



## PLAN CHECK LETTER

February 8, 2025

John Finegan  
4300 17th Street, Apt. A San  
Francisco, CA

*Project Address:* **1482 34th Avenue., Santa Clara, CA**  
*Assessor's Parcel Number:* **2626/014A**  
*Zoning District: Special Use District:* **ML – Industrial Special Development  
General Plan – Industrial**

*Building Permit Number:* **2025.0601.1001 & 2025.0601.1002**  
*Planning Record Number:* **202-000123PRJ**

*Project Manager:* Jeff Khorn, Senior Planner, [jeff.khorn@fourleaf.com](mailto:jeff.khorn@fourleaf.com) (415) 575-6925  
*Environmental Planner:* Kristina Song, Env. Planner [kristina.song@fourleaf.com](mailto:kristina.song@fourleaf.com) (415) 558-6373

The Project Application for the above address has been reviewed by the Planning Department. This Plan Check Letter indicates (1) any information required to proceed with environmental analysis, (2) any missing information or modifications that must be provided to demonstrate compliance with the Planning Code and proceed with environmental analysis, and (3) any other modifications the Department is seeking in order to support the project. **Please review this Plan Check Letter carefully, and follow the instructions provided in order to advance the review process.**

### PROJECT REVIEW HISTORY

On April 6, 2025, a project application was submitted to the Planning Department.

On April 5, 2025, the Planning Department deemed the Project Application accepted, and Environmental and Current Planners were assigned.

On April 18, 2025, the Residential Design and Advisory Team (RDAT) reviewed the project.

**RESPONSES REQUIRED FOR ENVIRONMENTAL ANALYSIS**

The Department is unable to proceed with environmental analysis for the project until the following information or modifications are provided or addressed:

1. All modifications and requirements identified in the Planning Code Review Checklist (**Appendix A**). These project modifications and missing materials or information are necessary to confirm that the project is compliant with applicable Planning Code requirements.
2. All requirements identified in the Environmental Review Checklist (**Appendix B**). These outstanding materials and next steps are required for environmental analysis to proceed. Please note these may require changes to previously provided documents or technical reports (e.g., Historic Resource Evaluation).

**PROJECT REVIEW COMMENTS**

1. The Department's priority is to maximize the development of housing units that can be reasonably accommodated under the site's zoning and applicable density bonus programs while maintaining quality of life and adherence to applicable standards. However, the Department's Senior Management has reviewed the proposed project and does not support the intensity of non-compliance the proposal seeks to achieve higher density at the site (a lot-split and new construction with variances). The Department recommends the project be revised to be code-conforming within the existing lot, and if the Sponsor seeks density greater than that allowed in the RH-2 District, please continue to pursue accessory dwelling units within the existing structure and within an detached auxiliary structure (Section [207\(c\)\(6\)](#)), if feasible.
2. The Residential Design Advisory Team (RDAT) has reviewed the project and does not find the current proposal to be consistent with the [Residential Design Guidelines](#). Eliminating (by developing upon) the subject property's rear yard would have significant negative impacts to neighboring properties. RDAT does not support the project as designed, including lot split and variance request. RDAT recommends re-designing the proposal as a code compliant project that maintains the required 45% rear yard. RDAT also recommends the project explore options in Section 136 (permitted obstructions) of the Planning code for allowable projections into rear yard and to consider options for ADUs in the rear yard. All requirements are identified in the attached Residential Design Guideline Matrix.
3. The existing "Office/Studio" has direct access to the street, a half-bath, and is independent from all other units in the building, please complete and submit an Unpermitted Dwelling Unit Screening Request and Affidavit. <https://sfplanning.org/resource/udu-screening-request-form-affidavit>.
4. Please ensure any proposed ADU's meet the requirements of the Checklist for Multi-Family properties. <https://sfplanning.org/resource/accessory-dwelling-units-adu-checklists>

5. Please review the Department's [Plan Submittal Guidelines](#), and address as outstanding issues outlined in the attached Appendix A.
6. Please review the height of the proposed new construction project for compliance with Planning Code Sections [260\(a\)](#) and [261](#).

## TARGET REVIEW TIMEFRAME

Based on to the scope of your project and the anticipated level of environmental review, the target timeframe for the Planning Department to complete its review and approval will be 9 months from the date a complete response to this Plan Check Letter is received and verified for accuracy. Please note, this timeframe may be modified if there is a substantive change to the project description.

## REQUIRED ACTION

1. Please include a written response to this letter that discusses how you have addressed the items outlined above and in each of the attachments. Please note that the Department may request further revisions to the project as part of the environmental review process (e.g., to avoid a significant impact), or to ensure conformity with the Planning Code, design guidelines and other local ordinances and policies.
2. Within ninety (90) days from the date of this letter, please submit the requested information, or contact the project manager listed above if more time is needed to prepare the requested information. If the Department has not received the requested information or a request for additional time within 90 days, the application will be cancelled.

All building permit plan revisions must be filed at the Department of Building Inspection (DBI), Permit Processing Center (PPC), 1660 Mission Street, 2<sup>nd</sup> floor. To officially submit a change to the building permit plans, do not submit building permit plans directly to the Planning Department. Plan revisions will not be accepted by mail or messenger.

All revisions to Planning Department entitlement cases (e.g., CUA) must be submitted to the Planning Department, 1650 Mission Street, 4<sup>th</sup> floor, or via email to the Planner's attention. This is a separate submittal from any building plan revisions submitted to DBI.

**Please do not come to the Planning Department to discuss this letter without an appointment.** Please direct all general questions or meeting requests to the project manager listed above. For questions related specifically to environmental review, please contact the environmental planner listed above.

Thank you,

Jeff Horn, Senior Planner  
Southwest Team, Current Planning Division

Plan Check Letter

Case No. 2019-013808PRJ 1482  
34th Avenue., Santa Clara

CC: Scott Pluta, 4300A 17th Street, San Francisco  
Kristina Phung, Environmental Planning Division  
Trent Greenan, Residential Design Advisory Team

## APPENDIX A: PLANNING CODE REVIEW

Contact: Jeff Khorn | [jeffrey.khorn@fourleaf.com](mailto:jeffrey.khorn@fourleaf.com) | (415) 575-6925

Record No. 2019-013808PRJ

Case No. 2019-013808PRJ 1482

34th Avenue., Santa Clara

### PLAN SUBMITTAL GUIDELINES:

Provided	Not Provided	Not Required	Description & Comment	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Information	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Sheet & Details	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Survey	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan	-Dimension the width of the proposed lots. -Draw and label the 45% setback lines on the Proposed Site Plan. -Under "Setback", please determine and provide the dimensions. "Average of Adjacent Properties" is not sufficient information. -Include the existing and proposed buildings' footprints and projections (bays, decks). Add labels is needed for clarity. It is important to know the location of building walls at grade. This is drawn correctly on the Survey.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor & Roof Plans	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations	Include the outline of the adjacent properties' windows at shared property lines.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sections	Provide existing and proposed Section drawings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping Plan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Streetscape Plan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Specifications	Provide a typical window section detail for the proposed window systems. The glazing should have a minimum 2" depth reveal from the exterior wall.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs	Provide photos of the existing office/studio
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Renderings	Provide renderings of a street view of the front façade, and of the rear of the building to provide context of the new structure's relation to the rear yards of adjacent properties and the larger midblock open space.

### LAND USE:

Permitted Use	Conditional Use	Planning Code Section & Comment	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">209.1</a>	RH-2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">249.77</a>	Special Use Districts
<i>Comments:</i> The project has submitted a Conditional Use Authorization Supplemental Application with findings required under Planning Codes Section 249.77.			

### CONDITIONAL USE AUTHORIZATION:

Required	Planning Code Section	
<input checked="" type="checkbox"/>	<a href="#">303</a>	Conditional Use Authorization
<i>Comments:</i> The project has submitted a Conditional Use Authorization Supplemental Application with findings required under Planning Code Section 303(c)		

### OTHER REQUIRED APPROVALS:

Required	Planning Code Section	
<input checked="" type="checkbox"/>	<a href="#">305</a>	Variance
<i>Comments:</i> The project has submitted a Variance Application for Planning Code Sections 121 (lot size) and 134 (rear yard setback). Both proposed ADU's require a waiver for Planning Code Section 135 (open space).		

## APPENDIX A: PLANNING CODE REVIEW

Contact: Jeff Horn | [jeffrey.horn@sfgov.org](mailto:jeffrey.horn@sfgov.org) | (415) 575-6925

Record No. 2019-013808PRJ 11

Case No. 2019-013808PRJ 1482 34th  
Avenue., Santa Clara

### ADDITIONAL PLANNING CODE REQUIREMENTS:

Complies	Does Not Comply	Needs Info	Planning Code Section		Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">121</a>	Lot Area/Width	Variance sought for proposed non-conforming lot size (Section 121)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">132</a>	Front Setback	The upper floors extend beyond the front setback
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">132(g)</a>	Green Landscaping	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">132(h)</a>	Permeability	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">134</a>	Rear Yard	The project seeks a rear yard variance.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">135</a>	Open Space	Open Space provided on roof decks, ADUs require a waiver.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">136</a>	Permitted Obstructions	The project proposes non-conforming obstructions over the sidewalk at the 2 <sup>nd</sup> and 3 <sup>rd</sup> floors, please redesign. Note, Section 136 has recently been amended to allow 4-foot deep projections.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">138.1</a>	Streetscape Plan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">140</a>	Dwelling Unit Exposure	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">141</a>	Rooftop Screening	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">142</a>	Parking Screening & Greening	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">155.2</a>	Bicycle Parking	Provide Class I bicycle parking as required, 1 space per unit.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">207(c)(6)</a>	Accessory Dwelling Units	As proposed, the ADUs require a waiver for open space. Complete ADU checklist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">260(a)</a>	Height	For the new structure, height measurements should be measured starting at curb level at the center of the new lot. Please review Section 260(a)(1)(C) for measurement methods on upsloping lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">260(b)</a>	Exemptions from Height	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">261</a>	Height Limits	Please review Section 261(c)(1). Height measurement should start at the front property line, on the plans for the new structure the measurement begins at the front wall of the 2 <sup>nd</sup> and 3 <sup>rd</sup> floor projection.

### DEVELOPMENT IMPACT FEES:

Required	Planning Code Section	
<input checked="" type="checkbox"/>	<a href="#">414A</a>	Child-Care for Residential Projects

**APPENDIX B: ENVIRONMENTAL REVIEW CHECKLIST****Record No. 2019-013808PRJ**

1482 34th Avenue., Santa Clara

This table outlines the missing material necessary for Environmental Planning to conduct their review. If you have specific questions regarding the requested items, please contact the Environmental Planner, Kristina Phung, <a href="mailto:kristina.phung@sfgov.org">kristina.phung@sfgov.org</a> , (415) 558-6373			
ENVIRONMENTAL TOPIC	MISSING MATERIALS/ INFORMATION	DETAILED DESCRIPTION	(For Dept. Use after accepted Project Application and response to Plan Check Letter) <b>SUBMITTED</b>
Project Description	Location of Bicycle Parking	The project plans (both for existing building and proposed new building) should show the location of proposed bicycle parking.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Geology and Soils	Foundation Information	The project sponsor must provide a description of the proposed building foundation, and whether drilled or driven piers would be required.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Greenhouse Gases	Review GHG Checklist Attachment	The environmental planner has updated the checklist previously submitted by the sponsor.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Noise	Construction Equipment List	The project sponsor must submit a construction equipment list, detailing construction phases and any proposed equipment to be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Abbreviations:**

CEQA: California Environmental Quality Act

EIR: Environmental Impact Report

**Attachments**

- Greenhouse Gases Checklist for Private Development Projects, 4300 17<sup>th</sup> Street, with Planning Comments
- Construction Equipment Information Sheet

RESIDENTIAL DESIGN GUIDELINES MATRIX			
Project address	1482 34th Avenue, Santa Clara	REVIEW TYPE	RDAT
Application number	2019-013808PRJ	Date of Review / Response	3/18/2020
Quadrant	SW	Date of Drawings	10/25/2019
Assigned Planner	JH	Comment author	Trent Greenan
Assigned Design Review staff		Meeting Attendees	Jeff Horn, Trent Greenan, Jeff Joslin, David Winslow, Allison Albericci, Luiz Barata, Glenn Cabrerros, Oscar Hernadez-Gomez, Claudine Asbagh
#	Guideline Chapter, Topic	Subtopic	Guideline
Neighborhood Character			
II1	WHAT IS THE CHARACTER OF THE NEIGHBORHOOD?	Defined Visual Character	GUIDELINE: In areas with a defined visual character, design buildings to be compatible with the patterns and architectural features of surrounding buildings.
II2		Mixed Visual Character	GUIDELINE: In areas with a mixed visual character, design buildings to help define, unify and contribute positively to the existing visual context.
Site Design			
III 1	TOPOGRAPHY		Guideline: Respect the topography of the site and the surrounding area.
III 2	FRONT SETBACK		GUIDELINE: Treat the front setback so that it provides a pedestrian scale and enhances the street.
III 3		Varied Front Setbacks	GUIDELINE: In areas with varied front setbacks, design building setbacks to act as a transition between adjacent buildings and to unify the overall streetscape.
III 4		Landscaping	GUIDELINE: Provide landscaping in the front setback.
III 5	SIDE SPACING BETWEEN BUILDINGS		GUIDELINE: Respect the existing pattern of side spacing.



RESIDENTIAL DESIGN GUIDELINES MATRIX				
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III 6	REAR YARD		GUIDELINE: Articulate the building to minimize impacts on light and privacy to adjacent properties.	Eliminating the rear yard would have significant negative impacts to neighboring properties. RDAT does not support the project as designed including lot split and variance. Recommend re-designing a code compliant project that maintains the required 45% rear yard. Explore options in section 136 of the Planning code for allowable projections into rear yard. Consider options for ADUs in the rear yard.
III 7	VIEWS		GUIDELINE: Protect major public views from public spaces.	NA
III 8	SPECIAL BUILDING LOCATIONS	Corner Buildings	GUIDELINE: Provide greater visual emphasis to corner buildings.	MEETS GUIDELINE
III 9		Building Abutting Public Spaces	GUIDELINE: Design building facades to enhance and complement adjacent public spaces.	NA
III 10		Rear Yard	GUIDELINE: Articulate the building to minimize impacts on light to adjacent cottages.	NA
Building Scale and Form				
IV 1		Building Scale	GUIDELINE: Design the scale of the building to be compatible with the height and depth of surrounding buildings.	See comment III 6.

RESIDENTIAL DESIGN GUIDELINES MATRIX				
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Application number	2019-013808PRJ	Date of Review / Response	3/18/2020	
Quadrant	SW	Date of Drawings	10/25/2019	
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IV 2		Building Scale at the Street	GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the street.	MEETS GUIDELINE
IV 3		Building Scale at the Mid-Block Open Space	GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.	See comment III 6.
IV 4	BUILDING FORM		GUIDELINE: Design the building's form to be compatible with that of surrounding buildings.	See comment III 6.
IV 5		Facade Width	GUIDELINE: Design the building's facade width to be compatible with those found on surrounding buildings.	MEETS GUIDELINE
IV 6		Proportions	GUIDELINE: Design the building's proportions to be compatible with those found on surrounding buildings.	MEETS GUIDELINE
IV 7		Rooflines	GUIDELINE: Design rooflines to be compatible with those found on surrounding buildings.	MEETS GUIDELINE
Architectural Features				
V 1	BUILDING ENTRANCES		GUIDELINE: Design building entrances to enhance the connection between the public realm of the street and sidewalk and the private realm of the building.	MEETS GUIDELINE
V 2		Location of Building Entrances	GUIDELINE: Respect the existing pattern of building entrances.	See comment III 6.
V 3		Front Porches	GUIDELINE: Provide front porches that are compatible with existing porches of surrounding buildings.	NA

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V 4		Utility Panels	GUIDELINE: Locate utility panels so they are not visible on the front building wall or on the sidewalk.	Show location of panels in plans.
V 5	BAY WINDOWS		GUIDELINE: Design the length, height and type of bay windows to be compatible with those on surrounding buildings.	NA
V 6	GARAGES	Garage Structures	GUIDELINE: Detail garage structures to create a visually interesting street frontage.	NA
V 7		Garage Door Design and Placement	GUIDELINE: Design and place garage entrances and doors to be compatible with the building and the surrounding area.	MEETS GUIDELINE
V 8		Garage Door Widths	GUIDELINE: Minimize the width of garage entrances.	MEETS GUIDELINE
V 9		Curb Cuts	GUIDELINE: Coordinate the placement of curb cuts.	MEETS GUIDELINE
V 9	ROOFTOP ARCHITECTURAL FEATURES		GUIDELINE: Sensitively locate and screen rooftop features so they do not dominate the appearance of a building.	See comment III 6.
V 10		Stair Penthouses	GUIDELINE: Design stair penthouses to minimize their visibility from the street.	See comment III 6.
V 11		Parapets	GUIDELINE: Design parapets to be compatible with overall building proportions and other building elements.	See comment III 6.
V 12		Dormers	GUIDELINE: Design dormers to be compatible with the architectural character of surrounding buildings.	NA

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V 13		Windscreens	GUIDELINE: Design windscreens to minimize impacts on the building's design and on light to adjacent buildings.	See comment III 6.
Building Details				
VI 1	ARCHITECTURAL DETAILS		GUIDELINE: Design the placement and scale of architectural details to be compatible with the building and the surrounding area.	See comment III 6.
VI 2	WINDOWS		GUIDELINE: Use windows that contribute to the architectural character of the building and the neighborhood.	See comment III 6.
VI 3		Window Size	GUIDELINE: Relate the proportion and size of windows to that of existing buildings in the neighborhood.	See comment III 6.
VI 4		Window Features	GUIDELINE: Design window features to be compatible with the building's architectural character, as well as other buildings in the neighborhood.	See comment III 6.
VI 5		Window Material	GUIDELINE: Use window materials that are compatible with those found on surrounding buildings, especially on facades visible from the street.	See comment III 6.
VI 6	EXTERIOR MATERIALS		GUIDELINE: The type, finish, and quality of a building's materials must be compatible with those used in the surrounding area.	Propose a material pallette and propoertions that are compatible with those used in the surrounding area.
VI 7		Exposed Building Walls	GUIDELINE: All exposed walls must be covered and finished with quality materials that are compatible with the front facade and adjacent buildings.	See comment III 6.

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VI 8		Material Detailing	GUIDELINE: Ensure that materials are properly detailed and appropriately applied.	See comment III 6.