NOTICE OF PRE-APPLICATION MEETING

Date: October 28, 2020

Dear Neighbor:
You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at 18 Saturn Street (Block/Lot#: 2626/020; Zoning: RH2), in accordance with the San Francisco Planning Department's Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Once a Building Permit has been submitted to the City, you may track its status at www.sfgov.org/dbi.

The Pre-Application process serves as the first step in the process prior to filing a Project Application with the Planning Department. Those contacted as a result of the Pre-Application process will also receive formal notification from the city after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- ☐ New Construction subject to Section 311;
- ☐ Any vertical addition of 7 feet or more subject to Section 311;
- ☐ Any horizontal addition of 10 feet or more subject to Section 311;
- ☑ Decks over 10 feet above grade or within the required rear yard subject to Section 311;
- ☐ All Formula Retail uses subject to a Conditional Use Authorization;
- ☐ PDR-1-B, Section 313;
- ☐ Community Business Priority Processing Program (CB3P).

The development proposal is to: Provide new roof deck with spiral access stairs, safety parapets, and 5’ setbacks

Existing # of dwelling units: 1 Proposed: 1 Permitted: 2
Existing bldg square footage: 1729 Proposed: 1729 Permitted: 4500
Existing # of stories: 2 Proposed: 2 Permitted: 4
Existing bldg height: 28' Proposed: 28' Permitted: 40'
Existing bldg depth: 48' Proposed: 48' Permitted: 48'

MEETING INFORMATION:
Property Owner(s) name(s): Mitchell LaPlante & Steve Kave
Project Sponsor(s): Mitchell LaPlante & Steve Kave
Contact information (email/phone): mitchlaplante@earthlink.net/ 415-676-8234
Meeting Address*: Zoom ID: 957 5775 7052 PW: 166460 /Phone: 669 219 2599
Date of meeting: November 12, 2020 Time of meeting**: 6PM

*The meeting should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 1650 Mission Street, Suite 400.

**Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m., unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, email the Planning counter at the Permit Center at pic@sfgov.org. You may also find information about the San Francisco Planning Department and on-going planning efforts at www.sfplanning.org.
October 28, 2020

Greetings neighbors,

We are seeking approval for a new roof deck at our home at 18 Saturn Street and we are reaching out to adjacent neighbors and home owners, and relevant neighborhood groups, to provide you with design information and obtain feedback. We are proposing to access the roof by an external spiral stair, and the San Francisco Planning Department requires Section 311 Neighborhood Notification.

As the first step in this process, we are inviting you to a pre-application meeting on Thursday, November 12 at 6PM. Because of Corona virus precautions, this meeting will be conducted by Zoom (zoom.us/join, ID: 957 5775 7052 PW: 166460) but you may also join by telephone (669 219 2599) using the same ID and password. We have enclosed the official meeting notice and a copy of the plans. We are hereby providing an overview of the project.

Project Overview
Our house has a flat roof in the rear with an open east-facing view that we desire to develop into a roof deck. Together with Civil Engineer Duke Crestfield of Triangle Engineering, we are following guidelines recommended by the SF Planning Department for roof decks. These are included in SF Planning Department documents 1). Residential Design Guidelines, 2). Decks, and 3). Residential Roof Decks, all of which are available from sfplanning.org. We have also addressed other Planning and Building code requirements that apply.

We are proposing a minimal design consisting of a spiral stair to access the deck, partial-height parapets with glass panels and full-height solid parapets to a maximum height of 48” at all roof edges, and fire-resistant hardwood deck tile flooring. We are not proposing any further amenities than just a wood deck and furniture to be used primarily for relaxing and taking in views.

Design
The Residential Design Guidelines (RDG) state that one should “sensitively locate and screen rooftop features so they do not dominate the appearance of a building.” Roof top features include stair penthouses, parapets, and windscreens. We are proposing parapets for safety, fire, and privacy, but have avoided other features. The parapets are designed to be compatible with the overall building proportions and elements and will be shingled to match the building.

In consideration of views from the proposed deck as well as view lines from 22 Saturn that overlook the deck, we are including partial-height parapets completed by clear glass panels along the East and South edges. On the East side, the clear panels will also reduce afternoon shadowing on the roof of 16 Saturn, which is outfitted with solar panels.
Solid full-height parapets are included on the West and North sides for safety, fire, privacy and for holding the spiral stair and railings in place. Since the deck will be on the rear roof, the features we propose will be inconspicuous from the street.

In the document *Residential Roof Decks*, the Planning Department recommends, along adjacent buildings, setbacks of 5 feet from house edges to deck floor edges to increase the separation of uses between building occupants. We include 5 foot setbacks along the 16 Saturn edge and along the front deck of 22 Saturn. We are proposing 3 foot high metal railings to barricade the setback areas. Mitch, who is an artist who works with glass, intends to display his large blown glass fruit and vegetables in the setback areas, which we are calling The Glass Garden. No setback is required along the blind wall of 22 Saturn, or at the rear edge.

As recommended by the Planning Department’s guidelines in *Residential Roof Decks*, the proposed 365 SQ FT deck is under 1/3 of the total roof area of the building, 365/1147=.318.

**Section 311 Notification**

*How the roof deck is accessed* is the most consequential aspect of the approval process for this project. According to SF Planning’s *Residential Roof Decks*, deck designs that adopt Planning Department recommendations can be approved over the counter without requiring neighborhood notification. A roof deck accessed by an internal stair covered by a hatch would not require notification as long as it meets the other guidelines specified in the above-listed documents. We researched internal stair/hatch options but concluded that an external spiral stair rising from our existing rear deck is more cost-effective and less disruptive to our building since it does not require creating a large opening in the roof for stair access that may introduce other issues, including condensation and potential rainwater penetration into the interior. However, according to the Planning Code and its interpretations, an external stair more than 10 FT above the rear grade is considered to be an extension of the building envelope and that is what requires Section 311 neighborhood notification.

**Pre-application Zoom Meeting**

We will follow the SF Planning Department meeting format and provide a brief overview of the roof deck plans. You will be able ask questions and express any concerns, to which we will respond. As required, we will provide a summary of the meeting discussion to the Planning Department when we file the application. If you are interested, we hope you can attend, but you will also be contacted by the San Francisco Planning Department at a later time during the 30 day Section 311 notification period.

Best regards,

Mitch LaPlante and Steve Kaye
18 Saturn Street
mitchlaplante@earthlink.net