

# Notice of Pre-Application Meeting

September 18, 2015

Date

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at 360 Spear Street, cross street(s) Harrison Street (Block/Lot#: 3745-009; Zoning: RH DTR; 105-X), 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](http://www.sfgov.org/dbi).

The Pre-Application process serves as the first step in the process prior to building permit application or entitlement submittal. Those contacted as a result of the Pre-Application process will also receive a formal entitlement notice or 311 or 312 notification 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;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization;
- PDR-I-B, Section 313;
- Community Business Priority Processing Program (CB3P).

The development proposal is to: Convert approximately 49,992 square feet of existing Internet Service Exchange (ISE) space to general office space and make related office renovations.  
See attached Project Description.

Existing # of dwelling units:	<u>0</u>	Proposed:	<u>0</u>	Permitted:	<u>0</u>
Existing bldg square footage:	<u>159,177 gross sq. ft.</u>	Proposed:	<u>0</u>	Permitted:	<u>159,177 gross sq. ft.</u>
Existing # of stories:	<u>5</u>	Proposed:	<u>0</u>	Permitted:	<u>5</u>
Existing bldg height:	<u>85'-0"</u>	Proposed:	<u>0</u>	Permitted:	<u>85'-0"</u>
Existing bldg depth:	<u>124' 9"</u>	Proposed:	<u>0</u>	Permitted:	<u>124' 9"</u>

**MEETING INFORMATION:**  
 Property Owner(s) name(s): Digital Spear Street, LLC  
 Project Sponsor(s): Digital Spear Street, LLC / Community Liaison: Asa Donohugh  
 Contact information (email/phone): ADonohugh@digitalrealty.com / (415) 848-9304  
 Meeting Address\*: 365 Main St.  
 Date of meeting: October 5, 2015  
 Time of meeting\*\*: 6:00 PM

\*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, please call the Public Information Center at 415-558-6378, or contact the Planning Department via email at [pic@sfgov.org](mailto:pic@sfgov.org). You may also find information about the San Francisco Planning Department and on-going planning efforts at [www.sfplanning.org](http://www.sfplanning.org).

## **350-360 Spear Street**

### **Notice of Pre-Application Meeting**

#### **Project Description:**

The current use at 360 Spear Street (the "Building") is classified by the City of San Francisco as an existing Internet Services Exchange facility. The proposed project would renovate a portion of the existing facility to convert the existing ISE uses on the entire Fourth Floor and part of the Third Floor to office use (as defined in Section 890.70 of the San Francisco Planning Code (the "Code")) with respect to approximately 49,992 square feet of gross floor area (which includes common area load factor space on the Third Floor and in the existing ground floor lobby), as calculated pursuant to Section 102.9 of the Code. Other than the renovations to a portion of the Third Floor and all of the Fourth Floor in connection with the conversion of the space to office use, minor modifications to the building's exterior to install airflow louvers, the installation of a rooftop HVAC unit to service the converted office floors, and the installation of bicycle lockers and related shower facilities, no other changes to the Building are anticipated. The building houses eleven parking spaces—two of which are van loading and unloading and two of which are accessible van spaces. There is also a loading dock. Neither the parking nor the loading dock would be modified in connection with the office conversion. The current ISE uses would otherwise continue in those portions of the Building that are not proposed for conversion.