9:31:41 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Jeffrey,

Hope you are well, I wanted to follow up on our correspondence with you and Delvin from last week to see if you had any additional comments regarding our project at Eureka street (Permit 201810092526). Additionally, do all the comments from Chris Townes still stand? Our clients have been extremely patient with the permitting process but the project has been sitting at the planning desk for over a year now. I hope you understand their frustration with transitioning to a new planner incurring additional time. Can you confirm that this project will be attended to immediately? It would be unfair to add it to the end of your queue as it already sat in Chris's for months, as well.

I am happy to answer any questions on the project, please feel free to contact me- our office line is (415) 525 3561.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#)
Cc: [Benjamin McGriff](#)
Subject: RE: 436 Eureka
Date: Friday, January 24, 2020 10:51:00 AM

Hi Cordelia,

Everything is handled in-house.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Friday, January 24, 2020 9:58 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Great! In our correspondence with Chris, he mentioned that William San will be assisting with the neighborhood notification. Will you be sending him these drawings? Do we need to coordinate further with the notification process or will that be completely handled in house?

Thanks!
Cordelia

On Thu, Jan 23, 2020 at 9:49 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Cordelia,

The plans look great.

-Jeff

Sent from [Mail](#) for Windows 10

From: [Cordelia Kotin](#)
Sent: Thursday, January 23, 2020 5:16 PM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka

Hi Jeff,

I've attached a version of these reduced sheets for your review. You'll note on the short elevations of

the front and rear, we had to cropped down the adjacent properties to fit them all on the sheets. Will this be okay for the mailing? Let me know and I can adjust the scale accordingly, right now it matches all the other plans/elevations. Please feel free to call and discuss.

Thanks,
Cordelia

On Thu, Jan 16, 2020 at 10:53 AM Benjamin McGriff <benjamin@mcgriffarchitects.com> wrote:

Thanks a bunch, Jeff. This is helpful, indeed.

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Thu, Jan 16, 2020 at 10:28 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Benjamin,

4 story buildings are a bit trickier. The cover sheet is not necessary, as the Notice I will draft contains a lot of the project's details and scope of work.

Also, I think you can remove the roof plans (SheetA-1.50), since this information is shown on the Site Plan drawings.

I attached an example of another recent 4 story project, this architect combined the front and rear Elevations onto one sheet, and included no section drawings.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Thursday, January 16, 2020 9:58 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Mariana Mijangos <mariana@mcgriffarchitects.com>; Cordelia Kotin <cordelia@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thank for this.

Does the set still need to include the cover sheet? If so, getting down to just 8 sheets will be something of a challenge while still showing all of the site conditions and maintaining the 1/4" scale. We can crop off areas that aren't changing from the elevation sheets to reduce the sheets needed for those but after that I am a little skeptical we can pull it off. Any advice for further trimming while retaining scale and necessary info?

Thanks again,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Wed, Jan 15, 2020 at 10:17 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Mariana,

The plans look great, thank you.

Please provide me with a PDF of the plans reduced down to 8 Sheets (4 pages when printed double-sided) for the Section 311 neighborhood notification. The perspective drawings, demo calcs, and the 2nd section drawing are not needed for the noticing plans.

Thanks!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Mariana Mijangos <mariana@mcgriffarchitects.com>
Sent: Thursday, January 09, 2020 3:13 PM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Cordelia Kotin <cordelia@mcgriffarchitects.com>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks the paperless option; attached is the revised Site Permit and a response letter to Planning's comments. Let us know if you have further questions or comments.

Best,
Mariana

On Thu, Jan 9, 2020 at 10:48 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The project is being reviewed as a Building Permit Application ([2018.1009.2526](#)), [any hard copies of a revised Site Permit should be submitted to the Department of Building Inspection, on the second floor of 1660 Mission Street.](#)

Or, if you want to hold off on printing and submitting the revised Site Permit, you can just email me a PDF of the plans and we can work electronically until Planning's review is complete. I prefer this approach to be honest.

Thanks!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Tuesday, January 07, 2020 9:24 AM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>; Mariana Mijangos <mariana@mcgriffarchitects.com>

Subject: Re: 436 Eureka

Hi Jeff,

Hope all is well with you. I wanted to let you know we've picked up your comments and will be dropping off revised drawings later this week. Can you please confirm the best place to drop them off? We typically bring them directly to the planning office (at 1650 Mission Street) and dropped them off with the admin at the front desk. Does that work for you? I'm CC'ing an associate of mine (Mariana Mijangos) who will be coordinating the drop off as I will be out of town at the end of this week.

Thanks!
Cordelia

On Fri, Nov 22, 2019 at 5:27 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I reviewed your compromise (3'-10") design with staff architects, and we are in support of this design alternative.

Thanks!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Thursday, November 21, 2019 2:48 PM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for the updated comments. In our review, they should be fairly straightforward to pick up however, we wanted to revisit the first comment of your last email:

Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

We'd like to propose a compromise, bringing the rear extension at the top floor to be in line with the floors below, and capturing the space of the lightwell. This brings back the 9'-6" expansion down to 6'-2" total, and the 7'-5" massing becomes just 3'-10". This is beyond the neighboring building at 444 Eureka, but well within our rear yard buildable area. In terms of the mid block open space, as the immediate neighbor at 426 Eureka extends significantly beyond our proposed design, we would not be disrupting the mid-block open space more than the neighboring building at 426 Eureka. The massing of our project occurs well within the average of the two neighbors, which is another determination for the appropriateness of the expansion.

I've included updated renderings to show this condition, the expansion depth noted on the 2nd sheet for clarity. Let me know if updated drawings would be easier to read, updating our 3d model was faster for us. We're happy to jump on a call to talk through this with you as well.

Thanks for taking time to review this. I know your office is particularly busy right now and we'd like to keep this project moving forward smoothly.

Thanks again,
Cordelia

On Wed, Nov 13, 2019 at 8:36 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Apologies for not being able to reach out yesterday via phone, I wanted to provide you with these comments before we spoke, and I have just now this morning been able to prepare them. Yesterday, I reviewed the project with Trent Greenan, a Staff Architect, for consistency with the Department's Residential Design Guidelines (RDGs). Please address the following comments, in addition to the items provided by Chris Townes.

1. Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

See RDGs pages 25-26, GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.

2. On the Proposed Front Elevation (Sheet A-200), please label windows as "existing to remain" or new windows. If and where new windows are proposed, call out the proposed materials and operation type. Windows should have a substantial exterior reveal depth (minimum 2").

https://default.sfplanning.org/publications_reports/residential_design_guidelines.pdf

Thank you,

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, November 11, 2019 9:33 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for reaching out, I look forward to our discussion.

Best,
Cordelia

On Sun, Nov 10, 2019 at 8:38 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I very much understand the frustration you and the owners, including the Staffing changes. I can assure I am not adding this project to the end of my queue.

Our office is closed Tomorrow, I will contact you on Tuesday afternoon to discuss the status of the project and the comments Chris sent last month.

Thank you,

Jeff

Sent from [Mail](#) for Windows 10

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Wednesday, November 6, 2019 9:31:41 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Jeffrey,

Hope you are well, I wanted to follow up on our correspondence with you and Delvin from last week to see if you had any additional comments regarding our project at Eureka street (Permit 201810092526). Additionally, do all the comments from Chris Townes still stand? Our clients have been extremely patient with the permitting process but the project has been sitting at the planning desk for over a year now. I hope you understand their frustration with transitioning to

a new planner incurring additional time. Can you confirm that this project will be attended to immediately? It would be unfair to add it to the end of your queue as it already sat in Chris's for months, as well.

I am happy to answer any questions on the project, please feel free to contact me-our office line is (415) 525 3561.

Thanks,
Cordelia

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Mariana Mijangos

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka
Date: Tuesday, February 04, 2020 5:35:07 PM

Hi Jeff,

I wanted to circle back around to see if you had any info for us.

Thanks,
Cordelia

On Thu, Jan 30, 2020 at 5:50 PM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Hi Jeff,

Hope all is well. I wanted to reach out and check in on the planning side of things. We're sending an update to our client and want to give them a timeline of when to expect your mailing to go out. Do you have any other info we can pass along to them?

Thanks,
Cordelia

On Fri, Jan 24, 2020 at 10:54 AM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Great, thanks!

Please let me know if you need anything else from us.

Best,
Cordelia

On Fri, Jan 24, 2020 at 10:51 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Everything is handled in-house.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Friday, January 24, 2020 9:58 AM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: Re: 436 Eureka

Great! In our correspondence with Chris, he mentioned that William San will be assisting with the neighborhood notification. Will you be sending him these drawings? Do we need to coordinate further with the notification process or will that be completely handled in house?

Thanks!
Cordelia

On Thu, Jan 23, 2020 at 9:49 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Cordelia,

The plans look great.

-Jeff

Sent from [Mail](#) for Windows 10

From: [Cordelia Kotin](#)
Sent: Thursday, January 23, 2020 5:16 PM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka

Hi Jeff,

I've attached a version of these reduced sheets for your review. You'll note on the short elevations of the front and rear, we had to cropped down the adjacent properties to fit them all on the sheets. Will this be okay for the mailing? Let me know and I can adjust the scale accordingly, right now it matches all the other plans/elevations. Please feel free to call and discuss.

Thanks,
Cordelia

On Thu, Jan 16, 2020 at 10:53 AM Benjamin McGriff <benjamin@mcgriffarchitects.com> wrote:

Thanks a bunch, Jeff. This is helpful, indeed.

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Thu, Jan 16, 2020 at 10:28 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Benjamin,

4 story buildings are a bit trickier. The cover sheet is not necessary, as the Notice I will draft contains a lot of the project's details and scope of work.

Also, I think you can remove the roof plans (SheetA-1.50), since this information is shown on the Site Plan drawings.

I attached an example of another recent 4 story project, this architect combined the front and rear Elevations onto one sheet, and included no section drawings.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>

Sent: Thursday, January 16, 2020 9:58 AM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Mariana Mijangos <mariana@mcgriffarchitects.com>; Cordelia Kotin <cordelia@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thank for this.

Does the set still need to include the cover sheet? If so, getting down to just 8 sheets will be something of a challenge while still showing all of the site conditions and maintaining the 1/4" scale. We can crop off areas that aren't changing from the elevation sheets to reduce the sheets needed for those but after that I am a little skeptical we can pull it off. Any advice for further trimming while retaining scale and necessary info?

Thanks again,

Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Wed, Jan 15, 2020 at 10:17 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Mariana,

The plans look great, thank you.

Please provide me with a PDF of the plans reduced down to 8 Sheets (4 pages when printed double-sided) for the Section 311 neighborhood notification. The perspective drawings, demo calcs, and the 2nd section drawing are not needed for the noticing plans.

Thanks!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Mariana Mijangos <mariana@mcgriffarchitects.com>

Sent: Thursday, January 09, 2020 3:13 PM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Cordelia Kotin <cordelia@mcgriffarchitects.com>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: Re: 436 Eureka

Hi Jeff,

Thanks the paperless option; attached is the revised Site Permit and a response letter to Planning's comments. Let us know if you have further questions or comments.

Best,

Mariana

On Thu, Jan 9, 2020 at 10:48 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The project is being reviewed as a Building Permit Application ([2018.1009.2526](#)), [any hard copies of a revised Site Permit should be submitted to the Department of Building Inspection, on the second floor of 1660 Mission Street.](#)

Or, if you want to hold off on printing and submitting the revised Site Permit, you can just email me a PDF of the plans and we can work electronically until Planning's review is complete. I prefer this approach to be honest.

Thanks!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Tuesday, January 07, 2020 9:24 AM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>; Mariana Mijangos <mariana@mcgriffarchitects.com>

Subject: Re: 436 Eureka

Hi Jeff,

Hope all is well with you. I wanted to let you know we've picked up your comments and will be dropping off revised drawings later this week. Can you please confirm the best place to drop them off? We typically bring them directly to the planning office (at 1650 Mission Street) and dropped them off with the admin at the front desk. Does that work for you? I'm CC'ing an associate of mine (Mariana Mijangos) who will be coordinating the drop off as I will be out of town at the end of this week.

Thanks!

Cordelia

On Fri, Nov 22, 2019 at 5:27 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I reviewed your compromise (3'-10") design with staff architects, and we are in support of this design alternative.

Thanks!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Thursday, November 21, 2019 2:48 PM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>

Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: Re: 436 Eureka

Hi Jeff,

Thanks for the updated comments. In our review, they should be fairly straightforward to pick up however, we wanted to revisit the first comment of your last email:

Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

We'd like to propose a compromise, bringing the rear extension at the top floor to be in line with the floors below, and capturing the space of the lightwell. This brings back the 9'-6" expansion down to 6'-2" total, and the 7'-5" massing becomes just 3'-10". This is beyond the neighboring building at 444 Eureka, but well within our rear yard buildable area. In terms of the mid block open space, as the immediate neighbor at 426 Eureka extends significantly beyond our proposed design, we would not be disrupting the mid-block open space more than the neighboring building at 426 Eureka. The massing of our project occurs well within the average of the two neighbors, which is another determination for the appropriateness of the expansion.

I've included updated renderings to show this condition, the expansion depth noted on the 2nd sheet for clarity. Let me know if updated drawings would be easier to read, updating our 3d model was faster for us. We're happy to jump on a call to talk through this with you as well.

Thanks for taking time to review this. I know your office is particularly busy right now and we'd like to keep this project moving forward smoothly.

Thanks again,

Cordelia

On Wed, Nov 13, 2019 at 8:36 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Apologies for not being able to reach out yesterday via phone, I wanted to provide you with these comments before we spoke, and I have just now this morning been able to prepare them. Yesterday, I reviewed the project with Trent Greenan, a Staff Architect, for consistency with the Department's Residential Design Guidelines (RDGs). Please address the following comments, in addition to the items provided by Chris Townes.

1. Along the northwest property line (with 444 Eureka), the project proposes a three-story, 9'-6" deep rear addition. The result is a three story massing adjacent to the open rear yard of 444 Eureka Street. The Department does not find this design to be consistent with the RDGs in regards to building scale at the mid-block open space. The Department requests that the 7'-5" deep massing/addition at the rear of the 3rd floor (located beyond the depth of the rear wall at 444 Eureka), should be setback 5' from the side property line. (The project is proposing at the 3rd floor a new lightwell, the Department would support the recapturing of square footage in this area as it is located above the existing structure at 444 Eureka Street.)

See RDGs pages 25-26, GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.

2. On the Proposed Front Elevation (Sheet A-200), please label windows as "existing to remain" or new windows. If and where new windows are proposed, call out the proposed materials and operation type. Windows should have a substantial exterior reveal depth

(minimum 2”).

https://default.sfplanning.org/publications_reports/residential_design_guidelines.pdf

Thank you,

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, November 11, 2019 9:33 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka

Hi Jeff,

Thanks for reaching out, I look forward to our discussion.

Best,

Cordelia

On Sun, Nov 10, 2019 at 8:38 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

I very much understand the frustration you and the owners, including the Staffing changes. I can assure I am not adding this project to the end of my queue.

Our office is closed Tomorrow, I will contact you on Tuesday afternoon to discuss the status of the project and the comments Chris sent last month.

Thank you,

Jeff

Sent from [Mail](#) for Windows 10

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Wednesday, November 6, 2019 9:31:41 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Jeffrey,

Hope you are well, I wanted to follow up on our correspondence with you and Delvin from last week to see if you had any additional comments regarding our project at Eureka street (Permit 201810092526). Additionally, do all the comments from Chris Townes still stand? Our clients have been extremely patient with the permitting process but the project has been sitting at the planning desk for over a year now. I hope you understand their frustration with transitioning to a new planner incurring additional time. Can you confirm that this project will be attended to immediately? It would be unfair to add it to the end of your queue as it already sat in Chris's for months, as well.

I am happy to answer any questions on the project, please feel free to contact me- our office line is (415) 525 3561.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Mariana Mijangos

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Benjamin McGriff](#); [Washington, Delvin \(CPC\)](#)
Cc: [Mandy Wang](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, February 09, 2021 3:32:00 PM
Attachments: [image001.png](#)

Hi Benjamin,

I reviewed the EPR plans and confirmed they were consistent with the plans that were sent out for neighborhood notice. I signed the permit and plans and completed the Planning Station in DBI's system.

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold Description
1	CPB	11/16/18	11/16/18			11/16/18	TORRES SHIRLEY	628-652-3240	
2	CPB	8/10/20	8/10/20			8/10/20	VICTORIO CHRISTOPHER	628-652-3240	Reconcile Paper to BB611-472-439, Permit Center to rescan application into BB, CV;
3	CP-ZOC	11/16/18	1/16/19			2/9/21	HORN JEFFREY	628-652-7300	Project Approved. EPR project. Vertical (basement) and horizontal rear addition to add 1,790 SF to an existing single-family home. jeffrey.horn@sfgov.org 2/9/2021. Reassigned from Chris Townes 10/29/2019.

I sent an email to DBI to let them know Planning completed our Approval. Just a note, there is a [Child Care](#) facility impact fee that Planning administers, that I assessed on the project, which is \$1.18 per square foot of the addition, a total of \$2,112.20.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7633 | www.sfplanning.org
[San Francisco Property Information Map](#)

Due to COVID-19, San Francisco Planning is operating remotely, and the City's Permit Center is open on a limited basis. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our services [here](#).

I am working from home during this time and will be available through email.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Tuesday, February 2, 2021 11:38 AM
To: Washington, Delvin (CPC) <delvin.washington@sfgov.org>
Cc: Townes, Chris (REC) <chris.townes@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>; Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Thank you for the update, Delvin.

Jeffrey, when you have time, please let us know where this project stands. It has been a non controversial design yet in pursuit of a site permit since 2018.

Thanks a bunch,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Mon, Feb 1, 2021 at 5:21 PM Washington, Delvin (CPC) <delvin.washington@sfgov.org> wrote:

Chris Townes no longer works with the SF Planning Department and this permit was taken over by Jeffrey Horn.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Monday, February 1, 2021 3:09 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>
Cc: Washington, Delvin (CPC) <delvin.washington@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Chris,

I hope this email finds you well.

I am writing today to see where we stand with issuance of our site permit for this project. Per the online permit tracker, it appears that we may be back on your desk though it's not terribly clear to me.

Thanks in advance for an update when you have time.

Best,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Mar 17, 2020 at 9:23 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [Townes, Chris \(REC\)](#)
Sent: Tuesday, March 17, 2020 9:20 AM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Washington, Delvin \(CPC\)](#)
Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,

Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 4:23 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Benjamin McGriff](#)
To: [Washington, Delvin \(CPC\)](#)
Cc: [Townes, Chris \(REC\)](#); [Mandy Wang](#); [Horn, Jeffrey \(CPC\)](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, February 02, 2021 11:38:43 AM
Attachments: [32139267E12249148C221142DD884518.png](#)

Thank you for the update, Delvin.

Jeffrey, when you have time, please let us know where this project stands. It has been a non controversial design yet in pursuit of a site permit since 2018.

Thanks a bunch,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Mon, Feb 1, 2021 at 5:21 PM Washington, Delvin (CPC) <delvin.washington@sfgov.org> wrote:

Chris Townes no longer works with the SF Planning Department and this permit was taken over by Jeffrey Horn.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Monday, February 1, 2021 3:09 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>
Cc: Washington, Delvin (CPC) <delvin.washington@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Chris,

I hope this email finds you well.

I am writing today to see where we stand with issuance of our site permit for this project. Per the online permit tracker, it appears that we may be back on your desk though it's not terribly clear to me.

Thanks in advance for an update when you have time.

Best,

Benjamin

Benjamin McGriff, AIA

McGriff Architects

1475 15th Street
SF, California 94103
415.525.3561

www.mcgriffarchitects.com

On Tue, Mar 17, 2020 at 9:23 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [Townes, Chris \(REC\)](#)

Sent: Tuesday, March 17, 2020 9:20 AM

To: [Horn, Jeffrey \(CPC\)](#)

Cc: [Washington, Delvin \(CPC\)](#)

Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,

Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 4:23 PM

To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#)
Cc: [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Friday, May 08, 2020 11:40:00 AM
Attachments: [image001.png](#)

Hi Cordelia,

Yes, please use the website as the guide, Planning has no part of this process.

Thanks, Jef

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Friday, May 8, 2020 10:29 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Wonderful! Thanks for the update.

For the EPR we just follow the steps on the website? Will it automatically be routed to the appropriate desk (building etc)? <https://sf.gov/submit-building-permit-requests>

Thanks again!

Cordelia

On Fri, May 8, 2020 at 9:29 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

No DRs were received. You should be all set to submit for EPR submittal.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

The Planning Department is open for business during the Shelter in Place Order. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our [Property Information Map](#) are available 24/7. The Planning Commission is convening remotely and [the public is encouraged to participate](#). The Board of Appeals and Board of Supervisors are [accepting appeals](#) via e-mail despite office closures. All of our in-person services at 1650 and 1660 Mission Street are suspended until further notice. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Friday, May 8, 2020 9:25 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

I wanted to send a quick follow up to make sure you received this. Were there any other complaints files? Please feel free to reach out with any questions.

Thanks,
Cordelia

On Mon, Apr 20, 2020 at 3:14 PM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Hi Jeff,

See attached for our signed declaration. Please let me know if you need anything else.

Thanks!
Cordelia

On Tue, Apr 7, 2020 at 11:30 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

[Submit plans or addenda for existing projects | San Francisco](https://sf.gov/submit-plans-or-addenda-existing-projects)

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, April 6, 2020 1:41 PM

To: Horn, Jeffrey (CPC)

Cc: Benjamin McGriff

Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town

during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will you building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information](#).

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)

Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are

closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)
Sent: Monday, March 16, 2020 3:13 PM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Washington, Delvin \(CPC\)](#)
To: [Benjamin McGriff](#); [Townes, Chris \(REC\)](#)
Cc: [Mandy Wang](#); [Horn, Jeffrey \(CPC\)](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Monday, February 01, 2021 5:20:45 PM
Attachments: [32139267E12249148C221142DD884518.png](#)

Chris Townes no longer works with the SF Planning Department and this permit was taken over by Jeffrey Horn.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Monday, February 1, 2021 3:09 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>
Cc: Washington, Delvin (CPC) <delvin.washington@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Chris,

I hope this email finds you well.

I am writing today to see where we stand with issuance of our site permit for this project. Per the online permit tracker, it appears that we may be back on your desk though it's not terribly clear to me.

Thanks in advance for an update when you have time.

Best,
Benjamin
Benjamin McGriff, AIA
McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Mar 17, 2020 at 9:23 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [Townes, Chris \(REC\)](#)

Sent: Tuesday, March 17, 2020 9:20 AM

To: [Horn, Jeffrey \(CPC\)](#)

Cc: [Washington, Delvin \(CPC\)](#)

Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,
Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 4:23 PM

To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff
<benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#)
Cc: [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Friday, May 08, 2020 9:29:00 AM
Attachments: [image001.png](#)

Hi Cordelia,

No DRs were received. You should be all set to submit for EPR submittal.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

The Planning Department is open for business during the Shelter in Place Order. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our [Property Information Map](#) are available 24/7. The Planning Commission is convening remotely and [the public is encouraged to participate](#). The Board of Appeals and Board of Supervisors are [accepting appeals](#) via e-mail despite office closures. All of our in-person services at 1650 and 1660 Mission Street are suspended until further notice. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Friday, May 8, 2020 9:25 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

I wanted to send a quick follow up to make sure you received this. Were there any other complaints files? Please feel free to reach out with any questions.

Thanks,
Cordelia

On Mon, Apr 20, 2020 at 3:14 PM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Hi Jeff,

See attached for our signed declaration. Please let me know if you need anything else.

Thanks!
Cordelia

On Tue, Apr 7, 2020 at 11:30 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is

effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

[Submit plans or addenda for existing projects | San Francisco](#)

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, April 6, 2020 1:41 PM

To: Horn, Jeffrey (CPC)

Cc: Benjamin McGriff

Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will your building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!

Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information](#).

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)
Sent: Tuesday, March 17, 2020 9:16 AM
To: [Cordelia Kotin](#); [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)
Sent: Monday, March 16, 2020 3:13 PM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Friday, May 08, 2020 10:29:55 AM
Attachments: [image001.png](#)

Wonderful! Thanks for the update.

For the EPR we just follow the steps on the website? Will it automatically be routed to the appropriate desk (building etc)? <https://sf.gov/submit-building-permit-requests>

Thanks again!

Cordelia

On Fri, May 8, 2020 at 9:29 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

No DRs were received. You should be all set to submit for EPR submittal.

Thank you!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

The Planning Department is open for business during the Shelter in Place Order. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our [Property Information Map](#) are available 24/7. The Planning Commission is convening remotely and [the public is encouraged to participate](#). The Board of Appeals and Board of Supervisors are [accepting appeals](#) via e-mail despite office closures. All of our in-person services at 1650 and 1660 Mission Street are suspended until further notice. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Friday, May 8, 2020 9:25 AM
To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Cc: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

I wanted to send a quick follow up to make sure you received this. Were there any other complaints files? Please feel free to reach out with any questions.

Thanks,

Cordelia

On Mon, Apr 20, 2020 at 3:14 PM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Hi Jeff,

See attached for our signed declaration. Please let me know if you need anything else.

Thanks!
Cordelia

On Tue, Apr 7, 2020 at 11:30 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

[Submit plans or addenda for existing projects | San Francisco](https://sf.gov/submit-plans-or-addenda-existing-projects)

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, April 6, 2020 1:41 PM
To: Horn, Jeffrey (CPC)
Cc: Benjamin McGriff
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will your building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

“If a project’s Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project.”

“(04/02/2020) All Building Permit neighborhood notifications (known as “311s”) which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the ‘clock’ for all neighborhood notifications that were previously issued.”

Thank you!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)

Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who

intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#); [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Monday, April 06, 2020 7:01:05 AM

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)
Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Friday, May 08, 2020 9:25:30 AM
Attachments: [Outlook-ok42lkk.png](#)

Hi Jeff,

I wanted to send a quick follow up to make sure you received this. Were there any other complaints files? Please feel free to reach out with any questions.

Thanks,
Cordelia

On Mon, Apr 20, 2020 at 3:14 PM Cordelia Kotin <cordelia@mcgriffarchitects.com> wrote:

Hi Jeff,

See attached for our signed declaration. Please let me know if you need anything else.

Thanks!
Cordelia

On Tue, Apr 7, 2020 at 11:30 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

[Submit plans or addenda for existing projects | San Francisco](#)

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, April 6, 2020 1:41 PM
To: Horn, Jeffrey (CPC)
Cc: Benjamin McGriff
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will your building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information](#).

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)

Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Thursday, March 19, 2020 10:00:15 AM

Hi Cordelia,

Not a problem! We are in very unusual times right now.

I checked in with the Zoning Administer on this issue. No Department policy has been determined or issued yet. But it sounds like it will be something similar to what you describe below, if a notice expired 4 days after the shutdown, then 4 days would added after office's reopen. I will send an update when the policy issued.

Just an FYI, I heard no complaints about the project during the notcing. I did receive an email that was complaining about the overall amount of construction that is occurring on the block. I am forwarding that right now.

To be safe, yes please keep the sign up.

Thank you!

Please be aware that the Planning Department's offices are closed due to the Shelter in Place order. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

Due to the Shelter in Place order, the Planning Department will be operating under reduced capacity with most of our staff working remotely. Our offices at 1650 Mission Street will be closed; the Planning Information Center (PIC) at 1660 Mission Street will be closed; the Planning and Historic Preservation Commissions will be cancelled until Thursday April 9, at the earliest; and the March 25 Zoning Variance hearing will be cancelled. [Click here for more information about our services and how to contact Planning staff during the office closure.](#)

From: [Cordelia Kotin](#)
Sent: Thursday, March 19, 2020 9:20 AM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

So sorry for sending that note to Chris. In my haste to get out emails before eod on monday (before the shut down) I completely forgot about the planner switch. As our clients 30 day period ends today, should I send them a note recommending they leave up their notification poster until the end

of the shutdown plus 4 days (the number of days they had left before)? If they're still technically in their review period, I would hate to have accidentally negate our whole process because of simple confusion. Please keep me updated, this is uncharted territory for us (I'm sure for you too).

Thanks for all your help. We really appreciate it!

Please stay safe and healthy. I'm currently WFH and getting a little antsy.

Thanks,
Cordelia

On Tue, Mar 17, 2020 at 9:16 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff
<benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](https://www.mcgriffarchitects.com)
[SAN FRANCISCO, CA 94103](https://www.mcgriffarchitects.com)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
1475 FIFTEENTH STREET
SAN FRANCISCO, CA 94103
415.525.3561
www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Monday, April 20, 2020 3:14:53 PM
Attachments: [Outlook-oku42lkk.png](#)
[436 Eureka Posting Notification DocuSign.pdf](#)

Hi Jeff,

See attached for our signed declaration. Please let me know if you need anything else.

Thanks!
Cordelia

On Tue, Apr 7, 2020 at 11:30 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

[Submit plans or addenda for existing projects | San Francisco](#)

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information](#).

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, April 6, 2020 1:41 PM
To: Horn, Jeffrey (CPC)
Cc: Benjamin McGriff
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will your building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information](#).

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)

Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable to. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--
Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com



DECLARATION OF POSTING

FOR SECTION 311 / 312 ONLY

I, Steve Martisaukas, do hereby declare as follows:

1. On February 17th, 2020, I posted a public notice on the project site (one on each frontage for through and corner lots) indicating my intention to secure a building permit and describing the extent of the proposed work for the property located at 436 Eureka Street. The public notice was furnished to me by the Planning Department.
2. After posting the aforementioned notice, I determined that the required notice was posted during the requisite duration between February 18th and April 8th, 2020.

Building Application Number: No. 2018.10.09.2526

Project Address: 436 Eureka Street

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, April, 20th, 2020, IN SAN FRANCISCO.

DocuSigned by:
Steven J Martisaukas
Signature

Steve Martisaukas
Name (Print or Type)

Owner
Relationship to Project: e.g. owner, Attorney, Architect, etc.

Submit completed Declaration of Posting immediately to the Project Planner after the expiration date.

From: [Horn, Jeffrey \(CPC\)](#)
To: [Townes, Chris \(REC\)](#)
Cc: [Washington, Delvin \(CPC\)](#); [Cordelia Kotin](#); [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, March 17, 2020 9:23:45 AM
Attachments: [32139267E12249148C221142DD884518.png](#)

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [Townes, Chris \(REC\)](#)
Sent: Tuesday, March 17, 2020 9:20 AM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Washington, Delvin \(CPC\)](#)
Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,
Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 4:23 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our

office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, April 07, 2020 11:30:03 PM
Attachments: [Outlook-oku42lkk.png](#)

Hi Cordelia,

Please email a PDF of the signed declaration, I do not know when we will return to our offices, and Planning is effectively digital/paperless at this point.

The Department of Building Inspection has also moved to electronic submittals as well, and your next submittal will need to be made electronically at <https://sf.gov/submit-plans-or-addenda-existing-projects>

Submit plans or addenda for existing projects | San Francisco

We are only accepting plans or addenda for existing building permit applications for essential construction.

sf.gov

However, DBI is currently only accepting plans for "essential" projects. You may have to wait a little bit until all project types are allowed to submit.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, April 6, 2020 1:41 PM
To: Horn, Jeffrey (CPC)
Cc: Benjamin McGriff
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will your building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

"If a project's Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project."

"(04/02/2020) All Building Permit neighborhood notifications (known as "311s") which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the 'clock' for all neighborhood notifications that were previously issued."

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)
Sent: Tuesday, March 17, 2020 9:16 AM
To: [Cordelia Kotin](#); [Benjamin McGriff](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)
Sent: Monday, March 16, 2020 3:13 PM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project

move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/
plan checkers working from home? We'll follow up with our planner as well, but would like to know all the
steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Cordelia Kotin](#); [Benjamin McGriff](#)
Bcc: [San, William \(CPC\)](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, March 17, 2020 9:16:37 AM

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)
Sent: Monday, March 16, 2020 3:13 PM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff
<benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,
Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Benjamin McGriff](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Monday, April 06, 2020 1:41:33 PM

Hi Jeff,

Thanks for the update! We'll update our notification poster and notify our clients as well (they have left town during shelter in place). When the time comes, shall we mail back in our declaration of posting back in per normal procedures etc? Will the project move on to the other stations at that time? You had requested we print a full size updated set to take in, will you building be open and will there be a way for our office to bring in our updated/printed set?

Thanks!
Cordelia

On Mon, Apr 6, 2020 at 7:01 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

The Section 311 notification period will be recommencing tomorrow, the new expiration date for 436 Eureka Street is April 8, 2020. Please update on the orange poster and update any individuals you have been in contact with.

Information about 311's and DR's have been updated on our [website](#).

“If a project’s Section 311 notification period began prior to the Shelter in Place Order, the Project Sponsor must put a note on the 311 poster(s), or add an additional poster stating that the 311 notice period will be extended by the number of days such notice fell within the Shelter in Place Order. For example, if a 311 notice started on March 1 and was set to expire on March 31, that notice would continue for another 15 days once the Shelter in Place Order is to end on April 7. Project Sponsors should also communicate this extension to any parties that contact them regarding information about the project.”

“(04/02/2020) All Building Permit neighborhood notifications (known as “311s”) which had already been issued were placed on hold, and no new notifications were issued, as of March 17, 2020 in response to the inability to file for Discretionary Review. On April 7, 2020, the Department will resume the ‘clock’ for all neighborhood notifications that were previously issued.”

Thank you!

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

REDUCED CAPACITY DURING THE SHELTER IN PLACE ORDER -- The Planning Department is open for business. Most of our staff are working from home and we're [available by e-mail](#). Our [Public Portal](#), where you can file new applications, and our award-winning [Property Information Map](#) are available 24/7. Similarly, the [Board of Appeals](#) and [Board of Supervisors](#) are accepting appeals via e-mail despite office closures. To protect everyone's health, all of our in-person services at 1650 and 1660 Mission Street are suspended, and the Planning and Historic Preservation Commissions are cancelled until April 9, at the earliest. [Click here for more information.](#)

I am working from home during this time and will be available through email.

From: [Horn, Jeffrey \(CPC\)](#)

Sent: Tuesday, March 17, 2020 9:16 AM

To: [Cordelia Kotin](#); [Benjamin McGriff](#)

Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

[*www.mcgriffarchitects.com*](#)

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561
[*www.mcgriffarchitects.com*](#)

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Thursday, March 19, 2020 10:43:32 AM

Hi Jeffrey,

Thanks for your note, I'll let our homeowners know that they should keep their sign up. I know in these uncertain times there is a lot of stress on you/your department. Thanks for staying active and alert for us.

Best,
Cordelia

On Thu, Mar 19, 2020 at 10:00 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Not a problem! We are in very unusual times right now.

I checked in with the Zoning Administer on this issue. No Department policy has been determined or issued yet. But it sounds like it will be something similar to what you describe below, if a notice expired 4 days after the shutdown, then 4 days would added after office's reopen. I will send an update when the policy issued.

Just an FYI, I heard no complaints about the project during the notcing. I did receive an email that was complaining about the overall amount of construction that is occurring on the block. I am forwarding that right now.

To be safe, yes please keep the sign up.

Thank you!

Please be aware that the Planning Department's offices are closed due to the Shelter in Place order. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | **Email:** jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

Due to the Shelter in Place order, the Planning Department will be operating under reduced capacity with most of our staff working remotely. Our offices at 1650 Mission Street will be closed; the Planning Information Center (PIC) at 1660 Mission Street will be closed; the Planning and Historic Preservation Commissions will be cancelled until Thursday April 9, at the earliest; and the March 25 Zoning Variance hearing will be cancelled. [Click here for more information about our services and how to contact Planning staff during the office closure.](#)

From: [Cordelia Kotin](#)

Sent: Thursday, March 19, 2020 9:20 AM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Hi Jeff,

So sorry for sending that note to Chris. In my haste to get out emails before eod on monday (before the shut down) I completely forgot about the planner switch. As our clients 30 day period ends today, should I send them a note recommending they leave up their notification poster until the end of the shutdown plus 4 days (the number of days they had left before)? If they're still technically in their review period, I would hate to have accidentally negate our whole process because of simple confusion. Please keep me updated, this is uncharted territory for us (I'm sure for you too).

Thanks for all your help. We really appreciate it!

Please stay safe and healthy. I'm currently WFH and getting a little antsy.

Thanks,

Cordelia

On Tue, Mar 17, 2020 at 9:16 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)
Sent: Monday, March 16, 2020 3:13 PM
To: [Horn, Jeffrey \(CPC\)](#)
Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 2:41 PM
To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review

of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/
plan checkers working from home? We'll follow up with our planner as well, but would
like to know all the steps on your end are complete and the project is ready to move on.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)
415.525.3561

From: [Cordelia Kotin](#)
To: [Horn, Jeffrey \(CPC\)](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Thursday, March 19, 2020 9:20:17 AM

Hi Jeff,

So sorry for sending that note to Chris. In my haste to get out emails before eod on monday (before the shut down) I completely forgot about the planner switch. As our clients 30 day period ends today, should I send them a note recommending they leave up their notification poster until the end of the shutdown plus 4 days (the number of days they had left before)? If they're still technically in their review period, I would hate to have accidentally negate our whole process because of simple confusion. Please keep me updated, this is uncharted territory for us (I'm sure for you too).

Thanks for all your help. We really appreciate it!

Please stay safe and healthy. I'm currently WFH and getting a little antsy.

Thanks,
Cordelia

On Tue, Mar 17, 2020 at 9:16 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Cordelia,

Per directive of the Mayor, the offices for Planning (<https://sfplanning.org/>) and DBI (<https://sfdbi.org/>) are closed for at least the next 3 weeks. No staff is on-site in either office.

The closure happened so quickly, I have yet to hear how the Department is going to address 311 notices that complete their 30-day period during the shut down. Theoretically, there could be a person(s) who intended to file a DR but is now unable too. I will provide an update when more information is known.

When our offices reopen, to complete Planning's review, you will need to resubmit two copies of the revised Site Permit to DBI, 2nd Floor of 1660. Planning will receive the materials from DBI and I will stamp and sign the revised plans and the building permit and forward them back to DBI to continue the Site Permit's review.

Please note that Williams involvement was with organizing the mailing of the 311 notice. I remain the Planner for completion of Planning's review of the Site Permit.

Thank you, and I hope you are safe and well!

Please be aware that the Planning Department's offices are closed. I am working from home during this time and will be available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103

Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [San, William \(CPC\)](#)

Sent: Monday, March 16, 2020 3:13 PM

To: [Horn, Jeffrey \(CPC\)](#)

Subject: FW: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526)
Check in

Hi Jeff,

For you.

Thanks,

William

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 2:41 PM

To: San, William (CPC) <william.san@sfgov.org>; Benjamin McGriff
<benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi William,

Hope all is well with you and your staying safe amid these uncertain times. We wanted to check in on next steps regarding 436 Eureka street- Building Permit Application No. 2018.10.09.2526. Our notification period is up on the 19th and I wanted to know what we should expect (typically vs now with closures). Will the project move through review of the other stations? Will PIC and DBI be open in the next few weeks? Are planners/ plan checkers working from home? We'll follow up with our planner as well, but would like to know all the steps on your end are complete and the project is ready to move on.

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

--

Cordelia Kotin

McGRIFF ARCHITECTS
[1475 FIFTEENTH STREET](#)

[SAN FRANCISCO, CA 94103](#)
415.525.3561
www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Benjamin McGriff](#)
Cc: [Washington, Delvin \(CPC\)](#); [Mandy Wang](#)
Subject: RE: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, February 09, 2021 5:44:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Benjamin,

The review looks close to complete, but there are some open stations with DBI that you should probably follow up on, highlighted below.

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold Description
1	CPB	11/16/18	11/16/18			11/16/18	TORRES SHIRLEY	628-652-3240	
2	CPB	8/10/20	8/10/20			8/10/20	VICTORIO CHRISTOPHER	628-652-3240	Reconcile Paper to BB611-472-439, Permit Center to rescan application into BB, CV;
3	CP-ZOC	11/16/18	1/16/19			2/9/21	HORN JEFFREY	628-652-7300	Project Approved. EPR project. Vertical (basement)and horizontal rear addition to add 1,790 SF to an existing single-family home. jeffrey.horn@sfgov.org 2/9/2021. Reassigned from Chris Townes 10/29/2019.
4	BLDG	12/14/20					QUAN SUE	628-652-3780	Reassign
4	BLDG	8/11/20	12/14/20			12/14/20	CHANG JOANNA	628-652-3780	
5	CP-NP	2/6/20	2/18/20			3/19/20	HORN JEFFREY	628-652-7300	Emailed 311 cover letter on 2/6/2020 (William) Mailed Section 311 notice on 2/18/2020; expires 3/19/2020 (William).
6	DPW-BSM	8/11/20	8/12/20	8/12/20			DENNIS RASSENDYLL	628-271-2000	9.1 Approved EPR SITE Permit only. ADDENDA requirement(s) for sign off: Inspection Conformity Urban Forestry. All sidewalk applications and plans MUST be applied online. Download sidewalk applications at http://www.sfpublishworks.org/services/permits . Your application will be ON-HOLD until all necessary PUBLIC WORKS-BSM permits are completed or plan checker(s) could recommend sign off to the satellite office via email. - RD 8.13-EPR, comments issued RD
7	SFPUC	8/11/20	8/20/20	8/20/20	8/28/20	8/28/20	CHUNG DIANA	628-652-6040	EPR - Permit has been assessed a Capacity Charge. DBI will collect. See Invoice attached to application. - 08/28/20. Comments addressed. Hold released. - 08/28/20 Placed in Hold pending comments. - 08/20/20
8	PPC	8/11/20	8/11/20				BARTHOLOMEW IRENE	628-652-3780	11/6/20: scanned by Jennifer Lung of CPC . Plans still with City Planning. ibb 8/12/20: Physically In-Hold by City Planning for scanning. ibb 8/11/20; BB session created. Invite sent to applicant,Horn,BLDG,BSM,PUC; AD 11/16/18: To DCP; HP
9	DFCU								
10	CPB							628-652-3240	

Thanks!

Jeff Horn, Senior Planner
 Southwest Team, Current Planning Division
 San Francisco Planning
PLEASE NOTE MY NEW ADDRESS AND PHONE NUMBER AS OF AUGUST 17:
 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
 Direct: 628.652.7633 | www.sfplanning.org
[San Francisco Property Information Map](#)

IN ORDER FOR US TO MOVE, OUR OFFICE WILL BE CLOSED WITH NO ACCESS TO PHONES OR E-MAIL ON THURSDAY, AUGUST 13 and FRIDAY, AUGUST 14. WE APPRECIATE YOUR PATIENCE.

Due to COVID-19, San Francisco Planning is not providing any in-person services, but we are operating remotely. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our [services here](#).

I am working from home during this time and will be available through email.

From: [Benjamin McGriff](#)
Sent: Tuesday, February 9, 2021 5:07 PM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Washington, Delvin \(CPC\)](#); [Mandy Wang](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Thanks a bunch for the update, Jeff!

Once DBI receives the approved plans is the next step the issuance of the site permit or are there steps prior?

Thanks again,

Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Feb 9, 2021 at 3:43 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Benjamin,

I reviewed the EPR plans and confirmed they were consistent with the plans that were sent out for neighborhood notice. I signed the permit and plans and completed the Planning Station in DBI's system.

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold Description
1	CPB	11/16/18	11/16/18			11/16/18	TORRES SHIRLEY	628-652-3240	
2	CPB	8/10/20	8/10/20			8/10/20	VICTORIO CHRISTOPHER	628-652-3240	Reconcile Paper to BB611-472-439, Permit Center to rescan application into BB, CV;
3	CP-ZOC	11/16/18	1/16/19			2/9/21	HORN JEFFREY	628-652-7300	Project Approved. EPR project. Vertical (basement) and horizontal rear addition to add 1,790 SF to an existing single-family home. jeffrey.horn@sfgov.org 2/9/2021. Reassigned from Chris Townes 10/29/2019.

I sent an email to DBI to let them know Planning completed our Approval. Just a note, there is a [Child Care](#) facility impact fee that Planning administers, that I assessed on the project, which is \$1.18 per square foot of the addition, a total of \$2,112.20.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7633 | www.sfpplanning.org
[San Francisco Property Information Map](#)

Due to COVID-19, San Francisco Planning is operating remotely, and the City's Permit Center is open on a limited basis. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our services [here](#).

I am working from home during this time and will be available through email.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Tuesday, February 2, 2021 11:38 AM
To: Washington, Delvin (CPC) <delvin.washington@sfgov.org>
CC: Townes, Chris (REC) <chris.townes@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>; Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Thank you for the update, Delvin.

Jeffrey, when you have time, please let us know where this project stands. It has been a non controversial design yet in pursuit of a site permit since 2018.

Thanks a bunch,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Mon, Feb 1, 2021 at 5:21 PM Washington, Delvin (CPC) <delvin.washington@sfgov.org> wrote:

Chris Townes no longer works with the SF Planning Department and this permit was taken over by Jeffrey Horn.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Monday, February 1, 2021 3:09 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>

Cc: Washington, Delvin (CPC) <delvin.washington@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>

Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Chris,

I hope this email finds you well.

I am writing today to see where we stand with issuance of our site permit for this project. Per the online permit tracker, it appears that we may be back on your desk though it's not terribly clear to me.

Thanks in advance for an update when you have time.

Best,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Mar 17, 2020 at 9:23 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: Townes, Chris (REC)

Sent: Tuesday, March 17, 2020 9:20 AM

To: Horn, Jeffrey (CPC)

Cc: Washington, Delvin (CPC)

Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,

Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>

Sent: Monday, March 16, 2020 4:23 PM

To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>

Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561

www.mcgriffarchitects.com

From: [Benjamin McGriff](#)
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Washington, Delvin \(CPC\)](#); [Mandy Wang](#)
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in
Date: Tuesday, February 09, 2021 5:07:33 PM
Attachments: [image001.png](#)

Thanks a bunch for the update, Jeff!

Once DBI receives the approved plans is the next step the issuance of the site permit or are there steps prior?

Thanks again,
Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Feb 9, 2021 at 3:43 PM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Hi Benjamin,

I reviewed the EPR plans and confirmed they were consistent with the plans that were sent out for neighborhood notice. I signed the permit and plans and completed the Planning Station in DBI's system.

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold Description
1	CPB	11/16/18	11/16/18			11/16/18	TORRES SHIRLEY	628-652-3240	
2	CPB	8/10/20	8/10/20			8/10/20	VICTORIO CHRISTOPHER	628-652-3240	Reconcile Paper to BB611-472-439, Permit Center to rescan application into BB, CV;
3	CP-ZOC	11/16/18	1/16/19			2/9/21	HORN JEFFREY	628-652-7300	Project Approved. EPR project. Vertical (basement) and horizontal rear addition to add 1,790 SF to an existing single-family home. jeffrey.horn@sfgov.org 2/9/2021. Reassigned from Chris Townes 10/29/2019.

I sent an email to DBI to let them know Planning completed our Approval. Just a note, there is a [Child Care](#) facility impact fee that Planning administers, that I assessed on the project, which is \$1.18 per square foot of the addition, a total of \$2,112.20.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division
San Francisco Planning

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7633 | www.sfplanning.org

[San Francisco Property Information Map](#)

Due to COVID-19, San Francisco Planning is operating remotely, and the City's Permit Center is open on a limited basis. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our services [here](#).

I am working from home during this time and will be available through email.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Tuesday, February 2, 2021 11:38 AM
To: Washington, Delvin (CPC) <delvin.washington@sfgov.org>
Cc: Townes, Chris (REC) <chris.townes@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>; Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Thank you for the update, Delvin.

Jeffrey, when you have time, please let us know where this project stands. It has been a non controversial design yet in pursuit of a site permit since 2018.

Thanks a bunch,

Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Mon, Feb 1, 2021 at 5:21 PM Washington, Delvin (CPC) <delvin.washington@sfgov.org> wrote:

Chris Townes no longer works with the SF Planning Department and this permit was taken over by Jeffrey Horn.

From: Benjamin McGriff <benjamin@mcgriffarchitects.com>
Sent: Monday, February 1, 2021 3:09 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>
Cc: Washington, Delvin (CPC) <delvin.washington@sfgov.org>; Mandy Wang <mandy@mcgriffarchitects.com>
Subject: Re: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Hi Chris,

I hope this email finds you well.

I am writing today to see where we stand with issuance of our site permit for this project. Per the online permit tracker, it appears that we may be back on your desk though it's not terribly clear to me.

Thanks in advance for an update when you have time.

Best,

Benjamin

Benjamin McGriff, AIA

McGriff Architects
1475 15th Street
SF, California 94103
415.525.3561
www.mcgriffarchitects.com

On Tue, Mar 17, 2020 at 9:23 AM Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org> wrote:

Thanks Chris, I responded to Cordelia earlier this morning.

Please be aware that the Planning Department's offices are closed. I am working from home during this time and available through email.

Jeff Horn, Senior Planner

Southwest Team, Current Planning Division

San Francisco Planning Department

1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-6925 | Email: jeffrey.horn@sfgov.org

www.sfplanning.org | [San Francisco Property Information Map](#)

From: [Townes, Chris \(REC\)](#)
Sent: Tuesday, March 17, 2020 9:20 AM
To: [Horn, Jeffrey \(CPC\)](#)
Cc: [Washington, Delvin \(CPC\)](#)
Subject: Fw: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

Jeff,

Please see inquiry email below from Cordelia Kotin regarding 436 Eureka Street project for Planning response.

Thanks,

Chris

From: Cordelia Kotin <cordelia@mcgriffarchitects.com>
Sent: Monday, March 16, 2020 4:23 PM
To: Townes, Chris (REC) <chris.townes@sfgov.org>; Benjamin McGriff <benjamin@mcgriffarchitects.com>
Subject: 436 Eureka-Next Steps (Building Permit Application No. 2018.10.09.2526) Check in

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Chris,

Hope all is well with you. We wanted to check in to see what next steps look like as our 30 day period draws to a close. We just got an alert that all non-essential business must close, however, our office will be working from home. Will Planning/DBI still be open? The planning website hasn't been updated yet.

We'd like to make sure that we keep this project moving forward (as safely as possible). Can you confirm next steps for us? What does our timeline look like?

Thanks,

Cordelia

--

Cordelia Kotin

McGRIFF ARCHITECTS

[1475 FIFTEENTH STREET](#)
[SAN FRANCISCO, CA 94103](#)

415.525.3561



www.mcgriffarchitects.com

From: [Horn, Jeffrey \(CPC\)](#)
To: [Domingo, Adrian \(DBI\)](#)
Subject: RE: Begin review for permit 201810092526at 436 Eureka St. – Intake
Date: Tuesday, February 09, 2021 1:57:00 PM

Hi Adrian,

Planning has approved the EPR for this permit. PTS stations have been closed and fees entered.

Thank you!

Jeff Horn, Senior Planner
Southwest Team, Current Planning Division

San Francisco Planning

PLEASE NOTE MY NEW ADDRESS AND PHONE NUMBER AS OF AUGUST 17, 2020:

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7633 | www.sfplanning.org

[San Francisco Property Information Map](#)

Due to COVID-19, San Francisco Planning is not providing any in-person services, but we are operating remotely. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our services [here](#).

I am working from home during this time and will be available through email.

From: Domingo, Adrian (DBI) <adrian.domingo@sfgov.org>

Sent: Tuesday, August 11, 2020 10:23 AM

To: Horn, Jeffrey (CPC) <jeffrey.horn@sfgov.org>; BLDG Plan Review (DBI) <bldg.planreview@sfgov.org>; DPW-BSM.planreview <DPW-BSM.planreview@sfdpw.org>; puc.planreview@sfgwater.org

Subject: Begin review for permit 201810092526at 436 Eureka St. – Intake

Hello,

We received an EPR submittal for permit application 201810092526at 436 Eureka St.

Use this link to join the Bluebeam Studio Session to review and/or assign to a plan reviewer:

436 Eureka St 201810092526 REVIEW

Session ID: 954-555-245

Session URL: <https://studio.bluebeam.com/join.html?ID=954-555-245>

When you are ready to assign the permit, forward this email to the assigned plan reviewer and update PTS.

Find step-by-step instructions for how to mark-up and comment in the [plan reviewer guide](#). Update the Bluebeam status, PTS, and stamp when you are done.

Reply to this email if you have any questions.

Thank you,

Adrian Domingo

Department of Building Inspection

City & County of San Francisco

From: [Pham, AnhHai \(DBI\)](#)
To: [Horn, Jeffrey \(CPC\)](#)
Subject: Review revisions for permit 201810092526 SITE - 436 Eureka St. (Intake)
Date: Thursday, January 27, 2022 8:14:37 AM

Hi Jeffrey,

We have checked the quality of the applicant's resubmitted materials for Permit Application 201810092526 SITE - 436 Eureka St. (Intake)

Use this link to re-join the Bluebeam Studio Session and continue your review:

436 Eureka St 201810092526 REVIEW

Session ID: 954-555-245

Session URL: <https://studio.bluebeam.com/join.html?ID=954-555-245>

Please review and stamp below drawing, application form, and update the PTS:

[201810092526_BLDG DWGS-REV3.pdf](#)

[201810092526_Form3.pdf](#)

Step-by-step instructions for reconciling comments can be found in the [plan reviewer guide, pages 7-9](#). When completed, stamp, update your Bluebeam status and PTS.

If you have questions, email anhhai.pham@sfgov.org.

Thank you,

Anh Hai Pham

Department of Building Inspection

City & County of San Francisco

1 RYAN J. PATTERSON (SBN 277971)
2 BRIAN J. O'NEILL (SBN 298108)
3 ZACKS, FREEDMAN & PATTERSON, PC
4 601 Montgomery Street, Suite 400
5 San Francisco, CA 94111
6 Tel: (415) 956-8100
7 Fax: (415) 288-9755
8 ryan@zfplaw.com
9 brian@zfplaw.com

10 Attorneys for Appellant,
11 SUSY CHEN

12 **SAN FRANCISCO BOARD OF APPEALS**

13 SUSY CHEN,

14 Appellant,

15 v.

16 CITY AND COUNTY OF SAN
17 FRANCISCO, SAN FRANCISCO
18 DEPARTMENT OF BUILDING
19 INSPECTION,

20 Respondents.

21 STEVE MARTISAUSKAS,

22 Determination Holder.

**DECLARATION OF MICHAEL
GARAVAGLIA IN SUPPORT OF
APPELLANT'S BRIEF**

Date: April 13, 2022
Time: 5:00 p.m.
Appeal No.: 22-013
BPA No.: 201810092526
Address: 436 Eureka Street

23 I, Michael A. Garavaglia, declare as follows:

24 1. I am the Principal of Garavaglia Architect, Inc. I make this declaration based on my
25 own personal knowledge of the following facts, except to those matters stated on information and
26 belief, and as to those matters, I believe them to be true. If called as a witness herein, I can and will
27 competently testify thereto.

28 2. I am a licensed architect with 40 years of experience in the architectural profession
designing a wide range of facilities for clients in the governmental, commercial and residential
community.

1 3. I have reviewed all of the project plans for Building Permit Application Number
2 201810092526 (BPA No. 201810092526) for the residential expansion project at 436 Eureka Street,
3 as well site photos, notes, and satellite imagery of 436 Eureka Street and 430-432 Eureka Street.

4 4. Based upon my years of experience and knowledge of the project, the project plans
5 for BPA No. 201810092526 will have significant adverse impacts to the natural light that reaches
6 the existing lightwell along the southern property line of 430-432 Eureka Street. In addition, the
7 project plans omit several lightwell windows and do not adequately show the relationship between
8 the project plans and the lightwell of the adjacent building at 430-432 Eureka Street.

9 5. Susy Chen provided me with marked project plans that upon information and belief
10 accurately show the location of the lightwell and windows. Susy Chen also provided me with site
11 photos that she modified that upon information and belief accurately show the impact of the project
12 to the light and air that reaches the lightwell windows at 430-432 Eureka Street.

13 5. A true and correct copy of the project plans and photos are attached hereto as Exhibit
14 A.

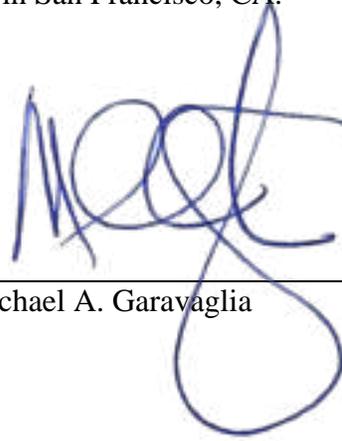
15 6. Based upon my years of experience and knowledge of the project, I have identified
16 several design modifications to the project that would help protect the light and air that reaches the
17 lightwell windows at 430-432 Eureka Street while minimizing any impact to the project. These
18 design modifications include a notched roof above the staircase that is adjacent to the lightwell;
19 shifting the third-floor master bedroom south by approximately 5 foot 9 inches and reducing the
20 ceiling height of the master bedroom from ten feet to nine feet; and shifting the second-floor
21 skylight west by approximately three feet and shifting the third-floor skylight by approximately 7
22 feet to eliminate the need for a parapet adjacent to the lightwell. I have created alternative plans to
23 show these design modifications.

24 7. A true and correct copy of the alternative project plans are attached hereto as Exhibit
25 B.

26
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on March 24, 2022 in San Francisco, CA.



By: Michael A. Garavaglia

EXHIBIT A

432 EUREKA

Window 1

Bedroom with one window

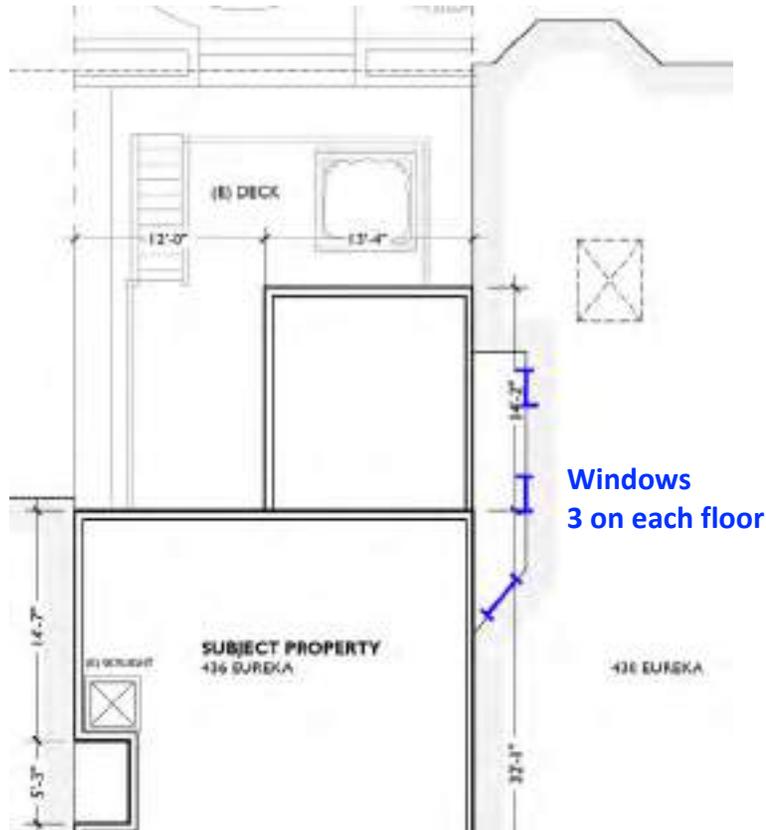


**Window 1
Lightwell**



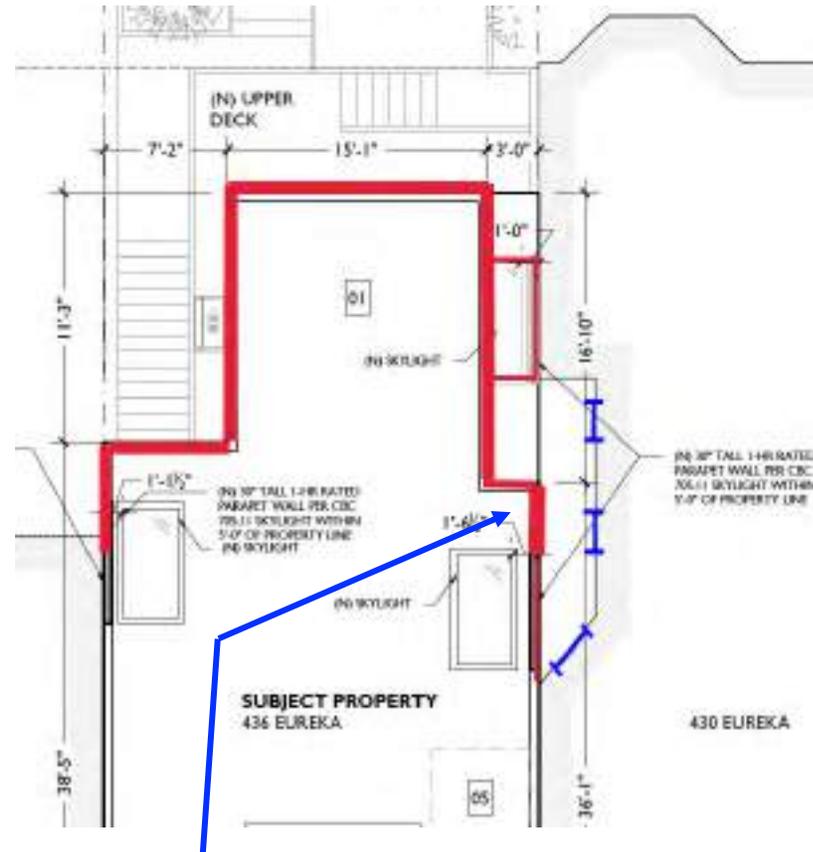
**Proposed Wall on
Property Line**

CURRENT



Excerpt from Sheet A-1.00 of 311 Plan Set

PERMIT PLAN Second Floor expansion in red



4 foot expansion on property line



430 Eureka

432 Eureka

Windows omitted from 311 Plans and Permit Plans

Planned expansion on property line

Subject Property First Floor Roof

432 EUREKA

WINDOW 2

Direct Sunlight

March 21, 2022 at 1:43 PM



Window 2



432 EUREKA

WINDOW 2



Direct Sunlight

Blue tape marking expansion line

PERMIT PLAN



0 setback

3' setback

Overlay of New Walls

432 EUREKA

Window 2

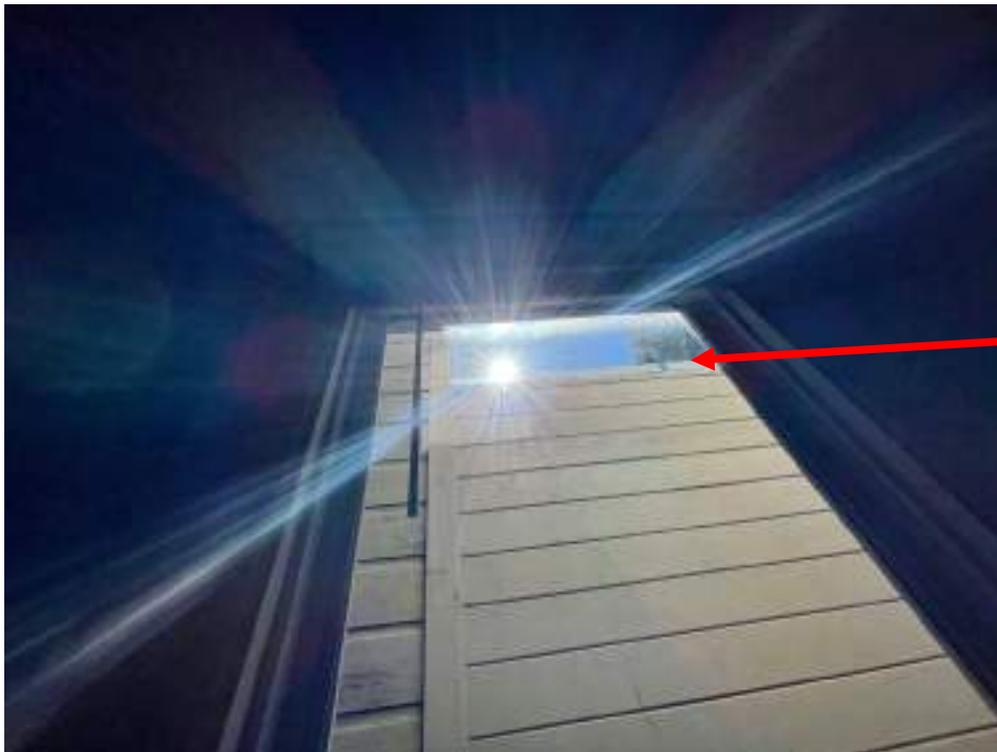
Direct Sunlight - March 10, 2022 at 12:32 PM



432 EUREKA

Window 2

Direct Sunlight - March 10, 2022 at 12:32 PM



Blue tape expansion mark

PERIMT PLANS – overlay of new walls



0 setback

3' setback

430 Eureka
Direct Sunlight
1:43 PM March 21, 2022

Second Floor
Window 3

Second Floor
Window 2

First Floor
Window 3

First Floor
Window 2



430 Eureka
Sunlight
12:47 pm March 10, 2022



Second Floor Window 2



Second Floor Window 3

CURRENT



Tape marking proposed expansion on property line

PERMIT PLANS



Proposed New Walls

Tape marking proposed expansion on property line

CURRENT



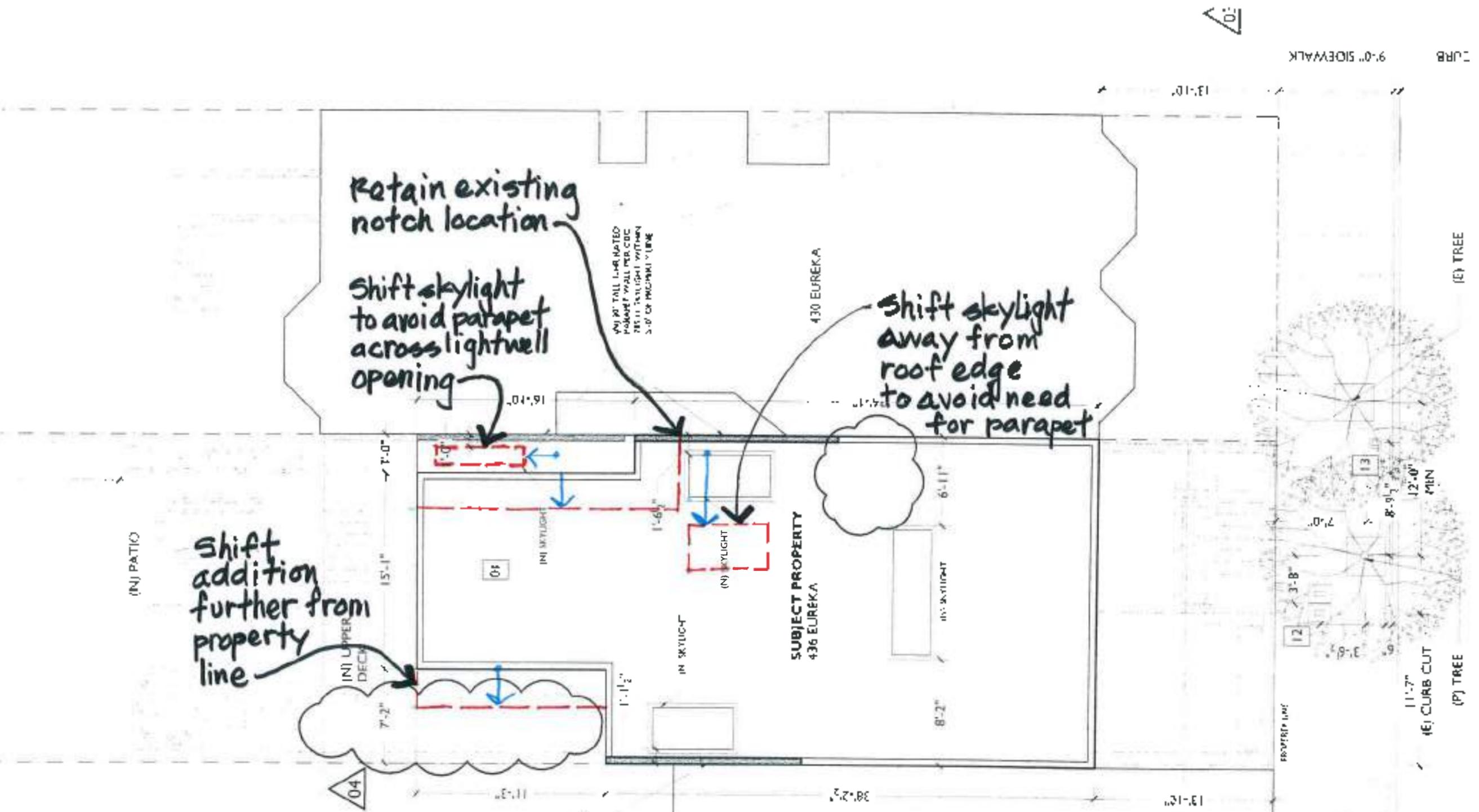
Tape marking proposed expansion on property line

PERMIT PLANS – new walls



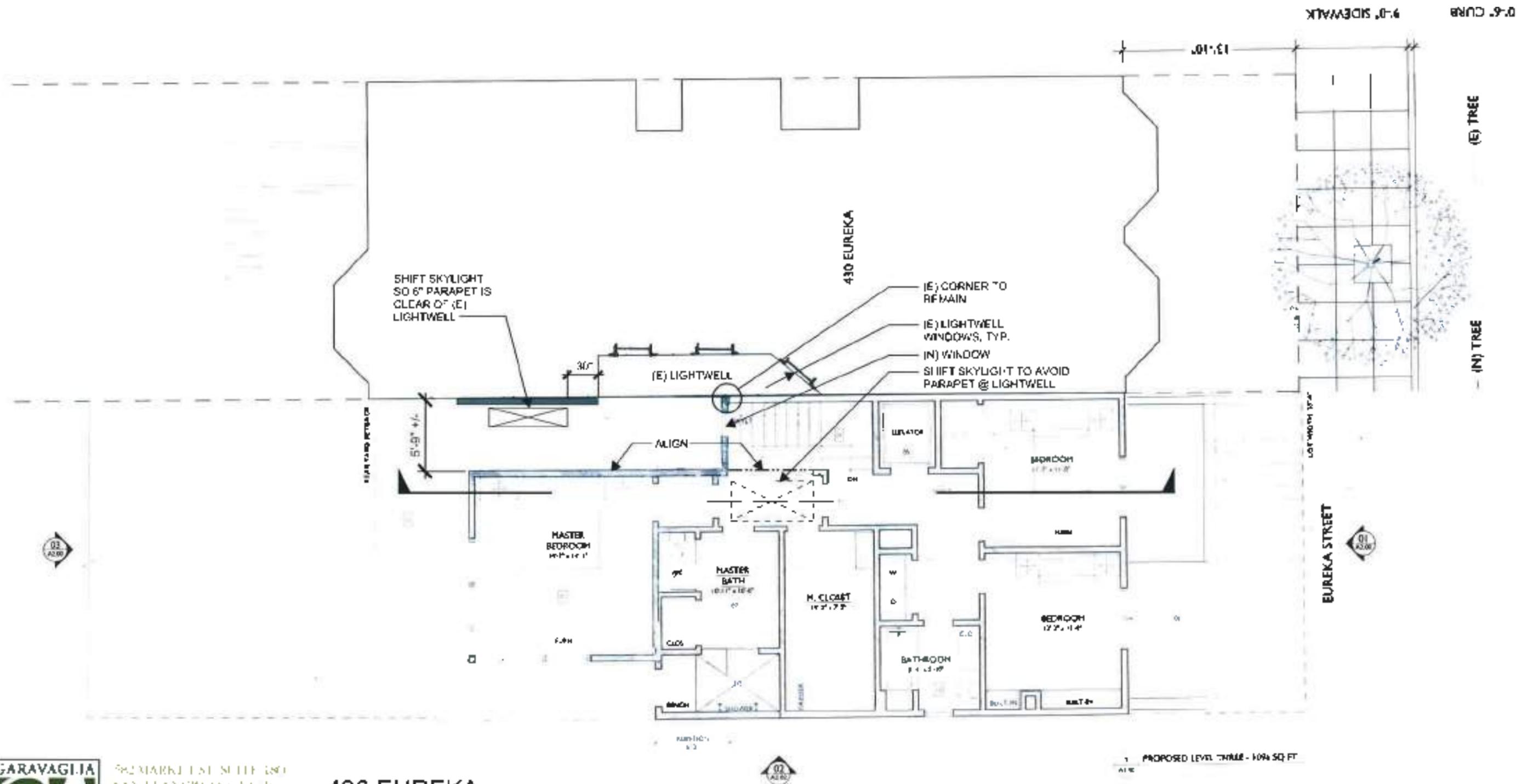
Tape marking proposed expansion on property line

EXHIBIT B



436 EUREKA
24 Mar 2022

Proposed Modifications



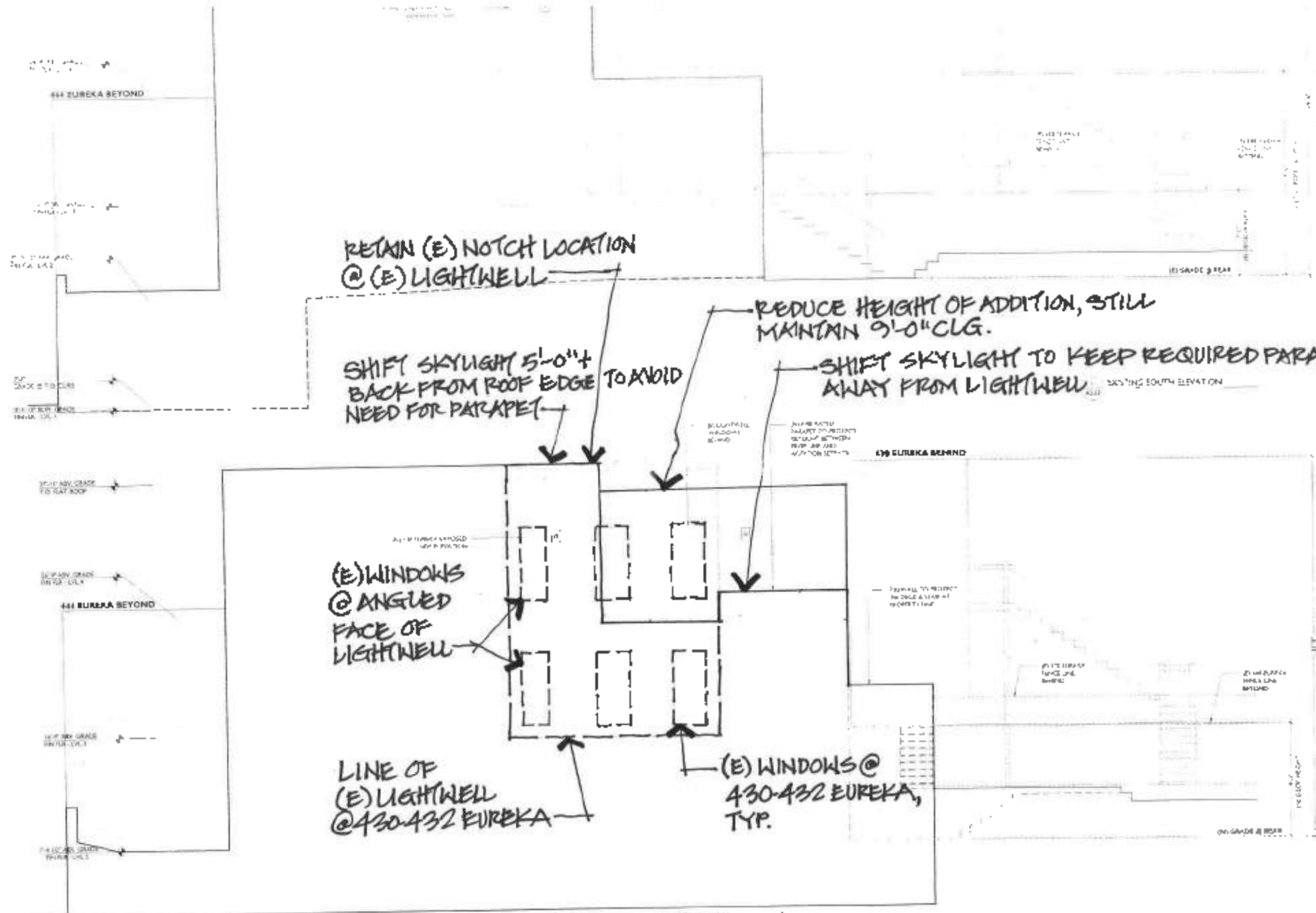
582 MARKET STREET, SUITE 480
SAN FRANCISCO, CA 94104

T: 415.774.0945
F: 415.774.0907

www.garavaglia.com

436 EUREKA
PROPOSED ALTERNATE SCHEME
 23 MARCH 2022
 SCALE: 1/8" = 1'-0"

1 PROPOSED LEVEL THREE - 1094 SQ. FT.
 AT 10



RETAIN (E) NOTCH LOCATION
@ (E) LIGHTWELL

SHIFT SKYLIGHT 5'-0" +
BACK FROM ROOF EDGE TO AVOID
NEED FOR PARAPET

REDUCE HEIGHT OF ADDITION, STILL
MAINTAIN 9'-0" CLG.

SHIFT SKYLIGHT TO KEEP REQUIRED PARAPET
AWAY FROM LIGHTWELL

(E) WINDOWS
@ ANGLED
FACE OF
LIGHTWELL

LINE OF
(E) LIGHTWELL
@ 430-432 EUREKA

(E) WINDOWS @
430-432 EUREKA,
TYP.

436 EUREKA
ALT. SOUTH ELEVATION
23 MAR 2022



30 MARKET STREET, SUITE 100
SAN FRANCISCO, CA 94102
P: 415.774.5001
F: 415.774.5002
www.garavalla.com

PROPOSED SOUTH ELEVATION

PLANNING ARCHITECTS
1425 15TH STREET
SAN FRANCISCO, CA 94101
415.774.5001



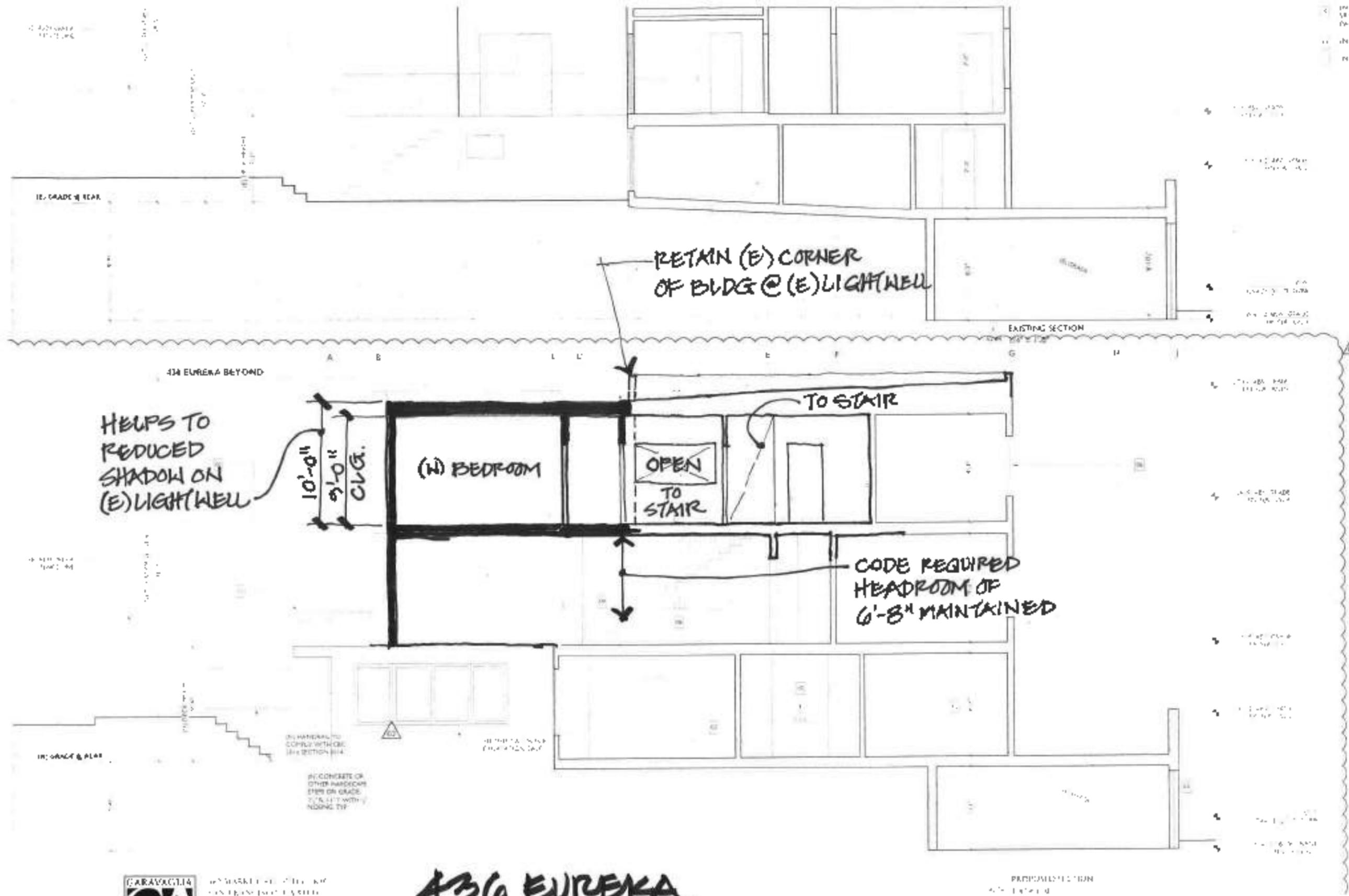
436 EUREKA STREET
SAN FRANCISCO, CA 94114
APN 326710064

3011 - PRE-APPLYING
3012 - PRE-APPLYING
3013 - PRE-APPLYING

436 EUREKA STREET
31 MAILING
EXTERIOR ELEVATIONS
EXISTING & PROPOSED

A-2.03

SECTION 100
 SECTION 100
 SECTION 100



HELPS TO REDUCED SHADOW ON (E) LIGHTWELL

RETAIN (E) CORNER OF BLDG @ (E) LIGHTWELL

OPEN TO STAIR

CODE REQUIRED HEADROOM OF 6'-8" MAINTAINED

436 EUREKA
SECTION @ HALLWAY
23 MAR 2022



100 MARKET STREET, 10TH FLOOR
 SAN FRANCISCO, CA 94102
 TEL: 415.398.1111
 WWW.GARAVAGLIA.COM

SECTION 100
 SECTION 100
 SECTION 100

436 EUREKA ST
 SAN FRANCISCO
 94114
 APR 27th 2022

SECTION 100
 SECTION 100

SECTION 100

A 21

5'-9" +/-

Parapet
for skylight

Anticipated
line of shadow

Current line
of shadow

ALTERNATE

436 EUREKA

24 MAR 2022



3025 WILSON ST. SUITE 100
SAN FRANCISCO, CA 94118
PHONE: 415.774.5454
FAX: 415.774.5455
www.garavaglia.com

3'-0"

Parapet
for skylight

Anticipated
line of shadow

Current line
of shadow

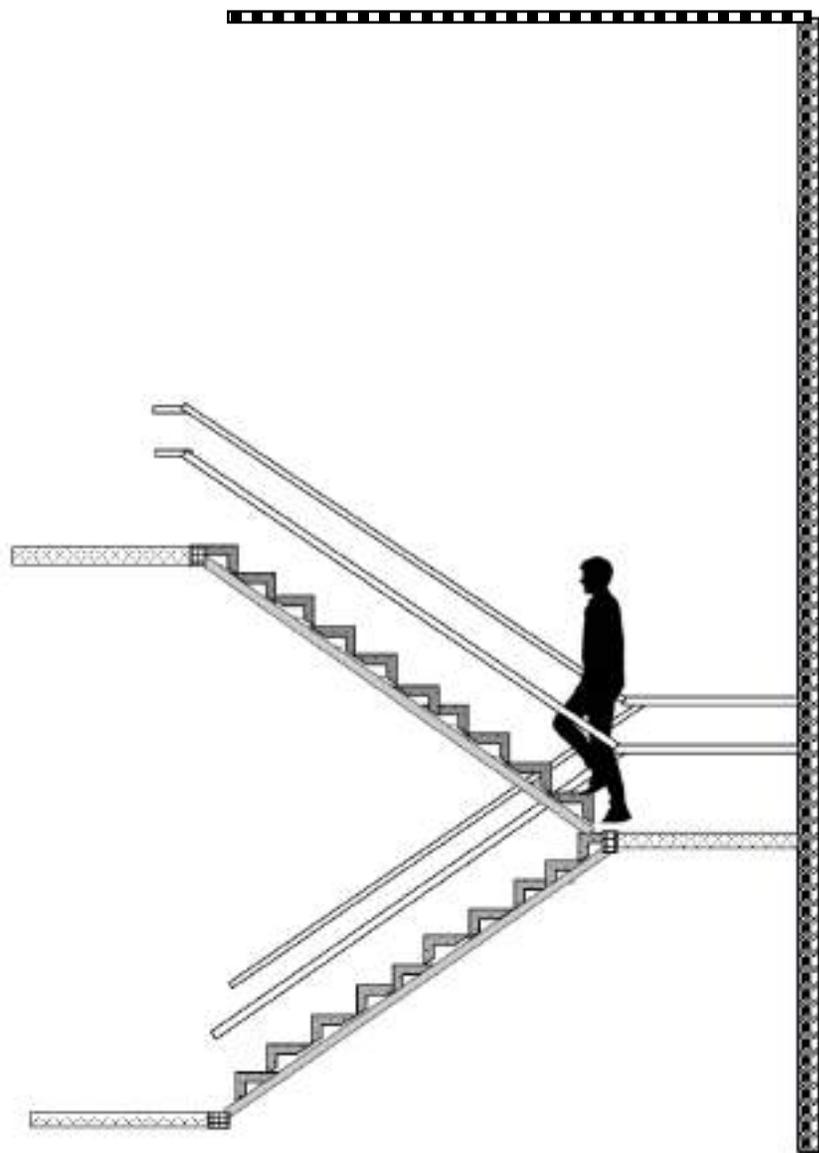
436 EUREKA
24 MAR 2028

Current
Proposed

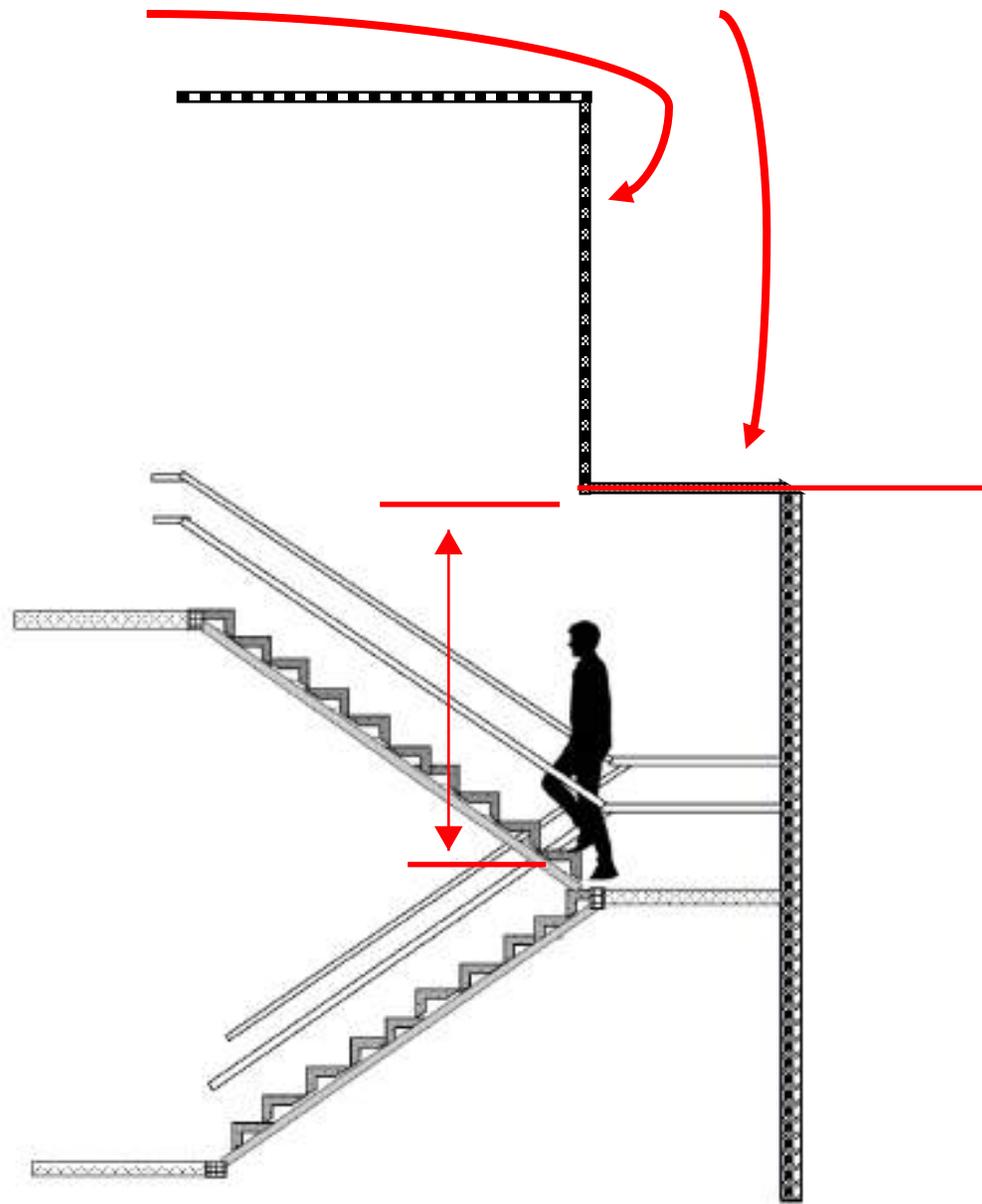
	924 ORCHARD ST, SUITE 140
	SAN FRANCISCO, CA 94104
	T 415.791.1651
	F 415.791.1657
	www.gaarchitecture.com

**Extent of existing
Third level**

**Existing Second
level roof line**



Proposed



Retain Existing Location of Notch