



# SAN FRANCISCO PLANNING DEPARTMENT

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## Discretionary Review Analysis

### Dwelling Unit Merger HEARING DATE DECEMBER 19, 2013

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

*Date:* December 12, 2013  
*Case No.:* **2013.0623D**  
*Project Address:* **2340 LARKIN STREET, UNITS 1 & 3**  
*Permit Application:* **2013.05.09.6521**  
*Zoning:* RM-2 (Residential, Mixed, Moderate Density) Zoning District  
40-X Height and Bulk District  
*Block/Lot:* 0096 /055, 0096 /057  
*Project Sponsors:* Mary Gallagher  
208 Frankfort Street  
Daly City, CA 94014  
*Staff Contact:* Kate Conner – (415) 575-6914  
[kate.conner@sfgov.org](mailto:kate.conner@sfgov.org)  
*Recommendation:* **Do not take discretionary review and approve as proposed.**

### PROJECT DESCRIPTION

The proposal is to reconfigure the existing three-story-over-garage, four-unit residential building to a three-unit residential building by merging Units #1 and #3. Each of the existing units is 1,297 square feet in area. There is no work proposed to the other units and there are no exterior modifications. The resulting unit will be 2,594 square feet in area and have four bedrooms, a living room, a dining room, a kitchen, and three bathrooms to accommodate a growing family. The owner of Unit #1 has purchased Unit #3. Both units have been owner-occupied for at least nine years.

### SITE DESCRIPTION AND PRESENT USE

The subject property is located on the east side of Larkin Street, between Filbert and Union Streets, Block 0096, Lots 055 (Unit #1) and 057 (Unit #3) and is located within the RM-2 (Residential Mixed, Moderate Density) District, and the 40-X Height and Bulk District. The property is developed with a three-story-over-garage residential building that was constructed in 1925. Four parking spaces are provided at the garage level and are used by Unit #2 and Unit #3.

### SURROUNDING PROPERTIES AND NEIGHBORHOOD

The surrounding properties and neighborhood are primarily occupied by residential uses. There is a small specialty grocery store located on the northeast corner of Union and Larkin Streets. The subject block's eastern side of Larkin Street is developed with two-family and single-family dwellings, with the exception of the subject property and the property directly south of the subject property which is developed with a 32-unit apartment building. The remainder of the subject block contains residential uses varying in density from single-family dwellings to a 12-unit apartment building.

The majority of the subject block is zoned RH-3 (Residential House, Three-Family), with each lot permitting a total of three units. The subject lot and the lot immediately to the south of the subject lot are zoned RM-2, with each lot permitting one unit per 600 square feet of lot area, which allows six units for the subject property and 13 units for the adjacent property to the south. Planning Code Section 206.2 defines the RM-2 District as the following:

These districts are generally similar to RM-1 Districts, but the overall density of units is greater and the mixture of building types and unit sizes is more pronounced. Building widths and scales remain moderate, and considerable outdoor space is still available. The unit density permitted requires careful design of new structures in order to provide adequate amenities for the residents. Where nonresidential uses are present, they tend to offer services for wider areas than in RM-1 Districts.

The block directly to the west, across Larkin Street, contains multiple zoning designations. The lots which front on Larkin Street are zoned RM-2, the lots in the center of the block are zoned RH-2 (Residential House, Two-Family), and the lots which front on Polk Street are zoned Polk Street NCD (Neighborhood Commercial District). The RM-2 District zoning continues south on the western side of Larkin Street whereas the eastern side of Larkin Street is predominantly RH-3 District zoning. The properties to the north of the subject property that front on Larkin Street are zoned RH-3.

**HEARING NOTIFICATION**

TYPE	REQUIRED PERIOD	REQUIRED NOTICE DATE	ACTUAL NOTICE DATE	ACTUAL PERIOD
Posted Notice for 311	30 days	November 6, 2013	December 6, 2013	30 days
Posted Notice	10 days	December 9, 2013	December 9, 2013	10 days
Mailed Notice	10 days	December 9, 2013	November 6, 2013	42 days

**PUBLIC COMMENT**

	SUPPORT	OPPOSED	NO POSITION
Adjacent neighbor(s)	4	X	X
Other neighbors on the block or directly across the street	1	X	X
Neighborhood groups	X	X	X

The former owner of Unit #3 supports the proposal and has authorized the Project Sponsors to apply for this entitlement. The owner of Unit #3 submitted a letter of support stating that the Project Sponsors have inhabited Unit #1 since 2004 and that they have contributed to the community by leading efforts to beautify the neighborhood flower beds. The merger will accommodate their growing family and help retain long-term residents. The former owners of Unit #3 have a second home in Napa which they

plan to move to permanently. In addition, the owners of Units #2 and #4, as well as an adjacent neighbor submitted letters of support.

## PROJECT ANALYSIS

### DWELLING UNIT MERGER CRITERIA

Below are the five criteria to be considered by the Planning Commission in evaluating dwelling unit mergers, per Planning Code Section 317:

1. Removal of the unit(s) would only eliminate owner occupied housing.

#### *Project Meets Criteria*

*Both units are owner-occupied. The Project Sponsors have owned Unit #1 since 2004. Unit #3 has been owner-occupied since 2004; however, the owner sold the Project Sponsors her unit to allow for the merger. The former owner of Unit #3 was part-owner of the building since 2001 until the building received approval for the condominium conversion in 2004, at which time she became the sole owner of Unit #3.*

2. Removal of the unit(s) and the merger with another is intended for owner occupancy.

#### *Project Meets Criteria*

*The Project Sponsors are requesting the merger to accommodate their family in San Francisco. The resulting unit will be owner occupied. The merger will enable a family to remain in San Francisco.*

3. Removal of the unit(s) will bring the building closer into conformance with the prevailing density in its immediate area and the same zoning.

#### *Project Does Not Meets Criteria*

*The subject lot is zoned RM-2 and is located on a block that is primarily zoned RH-3. There are only two lots on the subject block that are zoned RM-2: the lot directly south of the subject lot which contains a 32-unit apartment building and the subject lot. While the properties across the street are zoned RM-2, these properties accommodate larger buildings and higher densities. The subject lot is more contextual with its RH-3 surrounding properties in terms of physical development and density. The subject lot's size is 3,799 square feet and is not significantly larger than the RH-3 neighboring properties. There is not an obvious property characteristic that would contribute to the RM-2 zoning designation versus a RH-3 zoning district designation.*

*Technically, the removal of the unit will not bring the building closer into conformance with the prevailing density in the immediate area and same zoning; however, the removal of the dwelling unit is not out of character with the surrounding properties. Based upon the subject property's RM-2 District zoning, 67% of the properties located within 150 feet of the subject property contain four or more units. Only 30% of the properties zoned RH-3 that are located within 150 feet of the subject property contain four or more units. There are 39 properties within 150 feet of the subject property and only nine lots are zoned RM-2. When analyzing all of the properties located within 150 feet of the subject property regardless of zoning (including both RM-2 and RH-3 District) only 38% contain four or more units.*

*Planning staff reviewed the zoning history for the property. The subject property and the property directly to the south were both developed in the early 1920's and were merged in 1927 because both properties were owned by the same property owner. By 1965, the entire western portion of this block, including the two merged properties, was zoned R-4 (a zoning designation no longer in use.). The merged site was rezoned to RM-2 in 1978 while the majority of surrounding parcels were rezoned to RH-3. The property was subdivided in 1981 to reflect the current lot configuration, with both lots retaining the RM-2 zoning designation, even though the RH-3 zoning designation would more closely align with the density and type of development located on the subject property. It appears that the RM-2 designation for the subject property was more a product of being part of a merged lot with greater density in 1978, than intentionally designating the subject, now subdivided lot, as a site on which to development at a greater density in the future. The subject property's midblock location further supports this rationale as higher density residential development is typically located closer to the corner instead of mid-block.*

4. Removal of the unit(s) will bring the building closer into conformance with prescribed zoning.

***Project Does Not Meets Criteria***

*The subject property is zoned RM-2 which permits a density of one unit per 600 square feet of lot area. With a lot size of approximately 3,799 square feet, the subject building could permit up to six dwelling units. By merging two units, the unit count in the subject building is being reduced from four to three dwelling units. The proposal does not bring the building closer into conformance with the prescribed zoning; although the result is a family sized unit, which would be consistent with the Housing Element Policy 2.2 which addresses mergers that result in family size units.*

5. Removal of the unit(s) is necessary to correct design or functional deficiencies that cannot be corrected through interior alterations.

***Project Does Not Meet Criteria***

*The proposed merger is not necessary to correct design or functional deficiencies. Although the resulting unit is more functional for use by a family, the merger does not seek to correct any violations or design deficiencies. The existing two units were part of the original design.*

**GENERAL PLAN COMPLIANCE:**

The Project is, on balance, consistent with the following Objectives and Policies of the General Plan:

**HOUSING ELEMENT**

**Objectives and Policies**

**OBJECTIVE 2:** RETAIN EXISTING HOUSING UNITS, AND PROMOTE SAFETY AND MAINTENANCE STANDARDS, WITHOUT JEOPARDIZING AFFORDABILITY.

**Policy 2.2:** Retain existing housing by controlling the merger of residential units, except where a merger clearly creates new family housing.

*The proposal is to merge two units in order to create a family sized unit for the family that currently resides in Unit #1. The existing units are two-bedroom units that are modestly sized for raising a family. The proposed merger creates a more comfortable living environment for a growing family that intends to occupy said unit.*

**OBJECTIVE 4:** FOSTER A HOUSING STOCK THAT MEETS THE NEEDS OF ALL RESIDENTS ACROSS LIFECYCLES.

**Policy 4.1:** Develop new housing, and encourage the remodeling of existing housing, for families with children.

*The proposal is to merge two units to accommodate a family that resides in one of the units. The subject building was constructed in 1925. The proposed merger has no adverse effects on the surrounding neighborhood since the construction is interior only and does not expand the building envelope.*

### SECTION 101.1 PRIORITY POLICIES

Planning Code Section 101.1 establishes eight priority policies and requires review of permits for consistency, on balance, with these policies. The Project complies with these policies as follows:

1. Existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced.

*The proposal does not affect existing neighborhood-serving retail uses.*

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods.

*The proposal does not affect the existing neighborhood character as the proposal does not involve any exterior modifications. Although the proposal involves the loss of one dwelling unit through the merger process, the project results in a family-sized unit which did not exist at this site originally.*

3. That the City's supply of affordable housing be preserved and enhanced.

*The City's affordable housing supply is not affected by this proposal. One market-rate two-bedroom condominium unit is being removed from the City's housing stock. Although the two-bedroom unit does not exceed the adopted threshold of affordability (financially accessibility), referenced in the Dwelling Unit Removal Implementation Document for Residential Units, both units are very close to the \$1.3 threshold with valuations of \$1.09 million and \$1.075 million. Neither of the units qualify as affordable by City standards.*

4. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking.

*The proposal will not impede MUNI transit service; overburden our streets or neighborhood parking. The area is well served by public transit. The MUNI 19, 41, 45, and Powell-Hyde cable car lines run within one block of the subject property. Currently the subject building has parking for two units in the form of two independently*

*accessible or four tandem parking spaces. By merging the two units, only one remaining unit will not have access to off-street parking, resulting in an improvement in neighborhood on-street parking.*

5. A diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced.

*The proposal will not affect industrial or service sectors. The units involved in the proposal are residential.*

6. The City achieves the greatest possible preparedness to protect against injury and loss of life in an earthquake.

*The proposal will comply with applicable code standards.*

7. Landmarks and historic buildings be preserved.

*The subject building is not a landmark. It was constructed in 1925 and is considered a potential historic resource.*

8. Parks and open space and their access to sunlight and vistas be protected from development.

*The proposal will not negatively affect parks or open spaces.*

## ENVIRONMENTAL REVIEW

The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 categorical exemption.

## BASIS FOR RECOMMENDATION

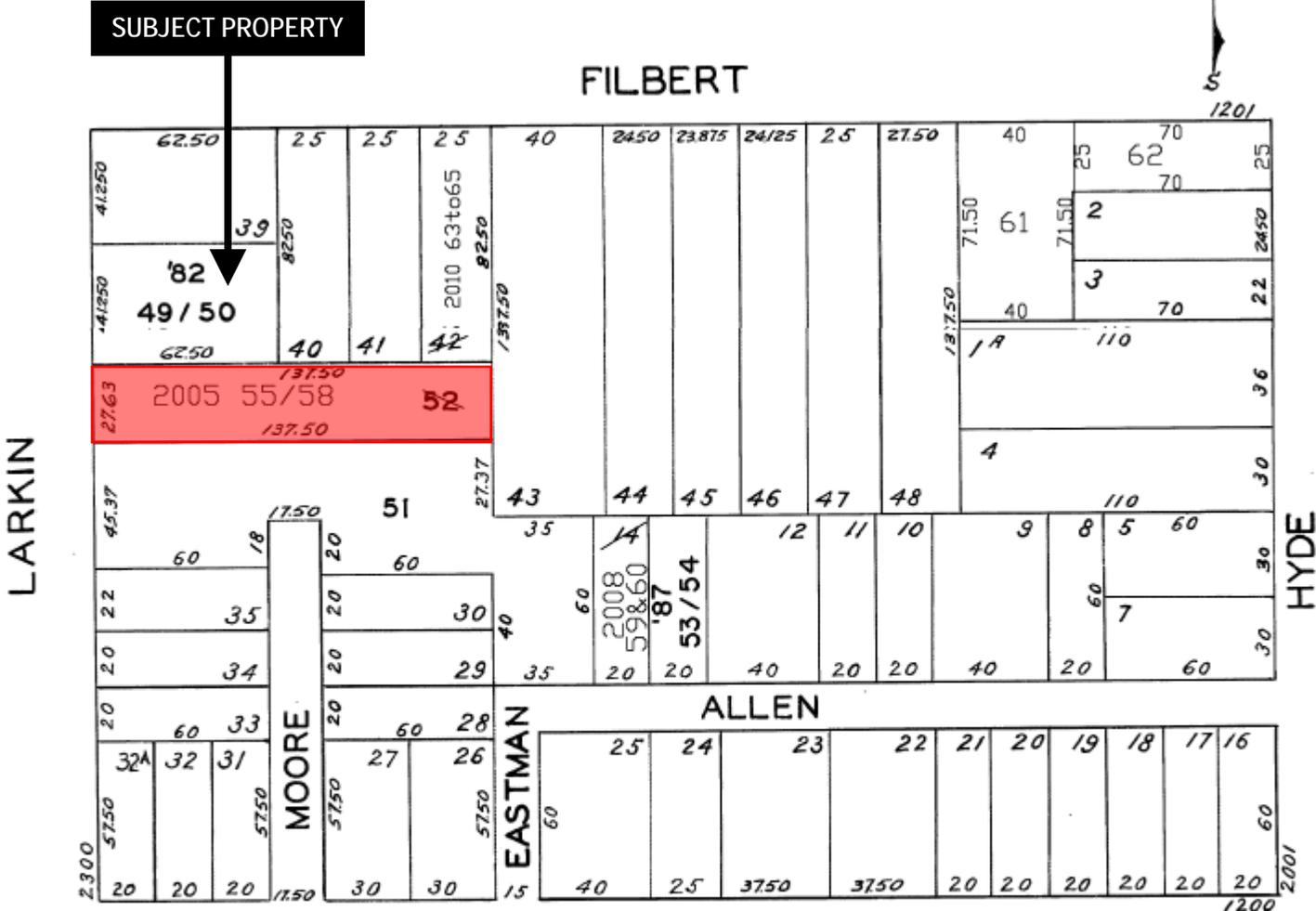
- The project creates family-sized housing. The resulting unit is approximately 2,600 square feet.
- The proposal does not affect the neighborhood character since the proposed alterations are only to the building's interior.
- Although the subject property is zoned RM-2, the subject lot contextually relates to the surrounding RH-3 properties. If the property were zoned RH-3, four of the five criteria for dwelling unit mergers would be met.
- There is no objection from the public to the proposal.

<b>RECOMMENDATION:</b> <b>Do not take DR and approve as proposed.</b>
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**Attachments:**

Parcel Map  
Sanborn Map  
Zoning Map  
Aerial Photographs  
Site Photograph  
Map of 150-foot radius and accompanying density table  
Project Sponsor's Submittal  
    Project Sponsor Cover Letter dated December 9, 2013  
    Additional Photographs submitted with Cover Letter dated December 9, 2013  
    Project Sponsor Cover Letter dated May 14, 2013 which accompanied the application  
    Dwelling Unit Removal Application  
    Response to Dwelling Unit Merger Criteria – Form B  
    Supplement to Required Merger Findings and Maps showing residential density  
    Exhibit C: Use of Garage and Parking  
    Letter of support from Mary Kay Karpinski dated April 16, 2013  
    Letter of support from Dave McMullen and Ed Ortiz  
    Letter of support from Nick van Bruggan dated April 25, 2013  
    Letter of support from Marzia Zafar and Autumn Pray  
    Letter of support from Ellyn Lazarus dated April 20, 2013  
    Photographs submitted by the sponsor  
    Reduced Plans

# Parcel Map



**2356 LARKIN STREET**

**A CONDOMINIUM**

LOT NO.	UNIT NO.	%COMMON AREA
49	1	46.82
50	2	53.18

**52 ALLEN ST.**

**A CONDOMINIUM**

LOT	UNIT	%COMM. AREA
53	1	41
54	2	59

**2340 LARKIN ST.**

**A CONDOMINIUM**

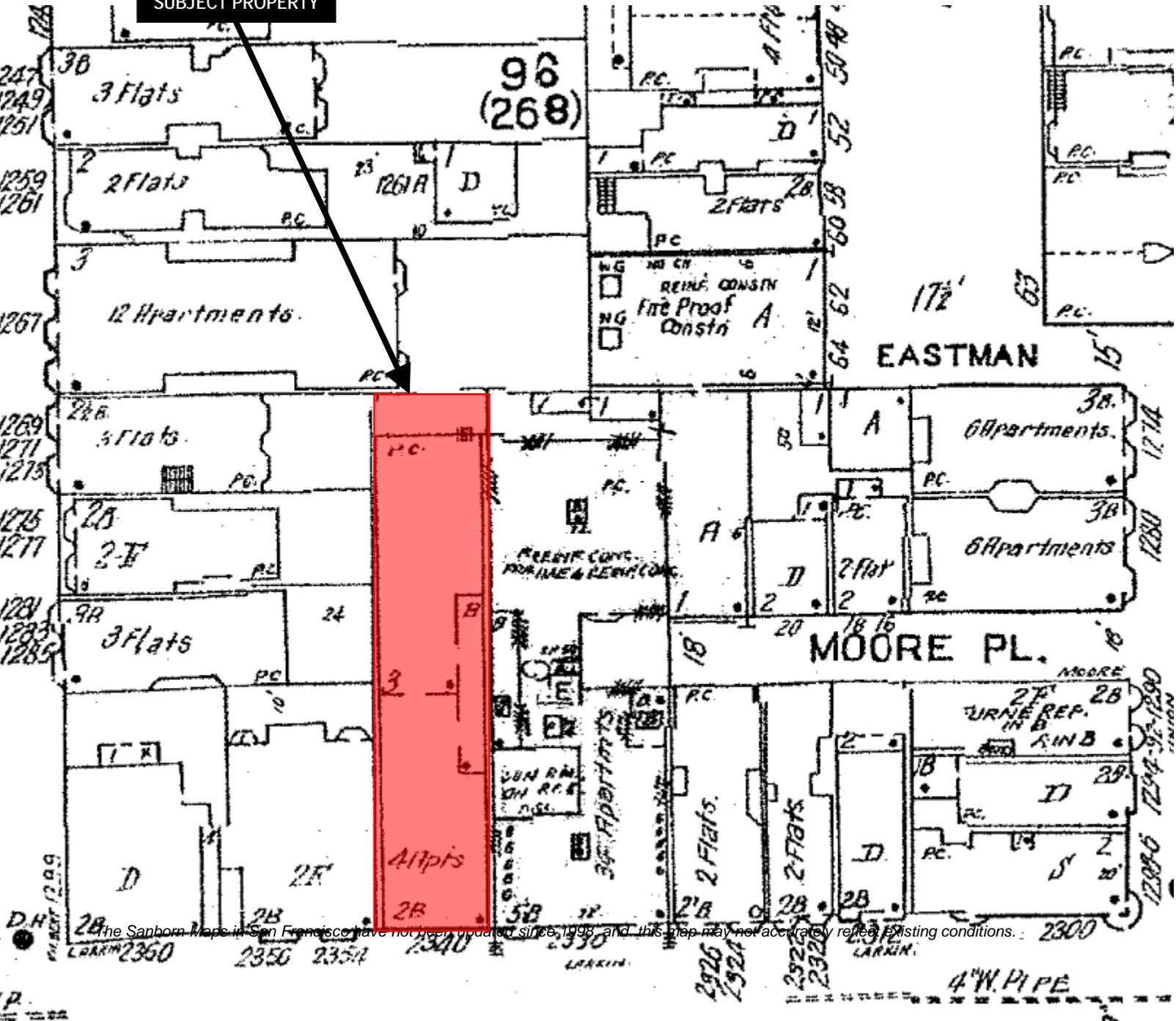
LOT	UNIT	% COMM. AREA
55	1	25
56	2	25
57	3	25
58	4	25



Discretionary Review Hearing  
 Case Number 2013.0623D  
 2340 Larkin Street

# Sanborn Map\*

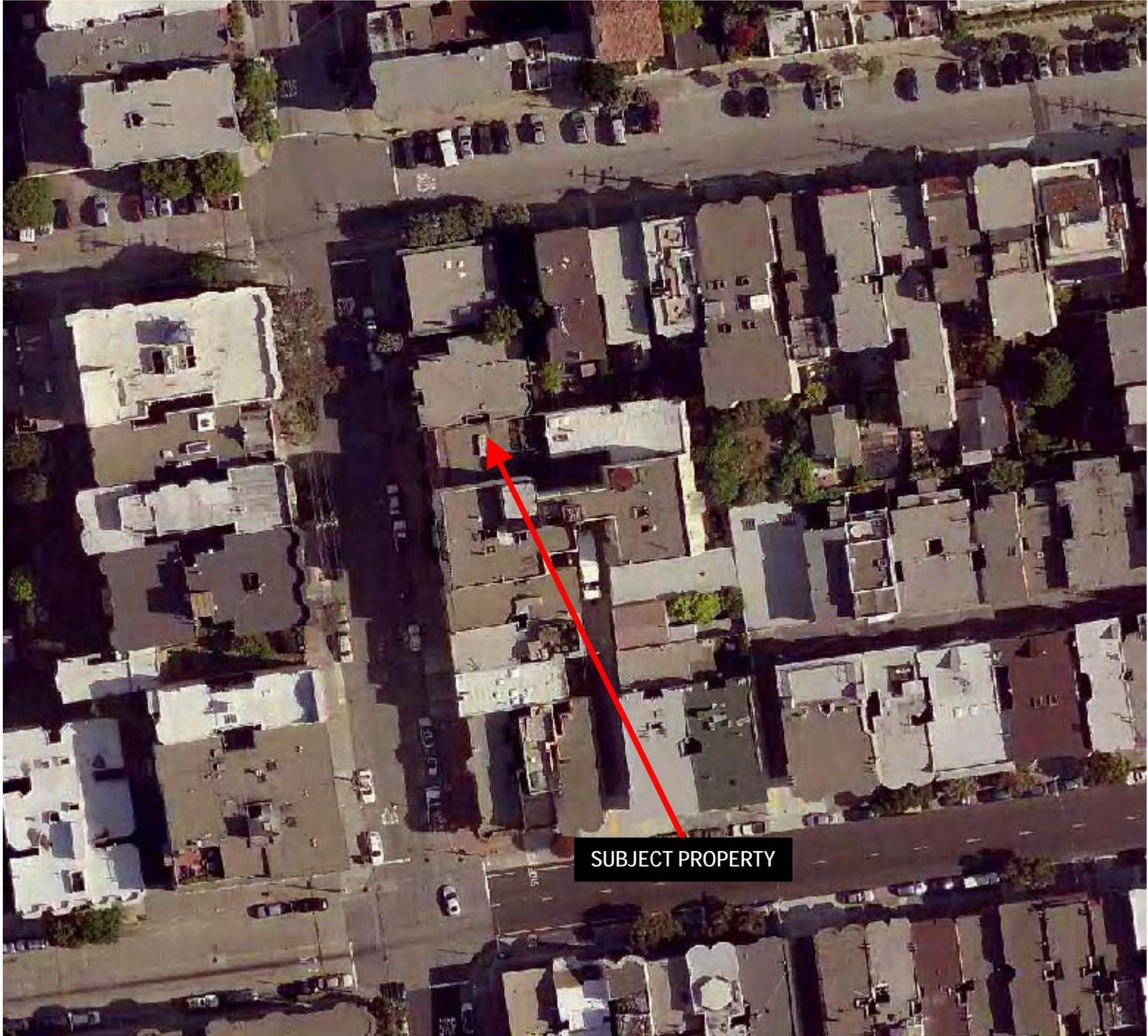
SUBJECT PROPERTY



Discretionary Review Hearing  
Case Number 2013.0623D  
2340 Larkin Street



# Aerial Photo

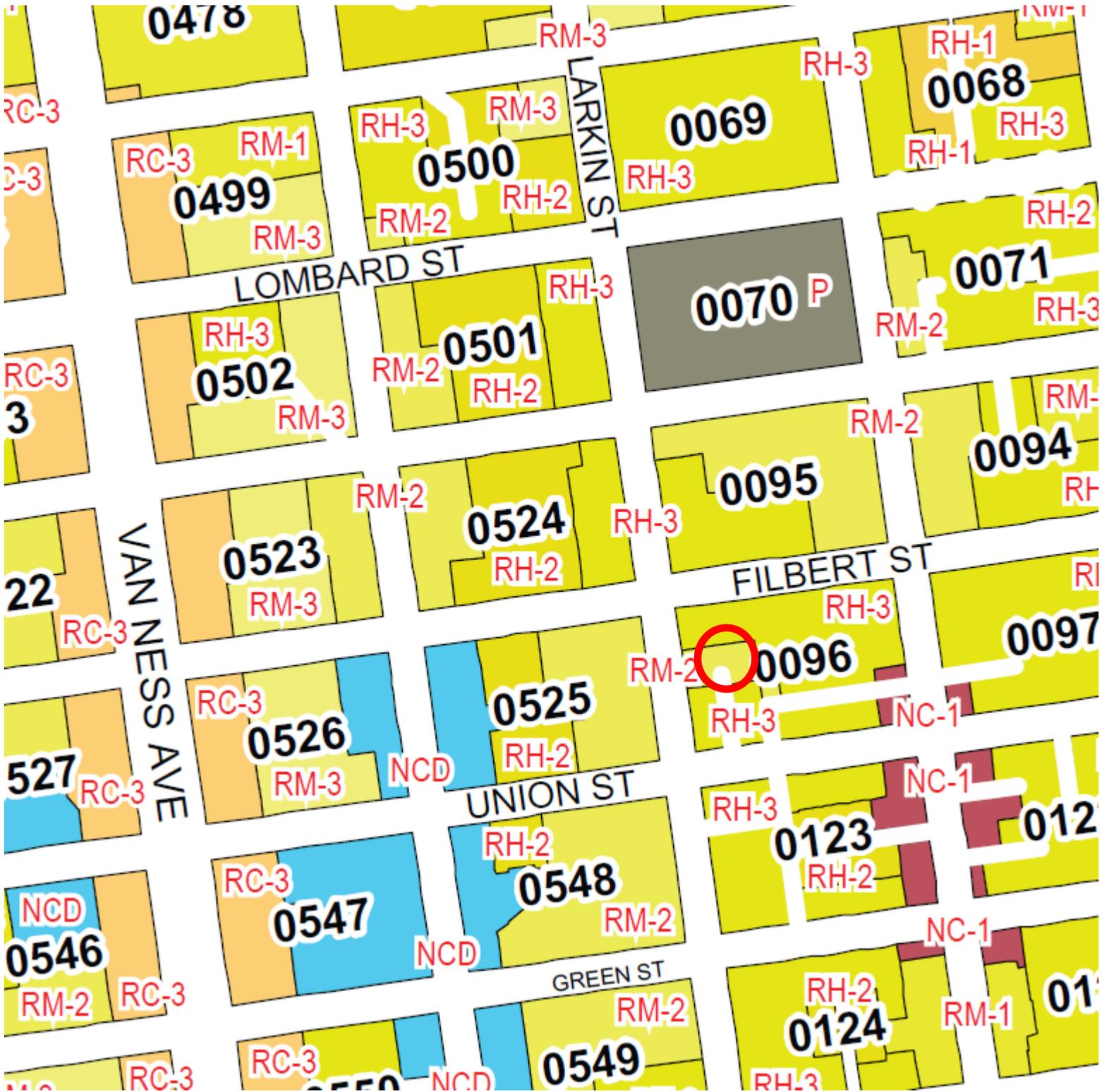


SUBJECT PROPERTY



Discretionary Review Hearing  
Case Number 2013.0623D  
2340 Larkin Street

# Zoning Map



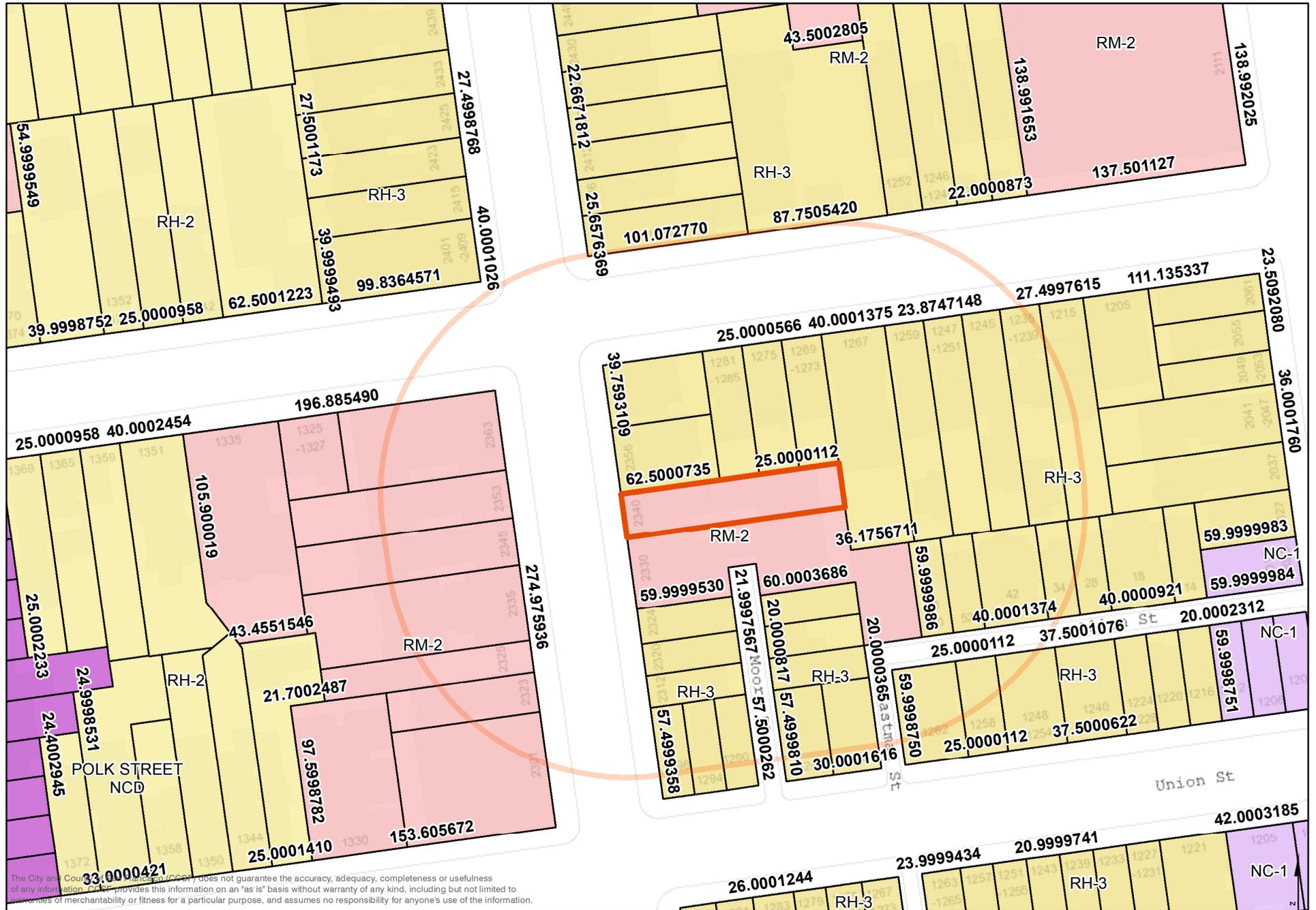
Discretionary Review Hearing  
Case Number 2013.0623D  
2340 Larkin Street

# Site Photo

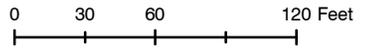


Discretionary Review Hearing  
Case Number 2013.0623D  
2340 Larkin Street

2340 Larkin Street -- 150-foot radius



The City and County of San Francisco (CFCF) does not guarantee the accuracy, adequacy, completeness or usefulness of any information. CFCF provides this information on an "as is" basis without warranty of any kind, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.



<b>Density Analysis of Properties within 150 feet from the Subject Property</b>					
Zoning	Total Properties	Properties with 4 or more units	Properties with 3 or less units	% of Properties with 4 or more units	% of Properties with 3 or less units
RM-2	9	6	3	67%	33%
RH-3	30	9	21	30%	70%
Both RH-3 and RM-2	39	15	24	38%	62%

The proposed merger does not bring the property closer to the prevailing density in the RM-2 District properties within 150 feet of the subject property.

The proposed merger results in a density which is closer to the prevailing density of the 150-foot area regardless of zoning designation.



MARY GALLAGHER URBAN PLANNING  
MG@MGAPLANNING.COM

415-845-3248  
MGAPLANNING.COM

December 9, 2013

San Francisco Planning Commission  
c/o San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94013

RE: **Owner-Occupied Dwelling Unit Merger** for a Growing Family  
2340 Larkin Street : 2013.0623D  
Block/Lot: 096; Lots: 55 and 57

President Fong and Commissioners,

#### **Overview and Requested Action**

The proposal seeks approval to merge two owner-occupied residential units in an existing 4-unit building, resulting in a 3-unit building located in a block zoned principally as RH-3. Neither unit is associated with a no-fault eviction and the proposal has the support of the property's Home Owners Association and all current owners and occupants. It meets a majority (and one could argue supermajority as well) of merger criteria and seeks to provide family-sized housing for a young, growing family.

We ask for your approval of the dwelling unit merger application.

#### **The Applicants**

Eric Del Balso has owned and lived in unit #1 since 2004. Dr. Mary Kay Karpinsky owned and lived in unit #3 from approximately 2001 until several months ago when she moved to Napa for her retirement. Dr. Karpinsky sold unit #3 to Eric and his wife, Molly Whitlock, to help this young couple stay in San Francisco. A former senior director at Yahoo, Mr. Del Balso is the founding partner of Ignite Advisors, a small firm that helps early stage digital media and software/technology companies realize their commercial potential. At the filing of the merger application in June, Eric and Molly were expecting their first child.

#### **The Location**

The subject property is 3,799.13 square-foot lot on Russian Hill developed with a 4-unit residential building constructed in 1925. Unit sizes range from 1297sf to 2103sf. The property is zoned RM-2 (Residential, Mixed Districts, Moderate Density), without any overlay special use districts, and lies within a 40-X height and bulk district. Adjacent zoning is principally RH-3. The garage contains parking for two of the four units. A condominium map was approved in 2004 with four interests.

## The Proposal

As shown in the existing plans, both unit #1 and unit #3 consist of just 4 rooms each, with identical floor plans that include a kitchen, living room, dining room and one bedroom within 1,297 sf. Unit #1 is on the first floor above the garage; unit #3 is directly over unit #1 on the floor above. The proposal would add a stairway between the two units, remove the second kitchen and result in a 4-bedroom unit of approximately 2,541 sf.

## The Need

The Del Balso family welcomed newborn Luciana Del Balso in August of this year (Exhibit A). Although Luciana currently prefers to be with her parents inseparably, it is anticipated she will want and need her own bedroom in the near future. Eric and Molly also intend on adding to their family in the future. It is families like the Del Balsos that San Francisco is at risk of losing to the suburbs, where family-sized housing abounds, at prices that compare favorably to the City.

As the Commissioners know well, San Francisco suffers from a net outmigration of families and is in need of family-sized housing. The percentage of families with children in San Francisco has steadily decreased from 25 percent in 1960 to just over 13 percent today, resulting in The City's dubious distinction as having the smallest percentage of children of any major city in the United States.<sup>1</sup> Maintaining diversity, a hallmark of San Francisco, is dependent on preventing "family flight."

## Neighbor Support

Eric and Molly's neighbors fully support the merger application: the HOA voted to support the application and building owners and residents have filed support letters with the Department. Eric reached out to the Russian Hill Neighbors, offering to provide more information about the proposal, without response.

## Mandatory DR Findings

Of the five criteria applicable to merger applications, the proposal clearly meets three and arguably meets four criteria: 1) the proposal does not eliminate rental housing, 2) the units are intended for owner occupancy, 3) 59% of the properties within 150 feet are occupied by 1-3 unit buildings and 78% of properties are zoned RH-3, consistent with the resulting 3-unit building at the project site, and 4) although the zoning at the site is RM-2, it was zoned this way not because of its own unit count but to avoid a claim of spot zoning for the legitimately zoned RM-2 large multi-unit apartment building next door. And has been pointed out by Commissioner Antonini in previous merger hearings, *any* number of units within the allowance of the current zoning is as complying with the density requirements as any other number. (In other words, a 3-unit building in an RM-2 district is as compliant with the zoning as a 4-unit building.) Only criteria 5, which cites functional design deficiencies as a reason to merge units, is not applicable to this proposal.

## Summary

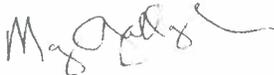
The provisions of Section 317 were written in such a way as to discourage mergers that result in the loss of rental housing and that would result in properties that diverge from prevailing neighborhood density

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<sup>1</sup> Special Board of Supervisors Hearing on "Family Flight," March 8, 2012:  
[http://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=11&clip\\_id=14452&meta\\_id=250629](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=11&clip_id=14452&meta_id=250629)

and zoning, while allowing mergers that would help maintain and promote owner occupancy in family-sized units, especially in instances that would result in properties that more closely align with neighborhood density and zoning. This application embodies the purpose and intent of the latter situation. The subject units have been and will be owner-occupied. The resulting 3-unit building will be compliant with the RH-3 zoning that covers most of the neighborhood and within the density parameters of most neighboring properties. Neighbors in the building support the application and the proposal has no negative impacts of any type relative to Planning Code requirements or General Plan policies.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Gallagher", with a long horizontal flourish extending to the right.

Mary Gallagher

on behalf of Eric Del Balso, Molly Whitlock and Luciana Del Balso

cc:

Kate Conner

File

**2340 Larkin Street Dwelling Unit Merger Application**



**2340 Larkin Street**



MARY GALLAGHER URBAN PLANNING  
MG@MGAPLANNING.COM

415-845-3248  
MGAPLANNING.COM

Mark Luellen  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

RE: Dwelling Unit Merger Application  
2340 Larkin Street  
Block: 096; Lots: 55 and 57

Mr. Luellen:

Attached please find a Dwelling Unit Merger application for 2340 Larkin Street. The permit application for this proposal is no. 201305096521, which (as of 5/14) shows logged to the Northeast Team.

The subject property is 3,799.13 square-foot lot developed with a 4-unit residential building constructed in 1925. Unit sizes range from 1297sf to 2103sf. The property is zoned RM-2 (Residential, Mixed Districts, Moderate Density), without any overlay special use districts, and lies within a 40-X height and bulk district. Adjacent zoning is principally RH-3. The garage contains parking for two of the four units. A condominium map was approved in 2004 with four interests.

The owner/occupant of unit #1, Eric Del Balso, would like to purchase another currently owner-occupied unit in the building -- unit #3, which is directly above unit #1, and whose owner has given her permission for this application. Each unit consists of one bedroom, one living room, one kitchen and one dining room. Each of the two units is approximately 1297 sf. The two units would be merged by an open stairway and incorporate renovations that would include the conversion of one kitchen and one dining room to bedrooms. The merger would result in one four-bedroom, two-bath home, with a total area of 2,541 sf. A former senior director at Yahoo, Mr. Del Balso is the founding partner of Ignite Advisors, a small firm that helps early stage digital media and software/technology companies realize their commercial potential. He is married to Molly Whitlock and the couple are awaiting the birth of their first child. The purpose of this application is to allow this young couple to remain in their Russian Hill home while providing for their growing family.

The provisions of Section 317 were written in such a way as to discourage mergers that result in the loss of rental housing and that would result in properties that diverge from prevailing neighborhood density and zoning while allowing mergers that would help maintain and promote owner occupancy in family-sized units, especially in instances that would result in properties that more closely align with neighborhood density and zoning. This application embodies the purpose and intent of the latter situation. Both units are currently owner-occupied. The resulting 3-unit building will be compliant with the RH-3 zoning that covers most of the neighborhood and within the density parameters of most neighboring properties. Neighbors in the building support the application and the proposal has

absolutely no negative impacts of any type relative to Planning Code requirements or General Plan policies.

I look forward to working with your staff on this proposal.

Sincerely,

A handwritten signature in green ink, appearing to read 'Mary Gallagher', is written over the word 'Sincerely,'.

Mary Gallagher  
Mary Gallagher Urban Planning

Attachments: Merger application and plans  
cc: Eric Del Balso and Molly Whitlock

### Permits, Complaints and Boiler PTO Inquiry

**Permit Details Report**

**Report Date:** 5/14/2013 10:41:00 AM  
**Application Number:** 201305096521  
**Form Number:** 3  
**Address(es):** 0096 / 055 / 0 2340 LARKIN ST  
**Description:** MERGE UNIT 1 AND 3 INTO 1 UNIT, ADD A STAIR TO CONNECT THE TWO UNITS INTERNALLY, REWORK THE UPPER FLOOR: MODIFY MASTERR BATHROOM, CLOSET, BEDROOM, TURN KITCHEN INTO BEDROOM, ADD ONE BATHROOM  
**Cost:** \$80,000.00  
**Occupancy Code:** R-2  
**Building Use:** 24 - APARTMENTS

**Disposition / Stage:**

Action Date	Stage	Comments
5/9/2013	TRIAGE	
5/9/2013	FILING	
5/9/2013	FILED	

**Contact Details:**

**Contractor Details:**

**Addenda Details:**

**Description:**

Step	Station	Arrive	Start	In Hold	Out Hold	Finish	Checked By	Phone	Hold	Description
1	CPB	5/9/13	5/9/13			5/9/13	CHEUNG WAI FONG	415-558-6070		
2	CP-ZOC	5/9/13					NORTHEAST	415-558-6377		
3	BLDG							415-558-6133		
4	SFFD							415-558-6177		
5	DPW-BSM							415-558-6060		
6	SFPUC							415-575-6941		
7	PPC							415-558-6133		
8	CPB							415-558-6070		

**Appointments:**

Appointment Date	Appointment AM/PM	Appointment Code	Appointment Type	Description	Time Slots
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**Inspections:**

Activity Date	Inspector	Inspection Description	Inspection Status
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**Special Inspections:**

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
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For information, or to schedule an inspection, call 558-6570 between 8:30 am and 3:00 pm.

# APPLICATION FOR Dwelling Unit Removal Merger, Conversion, or Demolition

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME:

Eric Del Balso (owner of condo #1)

Karpinsky Trust (owner of condo #3, who will be selling to Del Balso)

PROPERTY OWNER'S ADDRESS:

2340 Larkin Street, Apt. #1  
San Francisco, CA 94109

2340 Larkin Street, Apt. #3  
San Francisco, CA 94109

TELEPHONE:

(415 ) 246-8898

EMAIL:

ericdelbalso@yahoo.com

APPLICANT'S NAME:

Eric Del Balso

Same as Above

APPLICANT'S ADDRESS:

2340 Larkin Street, Apt. #1  
San Francisco, CA 94109

TELEPHONE:

(415 ) 246-8898

EMAIL:

ericdelbalso@yahoo.com

CONTACT FOR PROJECT INFORMATION:

Mary Gallagher

Same as Above

ADDRESS:

208 Frankfort Street  
Daly City, CA 94014

TELEPHONE:

415 ) 845-3248

EMAIL:

mg@mgaplanning.com

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):

Eric Del Balso

Same as Above

ADDRESS:

2340 Larkin Street, Apt. #1  
San Francisco, CA 94109

TELEPHONE:

(415 ) 246-8898

EMAIL:

ericdelbalso@yahoo.com

## 2. Location and Classification

STREET ADDRESS OF PROJECT:

2340 Larkin Street

ZIP CODE:

94109

CROSS STREETS:

Filbert and Union Streets

ASSESSORS BLOCK/LOT:

0096 / 055

LOT DIMENSIONS:

137.5 x 27.63

LOT AREA (SQ FT):

3,799.13

ZONING DISTRICT:

RM-2

HEIGHT/BULK DISTRICT:

40-X

PROJECT INFORMATION		EXISTING	PROPOSED	NET CHANGE
1	Total number of units	2 condos (4 in bldg)	1 condo (3 in building)	1
2	Total number of parking spaces	2	2	0
3	Total gross habitable square footage	1297 (#1) 1297 (#3)	2594	0 (merging existing space)
4	Total number of bedrooms	2 (#1) 2 (#3)	4	0 (merging existing units)
5	Date of property purchase	#1 (10/5/2004) #3 (8/10/2005)*	owner of unit 1 to buy unit 3	N/A *#3 was part bldg. owner since 2001 (pre-condo)
6	Total number of rental units	0	0	0
7	Number of bedrooms rented	0	0	0
8	Number of units subject to rent control	0	0	0
9	Number of bedrooms subject to rent control	0	0	0
10	Number of units currently vacant	0	0	0
11	Was the building subject to the Ellis Act within the last decade?	No	N/A	N/A
12	Number of owner-occupied units	2	2	none

## Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: The other information or applications may be required.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

April 29, 2013

Print name, and indicate whether owner, or authorized agent:

Mary Gallagher

Owner  Authorized Agent  (circle one)

## Loss of Dwelling Units Through Merger

(FORM B – COMPLETE IF APPLICABLE)

Pursuant to Planning Code Section 317(e), the merger of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval. Administrative review criteria only apply to those Residential Units proposed for Merger that are (1) not affordable or financially accessible housing are exempt from Mandatory DR (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco); or (2) meet a supermajority of the merger criteria listed below. Please see website under Publications for Loss of Dwelling Units Numerical Values.

**Please state how the project meets or does not meet the following criteria:**

1. Does the removal of the unit(s) eliminate only owner-occupied housing, and if so, for how long was the unit(s) proposed to be removed owner-occupied?

Yes. Unit #1 has been owner-occupied since 10/5/2004. Unit #3 has been owner-occupied since 2001. (The owner of unit #3 was a part-owner in the building since 2001; she and the other owners at the time received approval for condo conversion in 2004, at which time she became the sole owner of unit #3.) Unit #3 owner will be selling her unit to unit #1 owner if the merger is approved. Thus no owner-occupied housing will be removed.

2. Is the removal of the unit(s) and the merger with another intended for owner occupancy?

Yes. The owner of unit#1, Eric Del Balso, is now married and the couple are expecting their first child. They now reside in unit #1; they will reside in the unit formed by combining unit #1 (their current unit) and unit #3.

3. Will the removal of the unit(s) bring the building closer into conformance with the prevailing density in its immediate area and in the same zoning district?

Yes. The prevailing density is RH-3; after the merger the building will be a 3-unit building. See attached Density and Zoning Analysis.

4. Will the removal of the unit(s) bring the building closer into conformance with the prescribed zoning?

The property is within a 2-property cluster of RM-2 zoning surrounded on 3 sides by RH-3 zoning, which is the predominate zoning on the block, within the notice area and within a larger radius of several blocks. The merger will result in a three-unit building, in conformance with the predominating zoning in adjacent, immediate and larger neighborhood areas. See also Density and Zoning analysis attached.

5. Is the removal of the unit(s) necessary to correct design or functional deficiencies that cannot be corrected through interior alterations?

No. Both units are functionally sufficient; however, neither -- at 1,297 sf each -- is of sufficient area for a growing family.

## Priority General Plan Policies – Planning Code Section 101.1 (APPLICABLE TO ALL PROJECTS SUBJECT TO THIS APPLICATION)

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed alterations and demolitions are consistent with eight priority policies set forth in Section 101.1 of the Planning Code. These eight policies are listed below. Please state how the Project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. If a given policy does not apply to your project, explain why it is not applicable.

**Please respond to each policy; if it's not applicable explain why:**

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

The proposal is to merge two residential units in a currently 4-unit residential building, resulting in a 3-unit residential building. It has no effect on any neighborhood-serving retail use.

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

The proposal will have no visual effect on the neighborhood as no exterior work is proposed. It will merge 2 small- to modest-sized 2-bedroom units into one family-sized unit. Although zoning at the site is RM-2, zoning on 90% of the subject block and 78% within the required 150' notice area is RH-3. The subject building is currently 4 units and will become 3 units with the merger -- conforming to the predominant neighborhood zoning. Although there are some large apartment buildings in the vicinity, the predominate land use is 1- to 3-unit residential buildings.

3. That the City's supply of affordable housing be preserved and enhanced;

According to Zillow.com, the current (4/23/2013) value of the two units proposed for merger are \$1.09 million and \$1.075 million, respectively. Neither of the units qualify as affordable under any of the City's guidelines. Both units are also currently owner-occupied and the newly merged unit will be owner-occupied. Therefore no units will be removed from the City's stock of rental housing. Instead, one new family-sized unit will be created.

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

As described in Exhibit C of the property's Declaration of Restrictions (attached, Recorded document #2004-H714344-00, recorded May 7, 2004), Unit #2 has the exclusive use of parking space on the south half of the garage and Unit #3 has the exclusive use of parking space on the northern half of the garage -- each half accommodating 1 independently accessible parking space or up to 2 tandem spaces depending on vehicle size. In this 4-unit building, then, occupants of two units do not have access to off-street parking. After the merger, occupants of only one unit will not have access to off-street parking, resulting in an improvement in neighborhood on-street parking. One less unit on the site will also result in the diminution of commuter traffic.

Please respond to each policy; if it's not applicable explain why:

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

The proposal consists only of a residential merger of two units into one. There will be no office development and no industrial or service displacement. The merger creates one new family-sized housing unit, ultimately providing more housing choices to City residents, and immediately allowing a young family engaged in the local technology field to remain in San Francisco.

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

The limited construction work associated with the proposal will meet all applicable Building Code requirements.

7. That landmarks and historic buildings be preserved; and

The subject building is not listed as a resource under Article 10 of the Planning Code. It has, however, been designated a potential resource (Category "B") by the Planning Department. There are no exterior changes proposed to the building.

8. That our parks and open space and their access to sunlight and vistas be protected from development.

The proposal -- a merger of two residential units into one -- will have no impact on parks and open space.

**Density and Zoning Analysis** (continuation of questions #3 and #4 response)

Question #3 asks, "Will the removal of the unit(s) bring the building closer into conformance with the prevailing density in its immediate area and in the same zoning district?" Question #4 asks, "Will the removal of the unit(s) bring the building closer into conformance with the prescribed zoning?"

As can be seen from a density map (attached) and summary table (below), 56% of residential properties within the 150' notice area contain 1-3 residential units, whereas only 44% contain 4 or more units. The proposed merger will result in the subject property changing from 4 units to 3 units, thus being brought in closer conformance with the density of neighboring properties. This pattern of predominately 1-3 units also persists in a larger neighborhood radius.

**2340 Larkin Street Density Summary** (for all Residential Properties within the 150' Notice Area: see Map attached)

Number of units per property	Number of Properties by unit count	Total Number of Residential Properties in the Notice Area (including subject property)	Percentage of Residential Properties in Notice Area
1-3	22	39	56%
4 or more	17	39	44%

The second part of question #3 asks in the merger would bring the building in closer conformance with the "same zoning district." Because question #4 asks whether the merger would bring the building in closer conformance with "prescribed zoning," the phrase "the same zoning district" must be asking about the "same zoning district" as the immediate area (otherwise it would be asking the same question as #4). As can be seen from the area zoning map (attached) and summary table (below), 78% of properties within the 150' notice area are zoned RH-3. Because the merger will be reducing the unit count of the subject property to 3 units, the merger will bring the subject property into closer conformity with the predominant area zoning. As with the surrounding density, the surrounding zoning pattern of RH-3 also holds true for a larger neighborhood radius as well.

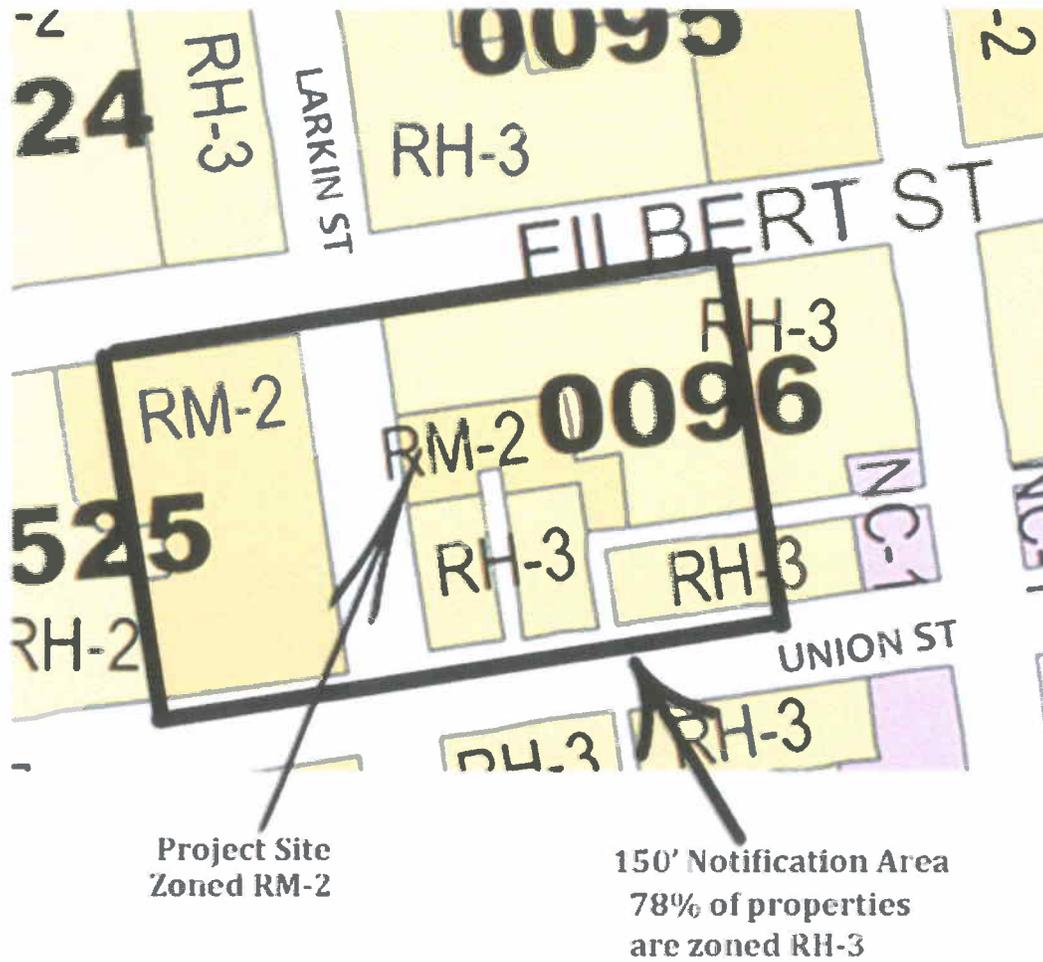
**Zoning Summary** (for the Property and all Properties within 150' Notice Area: see Map attached)

Zoning	Number of Properties In Notice Area (including subject property)	Total Number of All Properties in Notice Area (including subject property)	Percentage of Properties in Notice Area
RH-3	32	41	78%
RM-2	9	41	22%

The subject property is zoned RM-2, which on the subject lot would permit six residential units. The merger, then, which would reduce the unit count from 4 to 3, would not bring the building into closer conformance with the "prescribed zoning" on the site. However, the answer to this question (and the question itself) is deceptive when applied to this property because it is apparent from the zoning map that the only reason the subject property is zoned RM-2 is because the property next door to the south contains a large apartment building. The RM-2 zoning on the even-side of this block of Larkin Street only incorporates the apartment building and the subject property. Other 4-unit and larger buildings on the block are zoned RH-3. One could argue that the appropriate zoning for this property has always been RH-3, just as the 4- and 6-unit buildings on this block are zoned, because the predominant density of the block is 3 or fewer units. However, because of a single apartment building next door, the subject property was incorporated into an RM-2 cluster to avoid an appearance of spot zoning. This was not an uncommon practice of the 1978 citywide rezoning -- the rezoning that resulted in the subject site's current zoning designation.



## 2340 Larkin St: Property and 150' Notice Area Zoning



## EXHIBIT C

### USE OF GARAGE AND PARKING

The garage at the property can accommodate two to four mid-size automobiles, depending on size and proper positioning of the vehicles. Unit 2 shall have the exclusive use of the southerly one-half of the garage, and Unit 3 shall have the exclusive use of the northerly one-half of the garage. The residents of Units 2 and 3 shall meet whenever there is a change of automobiles to be parked in the garage and co-operate in determining the proper positioning of the vehicles in accordance with these rules and regulations.

The number of automobiles and their positions shall be determined as follows:

Unit 2 shall position its first automobile facing east within two inches of the east wall.

Unit 3 shall position its first automobile facing west as close to the east wall as possible while allowing two inches of clearance when opening its driver's door from the back of Unit 2's first car. If this position does not allow Unit 2 to open the driver's door of its first car with two inches of clearance from the back of Unit 3's first car, Unit 3 shall instead position its first car so as to allow this two inches of clearance.

Unit 2 shall position its second automobile facing east as close to the back of its first car as possible while leaving two inches of clearance between its driver's door, when open to the first stop and the front of Unit 3's first car. If this position does not allow Unit 3's first automobile to open its driver's door to the first stop with two inches of clearance from the front of Unit 2's second car, Unit 2 shall instead position its second car so as to allow this two inches of clearance.

Unit 3 shall position its second automobile as close to the front of its first car as possible while allowing two inches of clearance when opening its driver's door from the back of Unit 2's second car. If this position does not allow Unit 2 to open its driver's door

of its second car with two inches of clearance from the back of Unit 3's second car, Unit 3 shall instead position its second car as to allow this two inches of clearance.

Once the positions of the automobiles are determined, the positions shall be marked by tape on the north and south walls indicating the location of the rearview mirrors of the cars when parked.

All automobiles must be parked within two inches of the north or south wall and no part of the vehicle may extend more than six feet six inches from the wall against which it is parked. Mirrors in the center of the garage must be folded down.

If, after positioning the automobiles in accordance with these rules and regulations, any part of a vehicle parked on the southerly side of the garage is within seventeen feet of the garage door, only one car may be parked on the southerly side instead of two. If any part of a vehicle parked on the northerly side of the garage is within eight feet six inches of the garage door, only one car may be parked on the northerly side instead of two.

Only automobiles owned or leased and operated by residents of Units 2 and 3 may be parked in the garage.

Residents of Units 2 and 3 may agree in writing to deviate from these rules and regulations. However, their agreement is binding only as to the specific automobiles designated in their agreement and is not binding as to successor residents who are not a party to their agreement.

**Mary Kay Karpinski, M. D.**  
**2340 Larkin Street, #3**  
**San Francisco, CA 94109**

April 16, 2013

San Francisco Planning Commission  
1650 Mission Street  
San Francisco, CA 94103

Reference: 2340 Larkin Street Merger Application

Dear Commissioners,

My name is Mary Kay Karpinski, and I am the owner of unit #3. I live in my unit along with my husband David Hines.

We currently reside in San Francisco and have a country home in Napa County. David and I have lived in Russian Hill for the last fifteen years moving to this neighborhood from Noe Valley. I have been a physician for over 40 years, and my husband is a lawyer in San Francisco.

David and I sold unit #1 to Eric Del Balso in 2004. In 2012, Eric married a lovely woman from Minneapolis by the name of Molly Whitlock. We have enjoyed being neighbors for the last nine years and throughout this time have embarked on many HOA projects together including most recently working to beautify the flower beds on our street. Eric has led this effort and is hoping to work with the Russian Hill Neighborhood Association to extend this idea to other blocks.

Recently, my husband and I decided that it is time to retire and move permanently to Napa. Knowing Eric and Molly are going to be parents of a baby girl in September we began discussions around the sale of our unit to Eric and Molly. I know Eric and Molly, like many young couples, want to stay in the city and build a family life in Russian Hill.

If their application is approved by your commission, I believe it will serve the neighborhood well for a number of reasons: 1) We need more families here who care about our community like Eric and Molly do; 2) My unit has two car parking. This unit merger will bring cars off the street and allow for greater parking in the neighborhood (Eric does not have deeded parking with his unit).

The merging of these two units will have a positive impact on neighborhood parking and provide one more family-sized unit in a city with too few family-sized units as we will have two less cars on the street as Molly and Eric do not have deeded parking now.

The merger will allow our neighbors to have a family and remain in the neighborhood, instead of having to move out of San Francisco, as so many young families have had to do.

We have known Eric for over eight years and Molly for two years and want to lend our support to their efforts to stay in San Francisco and in our neighborhood. It is so important to the city to keep young families with children.

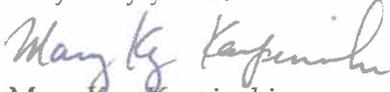
We have seen the area zoning map which shows this block of Larkin Street is mostly zoned for 3-unit buildings. The merger will reduce the number of units in the building from 4 to 3, in closer conformance with the RH-3 zoning on most of this block.

Allowing families to alter their homes in ways that accommodate the natural changes every family experiences is the easiest way for San Francisco to help retain long-term residents and families.

Eric and Molly have owned and lived in their unit for almost a decade. Eric helps cutting edge start-ups find success in the Bay Area and is passionate about creating jobs for young people in many different types of roles. They are expecting their first child in September and want to stay in the home they have made in this neighborhood. We love having them in the building and hope you will support their application. If you have any questions, please call us at

We urge you to support this application and thank you in advance for your consideration.

Very truly yours,

  
Mary Kay Karpinski

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

RE: 2340 Larkin Street Residential Merger Application

Dear Commissioners:

We are writing in support of Eric Del Balso's and Molly Whitlock Del Balso's application to combine two units into one for their growing family.

The merging of these two units will have a positive impact on neighborhood parking and provide one more family-sized unit in a City with too few family-sized units as we will have two less cars on the street as Molly & Eric do not have deeded parking as of now.

The merger will allow our neighbors to have a family and remain in the neighborhood, instead of having to move out of San Francisco, as so many young families have had to do.

We have known Eric for over 7 years and for Molly for 2 years and want to lend our support to their efforts to stay in the City and in our neighborhood. It is so important to the City to keep young families with children. Eric and Molly have been wonderful neighbors. They care greatly about our building and the neighborhood. Over the years, they have been very involved with the building upkeep and improvements and have been active members of our HOA.

We have seen the area zoning map which shows this block of Larkin is mostly zoned for 3-unit buildings. The merger will reduce the number of units in the building from 4 to 3, in closer conformance with the RH-3 zoning on most of this block.

Allowing families to alter their homes in ways that accommodate the natural changes every family experiences is the easiest way for San Francisco to help retain long-term residents and families.

Eric and Molly have owned and lived in their unit for almost a decade. Eric helps cutting edge start-ups find success in the Bay Area and is passionate about creating jobs for young people in many different types of roles. They are expecting their first child in September and want to stay in the home they have made in this neighborhood. We love having them in the building and hope you will support their application. If you have any questions, please call us at 415-627-7961.

We urge you to support this application and thank you in advance for your consideration.

Sincerely,

  
Dave McMullen and Ed Ortiz  
2340 Larkin Street, Unit 2  
San Francisco, CA 94109

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

April 25, 2013

To: Commissioners of the San Francisco Planning Commission

From: Nickolas Van Bruggen and Sian Davies

**RE: 2340 Larkin Street Residential Merger Application**

Dear Commissioners:

My name is Nicolas Van Bruggen and I am the current owner of condo unit #4 at 2340 Larkin Street in San Francisco CA. I am writing in support of Eric Delbalso and his wife Molly Whitlock's application to combine his apartment with the one above him, currently owned by Mary Kay Karpinski and David Hynes.

We have no objection to the proposal to merge the units. I have been provide with detailed planned for the merger and believe that combining these units will provide a family suitable unit, one that this area of San Francisco will benefit from. Russian Hill is a great neighborhood but the lack of accommodation for families restricts the diversity of area and the quality of life. The merger will allow Eric & Molly to have a family and remain in the neighborhood, instead of having to move out of San Francisco. Further, having known Eric for many years, I can vouch for him as a very considerate and amiable neighbor and I feel fortunate to have him as part of our condominium and hope that his merger will enable him and hi wife to stay.

Eric showed us the area-zoning map which shows this block of Larkin is mostly zoned for 3-unit buildings. It looks as though the merger will reduce the number of units in the building from 4 to 3, in closer conformance with the RH-3 zoning on most of this block.

We fully support this application.

Sincerely,



Nick van Bruggen  
142 Alberta Avenue  
San Carlos  
CA 94070

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

Dear Commissioners:

We live at 2340 Larkin Street, Apt. #4.

The purpose of this letter is to support of Eric Del Balso's and Molly Whitlock Del Balso's application to combine two units into one for their growing family.

We are long-term residents of San Francisco, but have only recently moved here from the Castro, where we lived for 9 years or so. We left that part of the city and transplanted to this new neighborhood primarily because we fell in love with our building.

And we have learned a lot about the building in our research before purchasing the unit and in the time that we have been here. It is clear that Eric and Molly take great pride in 2340 Larkin in particular and the neighborhood in general. They invest their own personal time and money in maintaining the building and contributing to the beautification of the neighborhood.

We believe that they are continuing this by making a huge investment to stay in the building by purchasing an additional unit and ultimately combining their units into one.

The merger will allow our neighbors to have a family and remain in the neighborhood, instead of having to move out of San Francisco, as so many young families have had to do.

We have seen the area- zoning map which shows this block of Larkin is mostly zoned for 3-unit buildings. The merger will reduce the number of units in the building from 4 to 3, in closer conformance with the RH-3 zoning on most of this block.

We urge you to support this application and thank you in advance for your consideration.

Sincerely,



Marzia Zafar and Autumn Pray  
2340 Larkin St. #4

**Ellyn Lazarus**  
**2360 Larkin Street**  
**San Francisco, CA**  
**94109**  
**eklazarus@comcast.net**

April 20<sup>th</sup>, 2013

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

Dear Commissioners:

My name is Ellyn Lazarus and I live at 2360 Larkin Street on Russian Hill.

Recently, I was informed of our neighbors' Eric Del Balso's and Molly Whitlock's application to combine two units in their building at 2340 Larkin Street into one unit. Eric initially reached out to us in connection with some planting he had done in front of his unit and that he is proposing to do along the rest of our block as an improvement to the neighborhood. I understand that Eric's wife, Molly, is expecting their first child and that is their primary reason for wanting to create a larger unit. They like our neighborhood and would like to be able to stay here. Having the space that can accommodate their growing family is an important factor in being able to remain in the city and the neighborhood that they like and are working to improve. Eric has also indicated that his unit merger will take a car off the street, which would be a benefit to the neighborhood as parking is at a premium. From my perspective having neighbors invested in making the neighborhood a better place is good for everyone and therefore I am supportive of the proposed combination.

Sincerely,



Ellyn Lazarus

**2340 Larkin Street Dwelling Unit Merger Application**



**view of even side Larkin, Filbert to Union**

**2340 Larkin Street**

**2340 Larkin Street: Dwelling Unit Merger Application**



**2300 Block Larkin Union to Filbert (odd side)**

---

**Mary Gallagher Urban Planning**

**[mg@mgauplanning.com](mailto:mg@mgauplanning.com)**

**415-845-3248**

April 17<sup>th</sup>, 2013

San Francisco Planning Department  
1650 Mission Street, Suite #400  
San Francisco, CA 94103

RE: Dwelling Unit Merger Application for Units #1 and #3 at 2340 Larkin Street

Sirs:

I am the owner of 2340 Larkin Street, unit #1. I am applying to merge my unit with unit #3, currently owned and occupied by Mary Kay Karpinsky (Karpinsky Trust). With this letter I authorize Mary Gallagher to act as my agent in the Dwelling Unit merger application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eric Del Balso', with a long horizontal flourish extending to the right.

Eric Del Balso

2340 Larkin Street #1

San Francisco, CA

94109

[eric@igniteadvisors.net](mailto:eric@igniteadvisors.net)

415-246-8898

April 17<sup>th</sup>, 2013

San Francisco Planning Department  
1650 Mission Street, Suite #400  
San Francisco, CA 94103

RE: Dwelling Unit Merger Application for Units #1 and #3 at 2340 Larkin Street

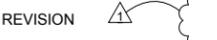
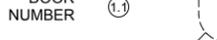
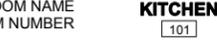
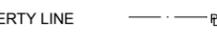
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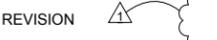
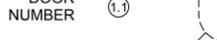
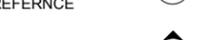
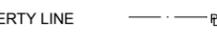
I am the owner of 2340 Larkin Street, unit #3. I am writing to authorize Eric Del Balso to apply for a dwelling unit merger application for his unit (#1) and mine.

Sincerely,

A handwritten signature in cursive script that reads "Mary Kay Karpinsky". The signature is written in dark ink and is positioned above the typed name.

Mary Kay Karpinsky (Trustee and Trustor, Karpinsky Trust)  
2340 Larkin Street #3  
SF, CA 94109

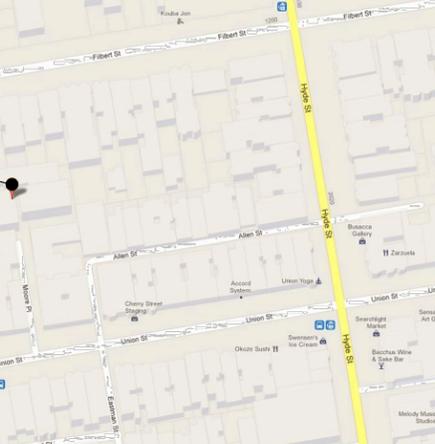
ABBREVIATIONS	SYMBOLS
& GREATER THAN < LESS THAN CHANNEL PROPERTY LINE ANGLE PARALLEL PERPENDICULAR CENTERLINE DIAMETER AT POUND OR NUMBER (E) EXISTING (N) NEW (R) REMOVE ABV. ABOVE A.C.B. ACOUSTICAL BOARD A.C.P. ACOUSTICAL PANEL ACOUS. ACOUSTICAL TILE A.C.T. AREA D A.D. RAIN ADJ. ADJUSTABLE A.F. ACCESS FLOORING AGGR. AGGREGATE AL. ALUMINUM APPROX. APPROXIMATE ARCH. ARCHITECTURAL ASB. ASBESTOS ASPH. ASPHALT A.F.F. ABOVE FINISHED FLOOR B.B. BULLETIN BOARD B.D. BOARD BITUM. BITUMINOUS BKP. BACKING PLATE BLDG. BUILDING BM. BEAM BOT./B.O. BOTTOM/ BOTTOM OF B.P. BLIND POCKET CAB. CABINET C.B. CATCH BASIN CONSTR. CONSTRUCTION DOCUMENT CEM. CEMENT C.G. CORNER GUARD CER. CERAMIC C.I. CAST IRON C.J. CONTROL JOINT CLG. CEILING CLKG. CAULKING CLO. CLOSET CLR. CLEAR C.M.U. CONCRETE MASONRY UNIT C.O. CASED OPENING COL. COLUMN CONC. CONCRETE CONF. CONFERENCE CONN. CONNECTION CONSTR. CONSTRUCTION CONT. CONTINUOUS CORR. CORRIDOR CPT. CARPET CTS.K. COUNTERSUNK CNTR. COUNTER C.T. CERAMIC TILE CTR. CENTER DBL. DOUBLE DEPT. DEPARTMENT D.F. DRINKING FOUNTAIN DET. DETAIL DIA. DIAMETER DIM. DIMENSION DISP. DISPENSER DN. DOWN D.O. DOOR OPENING DR. DOOR DRW. DRAWER D.S. DOWNSPOUT D.S.P. DRY STANDPIPE DWG. DRAWING E. EAST EA. EACH E.J. EXPANSION JOINT EL. ELEVATION ELEC. ELECTRICAL ELEV. ELEVATOR EMER. EMERGENCY ENCL. ENCLOSURE E.P. ELECTRICAL PANELOAD EQ. EQUAL EQPT. EQUIPMENT E.W.C. ELECTRICAL WATER COOLER EXPO. EXPOSED EXP. EXPANSION EXT. EXTERIOR F.A. FIRE ALARM F.D. FIRE ALARM F.D. FLOOR DRAIN FDN. FOUNDATION F.E.C. FIRE EXTINGUISHER F.H.C. FIRE EXTINGUISHER CABINET F.H. FLAT HEAD FIN. FINISH FL. FLOOR FLASH. FLASHING FLUOR. FLUORESCENT F.O.C. FACE OF CONCRETE F.O.F. FACE OF FINISH F.O.S. FACE OF STUDS FRRF. FIREPROOF F.S. FULL SIZE FT. FOOT OR FEET FTG. FOOTING FURR. FURRING FUT. FUTURE G.A. GAUGE GALV. GALVANIZED G.L. GRID LINE G.B. GRAB BAR GL. GLASS GND. GROUND GR. GRADE GYP. GYPSUM G.W.B. GYPSUM WALL BOARD G.S.M. GALVANIZED SHEET METAL H.B. HOSE BIBB H.C. HOLLOW CORE H.D. HAND DRYER HDCP. HANDICAPPED HDWD. HARDWOOD HW. HARDWARE H.M. HOLLOW METAL HORIZ. HORIZONTAL H.P. HIGH POINT HR. HOUR HGT./HT. HEIGHT ID. INSIDE DIAMETER IE. INVERT ELEVATION INFO. INFORMATION INSUL. INSULATION INT. INTERIOR INV. INVERT JAN. JANITOR J.B. JUNCTION BOX J.O.H. JAMB OPENING HEIGHT J.O.W. JAMB WIDTH JT. JOINT KIT. KITCHEN LAB. LABORATORY LAM. LAMINATE LAV. LAVATORY LKR. LOCKER L.P. LOW POINT L.T. LIGHT L.W.C. LIQUID WRITING CHALKBOARD MAX. MAXIMUM M.B. METAL BOLT M.C. MEDICINE CABINET M.D.F. MEDIUM DENSITY FIBER BOARD M.D.O. MEDIUM DENSITY OVERLAY MECH. MECHANICAL MEMB. MEMBRANE MTL. METAL MFR. MANUFACTURER MH. MANHOLE MIN. MINIMUM MIR. MIRROR MISC. MISCELLANEOUS ML. MODULE LINE M.O. MASONRY OPENING M.P. MIDPOINT M.S. MACHINE SCREW MNTD. MOUNTED MUL. MULLION MTL. METAL N. NORTH N.A. NOT APPLICABLE N.I.C. NOT IN CONTRACT NO. NUMBER NOM. NOMINAL N.T.S. NOT TO SCALE O.A. OVERALL OBS. OBSOLETE O.C. ON CENTER O.C.D. OVERHEAD COILING DOOR O.C.G. OVERHEAD COILING GRILLE O.D. OUTSIDE DIAMETER (DIM.) O.F.C.I. OWNER FURNISHED, CONTRACTOR INSTALLED O.F.D. OVERFLOW DRAIN OFF. OFFICE O.F.O.I. OWNER FURNISHED, OWNER INSTALLED OH. OPPOSITE HAND OPNG. OPENING OPP. OPPOSITE PRCST. PRE-CAST PH. PHASE PL. PLATE P.LAM. PLASTIC LAMINATE PLAS. PLASTER PLYWD. PLYWOOD PCP. PORTLAND CEMENT PLASTER POL. POLISHED PR. PAIR P.S.A. PRESSURE SENSITIVE ADDITIVE PT. POINT OR PART PTCL.BD. PARTICLE BOARD P.T.D. PAPER TOWEL DISPENSER P.T.D.R. PAPER DISPENSER & RECEPTACLE UNIT PTN. PARTITION P.T.R. PAPER TOWEL RECEPTACLE QT. QUARRY TILE R. RISER RAD. RADIUS R.C.P. REFLECTED CEILING PLAN R.D. ROOF DRAIN REF. REFERENCE REFR. REFRIGERATOR REGTR. REGISTER REINF. REINFORCED REQ./ROD. REQUIRED RESIL. RESILIENT RM. ROOM R.O. ROUGH OPENING RWD. REDWOOD R.W.L. RAIN WATER LEADER RE. REFER TO REV. REVERSED S.A.D. SEE ARCH DRAWINGS S.A.S. SEE ACCESSORY SCHEDULE S.F.S. SEE FINISH SCHEDULE S. SOUTH S.C. SOLID CORE S.C.D. SEAT COVER DISPENSER SCHD. SCHEDULE S.D. SOAP DISPENSER SECT. SECTION SH. SHELF SHR. SHOWER SHT. SHEET SIM. SIMILAR S.J. SCORE JOINT S.L.D. SEE LANDSCAPING DRAWINGS S.M. SHEET METAL S.N.D. SANITARY NAPKIN DISPENSER S.N.R. SANITARY NAPKIN RECEPTACLE SPEC. SPECIFICATION SQ. SQUARE S.S.D. SEE STRUCTURAL DRAWINGS S.ST. STAINLESS STEEL S.S.K. SERVICE SINK TRD. TREAD T.B. TOWEL BAR T.C. TOP OF CURB TEL. TELEPHONE TER. TERRAZZO T&G. TONGUE AND GROOVE THK. THICK T.I.S. TENANT IMPROVEMENT STANDARD T.P. TOP OF PAVEMENT T.P.D. TOILET PAPER DISPENSER T.V. TELEVISION T.W. TOP OF WALL TYP. TYPICAL UNF. UNFINISHED U.O.N. UNLESS OTHERWISE NOTED UR. URINAL VERT. VERTICAL VEST. VESTIBULE V.F. VERIFY IN FIELD V.T.R. VENT THROUGH ROOF W. WEST WI. WITH W.C. WATER CLOSET WD. WOOD W.O. WINDOW OPENING W/O. WITHOUT WP. WATERPROOF W.P. WORK POINT W.S. WOOD SCREW WSCT. WAINSCOT WT. WEIGHT	               
ABBREVIATIONS	DEFINITIONS
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GENERAL NOTES TO THE CONTRACTORS	FRONT ELEVATION
<p>1. <b>EXAMINATION OF THE SITE</b> AND PORTIONS THEREOF WHICH WILL AFFECT THIS WORK SHALL BE MADE IMMEDIATELY BY THE CONTRACTOR, WHO SHALL COMPARE IT WITH THE DRAWINGS AND SATISFY HIMSELF TO CONDITIONS UNDER WHICH WORK IS TO BE PERFORMED. HE SHALL AT SUCH TIME ASCERTAIN AND CHECK LOCATIONS OF THE EXISTING STRUCTURES AND EQUIPMENT WHICH MAY AFFECT HIS WORK. NO ALLOWANCE SHALL BE MADE FOR ANY EXTRA EXPENSE TO WHICH HE MAY BE DUE BECAUSE OF FAILURE OR NEGLECT ON HIS PART TO MAKE SUCH EXAMINATIONS, ANY CONFLICTS OR OMISSIONS, ETC., SHALL BE REPORTED TO THE DESIGNER BEFORE PROCEEDING WITH ANY WORK.</p> <p>2. <b>ANY ERRORS, OMISSIONS, OR CONFLICTS</b> FOUND IN THE VARIOUS PARTS OF THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER AND THE OWNER BEFORE PROCEEDING WITH THE WORK.</p> <p>3. WHERE REFERENCED IN NOTES, <b>ARCHITECT OR DESIGNER SHALL BE HOLLY HULBURD DESIGN INC. PROJECT OWNERS SHALL BE WILLIAM &amp; BONNIE PAN.</b></p> <p>4. <b>CONTRACTOR SHALL PROVIDE DESIGNER AND OWNER</b> WITH A COMPLETE COST BREAKDOWN AND SCHEDULE OF CONSTRUCTION FOR THIS PROJECT PRIOR TO COMMENCEMENT OF WORK.</p> <p>5. <b>CONTRACTOR SHALL PROTECT</b> NEW MATERIALS AND FINISHES FROM DAMAGE WHICH MAY OCCUR FROM CONSTRUCTION, DEMOLITION, DUST, WATER, ETC., AND SHALL PROVIDE AND MAINTAIN TEMPORARY BARRICADES, CLOSURE WALLS, ETC., AS REQ. TO PROTECT THE PUBLIC AS REQUIRED DURING THE PERIOD OF CONSTRUCTION. DAMAGE TO NEW MATERIALS, FINISHES, STRUCTURES, AND EQUIPMENT SHALL BE REPAIRED OR REPLACED. CONTRACTOR SHALL COORDINATE BARRICADES WITH DESIGNER AND/OR OWNER PRIOR TO COMMENCEMENT OF WORK.</p> <p>6. <b>ALL CONSTRUCTION WORK</b>, ARCHITECTURAL, MECHANICAL, PLUMBING, ELECTRICAL, ETC., SHALL CONFORM TO THE LATEST EDITION OF THE CALIFORNIA BUILDING CODE AND THE LATEST EDITION OF ALL GOVERNING CODES AND REGULATIONS AS ADOPTED BY THE CITY OF SAN FRANCISCO. ALL WORK SHALL BE DONE IN A THOROUGH, WORKMANLIKE MANNER AND EQUAL TO THE BEST STANDARDS OF THE PRACTICE. CONSTRUCTION MEANS AND METHODS ARE THE RESPONSIBILITY OF THE CONTRACTOR</p> <p>7. <b>ALL WORK LISTED</b>, SHOWN OR IMPLIED ON ANY CONSTRUCTION DOCUMENT SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR EXCEPT WHERE NOTED. THE CONTRACTOR SHALL CLOSELY COORDINATE HIS WORK WITH THAT OF OTHER CONTRACTORS OR VENDORS TO ASSURE THAT ALL SCHEDULES ARE MET AND THAT ALL WORK IS DONE IN CONFORMANCE TO MANUFACTURERS REQUIREMENTS. WORK REQUIRED UNDER THIS CONTRACT SHALL INCLUDE ALL LABOR, MATERIALS, EQUIPMENT, ETC., NECESSARY TO COMPLETE THIS PROJECT. ALL MATERIALS SHALL BE NEW AND UNUSED, UNLESS SPECIFICALLY NOTED, AND BE OF A QUALITY ACCEPTABLE BY INDUSTRY STANDARDS.</p> <p>8. <b>THE USE OF THE WORD "PROVIDE"</b> IN CONNECTION WITH ANY ITEM SPECIFIED IS INTENDED TO MEAN THAT SUCH ITEM SHALL BE FURNISHED, INSTALLED, AND CONNECTED WHERE SO REQUIRED, EXCEPT AS NOTED.</p> <p>9. <b>THE CONTRACTOR SHALL MAINTAIN</b> A CURRENT AND COMPLETE SET OF CONSTRUCTION DOCUMENTS ON THE JOB SITE DURING ALL PHASES OF CONSTRUCTION FOR USE OF ALL TRADES AND SHALL PROVIDE ALL SUBCONTRACTORS WITH CURRENT CONSTRUCTION DOCUMENTS AS REQUIRED. THE CONTRACTOR, IN ASSUMING RESPONSIBILITY FOR THE WORK INDICATED, SHALL COMPLY WITH THE LETTER IN WHICH THEY WERE DRAWN.</p> <p>10. <b>THE CONTRACTOR SHALL REMOVE</b> ALL RUBBISH AND WASTE MATERIALS OF ALL SUBCONTRACTORS AND TRADES ON A REGULAR BASIS, AND SHALL EXERCISE STRICT CONTROL OVER JOB CLEANING TO PREVENT ANY DIRT, DEBRIS OR DUST FROM AFFECTING IN ANY WAY, FINISHED AREAS IN OR OUTSIDE THE JOB SITE.</p> <p>11. <b>THE CONSTRUCTION DOCUMENTS ARE PROVIDED TO ILLUSTRATE THE DESIGN INTENT AND GENERAL TYPE OF CONSTRUCTION DESIRED.</b> EACH SHEET OF THE CONSTRUCTION DOCUMENTS IS COMPLEMENTARY. WHAT IS SHOWN ON / REFERRED TO ON EA. SHEET AT A GIVEN LOCATION, SHALL BE PROVIDED AS THOUGH SHOWN ON ALL SHEETS, U.O.N.</p> <p>12. <b>DETAILS SHOWN ARE TYP. U.O.N.</b> SIMILAR DETAILS APPLY IN SIMILAR CONDITIONS.</p> <p>13. <b>ALL ELECTRICAL, MECHANICAL, AND PLUMBING WORK</b> AND MATERIALS SHALL BE IN FULL ACCORDANCE WITH THE LATEST RULES AND REGULATIONS OF THE NATIONAL BOARD OF FIRE UNDERWRITERS, THE STATE FIRE MARSHALL, THE SAFETY ORDERS OF THE DIVISION OF INDUSTRIAL SAFETY, AND ANY APPLICABLE STATE OR LOCAL LAWS AND ORDINANCE. NOTHING ON THESE DRAWINGS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES. ANY QUESTIONS REGARDING INSTALLATIONS SHALL BE BROUGHT TO THE DESIGNER FOR CLARIFICATION.</p> <p>14. <b>INSTALL BATT INSULATION</b> BET. STUDS &amp; JOISTS AT EXT. WALLS WHERE EXPOSED.</p> <p>15. <b>ALL DIMENSIONS</b> ON CONSTRUCTION DRAWINGS ARE TO FACE OF FINISH. FINISH FACE OF MASONRY/CONCRETE, CENTERLINE OF STEEL, FACE OF MILLWORK, OR FIXTURES, UON. DIMENSIONS ARE TO BOTTOM OF FINISHED CEILING OR TOP OF FINISHED FLOOR IN SECTION OR ELEVATION UON. DIMENSIONS ARE NOT ADJUSTABLE WITHOUT ARCHITECT'S APPROVAL, UNLESS NOTED AS "+/-". VERIFY DIMENSIONS MARKED "V.I." PRIOR TO COMMENCEMENT OF CONSTRUCTION AND NOTIFY ARCHITECT OF ANY INCONSISTENCIES. CONTRACTOR SHALL VERIFY ROUGH OPENING REQUIREMENTS WITH MANUFACTURER'S UNIT DIMENSIONS. ALL DIMENSIONS MUST BE FIELD VERIFIED PRIOR TO FABRICATION AND INSTALLATION OF ANY AND ALL FABRICATED UNITS, FIXTURES AND APPLIANCES.</p> <p>16. <b>ALL DIMENSIONS</b> TAKE PRECEDENCE OVER SCALE. ANY DISCREPANCIES SHALL BE BROUGHT IMMEDIATELY TO THE ATTENTION OF THE DESIGNER. CONTRACTOR SHALL NOT SCALE DRAWINGS. QUESTIONS REGARDING DIMENSIONS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER PRIOR TO ANY START OF WORK.</p>	

GENERAL NOTES TO THE CONTRACTORS	SANBORN MAP
<p>17. <b>WINDOW AND DOOR SIZES</b> ARE NOMINAL DIMENSIONS. REFER TO MANUFACTURER FOR ACTUAL ROUGH OPENING SIZES.</p> <p>18. WHERE LOCATIONS OF WINDOWS AND DOORS ARE NOT DIMENSIONED THEY SHALL BE CENTERED ON THE WALL OR PLACED TWO STUD WIDTHS FROM ADJACENT WALL AS INDICATED ON THE DRAWINGS.</p> <p>19. <b>ALL CHANGES IN FLOOR MATERIALS</b> OCCUR AT THE SWINGSIDE OF DOOR OR FRAMED OPENING UNLESS OTHERWISE INDICATED ON THE DRAWINGS.</p> <p>20. <b>SEALANT, CAULKING, AND FLASHING, ETC.</b>, LOCATIONS SHOWN ON DRAWINGS ARE NOT INTENDED TO BE INCLUSIVE. FOLLOW MANUFACTURER'S INSTALLATION RECOMMENDATIONS AND STANDARD INDUSTRIAL AND BUILDING PRACTICES.</p> <p>21. <b>PROVIDE SOLID WOOD BACKING</b> FOR ALL SURFACE MOUNTED ACCESSORIES.</p> <p>22. <b>ALL WORK SHALL BE GUARANTEED</b> AGAINST DEFECTS IN DESIGN, INSTALLATION AND MATERIAL FOR A MINIMUM PERIOD OF ONE YEAR FROM DATE OF COMPLETION.</p> <p>23. ALL MATERIALS FOR USE ON THE PROJECT SHALL BE STORED WITHIN THE PROJECT SITE. SITE SHALL BE SECURE AND LOCKABLE DURING CONSTRUCTION.</p> <p>24. <b>CONTRACTOR SHALL PERSONALLY SUPERVISE</b> AND DIRECT THE WORK OR SHALL KEEP A COMPETENT EMPLOYEE, AUTHORIZED TO RECEIVE INSTRUCTIONS AND ACT ON THE CONTRACTOR'S BEHALF, CONTINUOUSLY ON SITE DURING WORKING HOURS.</p> <p>25. <b>ALL QUESTIONS</b> REGARDING PROJECT EITHER DURING PRICING, THE BIDDING PHASE OR DURING CONSTRUCTION SHALL BE DIRECTED TO THE DESIGNER IN WRITING, HOLLY HULBURD DESIGN, 375 ALABAMA STREET, SUITE 240, SF, CA 94110.</p> <p>26. <b>DEMOLITION:</b> THE CONTRACTOR SHALL ENTIRELY DEMOLISH AND REMOVE FROM SITE ANY STRUCTURE OR PORTION THEREOF INDICATED TO BE REMOVED.</p> <p>27. <b>SALVAGE:</b> ALL ITEMS DEEMED SALVAGEABLE SHALL REMAIN THE PROPERTY OF THE OWNER AND ARE EITHER INDICATED ON THE DRAWINGS, REMOVED PRIOR TO THE START OF DEMOLITION, OR WILL BE STORED BY THE CONTRACTOR AT THE OWNER'S DIRECTION. ITEMS TO BE RELOCATED ARE INDICATED ON THE DRAWINGS.</p> <p>28. CONTRACTOR SHALL PATCH AND REPAIR ALL FIREPROOFING DAMAGED DURING CONSTRUCTION/DEMOLITION/FIRE-PROOF ALL NEW PENETRATIONS AS REQ. BY CODE.</p> <p>29. THE CONTRACTOR SHALL COMPLY WITH AND SATISFY THE OBLIGATIONS OF THE CONDO ASSOC.'S UNIT ALTERATION RULES.</p> <p>30. AIA DOCUMENT 201, GENERAL CONDITIONS FOR THE PERFORMANCE OF A CONTRACT, SHALL BE INCORPORATED INTO THESE DOCUMENTS AND CONSIDERED AS PART OF THE REQUIREMENTS OF THE WORK.</p> <p>31. <b>THE CONTRACTOR SHALL MAINTAIN ALL EXITS, EXIT LIGHTING, FIRE PROTECTIVE DEVICES AND ALARMS</b> IN CONFORMANCE TO ALL APPLICABLE CODES, BUILDING RULES AND TO THE SATISFACTION OF THE FIRE MARSHALL.</p> <p>32. <b>CONTRACTOR SHALL CONFIRM</b> DELIVERY DATES OF ALL MATERIALS REQ. BY CONTRACT DOCUMENTS AND NOTIFY THE DESIGNER IN WRITING OF ANY POSSIBLE DELAYS WITHIN 10 DAYS OF THE CONTRACT DATE.</p> <p>33. THE CONTRACTOR SHALL NOT BE RELIEVED OF ANY CONTRACT RESPONSIBILITY RESULTING FROM THE ARCHITECTS' FAILURE TO DETECT SHOP DRAWING ERRORS OR OMISSIONS THAT CONFLICT WITH THE CONTRACT DOCUMENTS.</p> <p>34. NOTIFY DESIGNER OF ANY HAZARDOUS MATERIALS &amp; HANDLE AS PER LAW.</p> <p>35. <b>ALL DRAWINGS, AND SPECIFICATIONS SHALL REMAIN HOLLY HULBURD DESIGN, INC. PROPERTY</b> WHETHER OR NOT THE WORK IS EXECUTED. DOCUMENTS PREPARED BY HOLLY HULBURD DESIGN, INC. ARE INSTRUMENTS OF SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT. HOLLY HULBURD DESIGN, INC. SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THE CLIENT IS AUTHORIZED TO USE AND REPRODUCE THE INSTRUMENTS OF SERVICE SOLELY AND EXCLUSIVELY FOR EXECUTION OF THE SCOPE OF WORK OUTLINED IN THE PROJECT AGREEMENT. THE INSTRUMENTS OF SERVICE MAY NOT BE USED FOR OTHER PROJECTS OR FOR ADDITIONS TO THIS PROJECT OUTSIDE THE SCOPE OF THE WORK WITHOUT THE SPECIFIC WRITTEN CONSENT OF HOLLY HULBURD DESIGN, INC.. DRAWINGS LABELLED "NOT FOR CONSTRUCTION" SHALL NOT BE USED BY CLIENT OR CONTRACTOR, WHOLLY OR IN PART TO ACQUIRE A PERMIT OR FOR USE IN CONSTRUCTION.</p> <p>A. <b>CONTRACTOR SHALL REVIEW</b> PROJECT WITH DESIGNER/OWNER TO ENSURE THAT ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS HAVE BEEN FOLLOWED.  B. <b>CONTRACTOR SHALL OBTAIN</b> ALL REQUIRED CERTIFICATES AND NOTICES.  C. <b>ALL WORK PERFORMED</b> SHALL BE CLEAN AND READY FOR USE.  D. <b>UPON SUBSTANTIAL COMPLETION</b>, THE DESIGNER SHALL, AT THE CONTRACTOR'S WRITTEN REQUEST, REVIEW A PROJECT PUNCH LIST NOTING ANY CORRECTIONS OR OMISSIONS. DESIGNER'S ACCEPTANCE WILL BE CAUSE FOR FINAL PAYMENT, UNLESS SPECIFICALLY DETERMINED OTHERWISE BY OWNER.</p>	

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<p>17. <b>WINDOW AND DOOR SIZES</b> ARE NOMINAL DIMENSIONS. REFER TO MANUFACTURER FOR ACTUAL ROUGH OPENING SIZES.</p> <p>18. WHERE LOCATIONS OF WINDOWS AND DOORS ARE NOT DIMENSIONED THEY SHALL BE CENTERED ON THE WALL OR PLACED TWO STUD WIDTHS FROM ADJACENT WALL AS INDICATED ON THE DRAWINGS.</p> <p>19. <b>ALL CHANGES IN FLOOR MATERIALS</b> OCCUR AT THE SWINGSIDE OF DOOR OR FRAMED OPENING UNLESS OTHERWISE INDICATED ON THE DRAWINGS.</p> <p>20. <b>SEALANT, CAULKING, AND FLASHING, ETC.</b>, LOCATIONS SHOWN ON DRAWINGS ARE NOT INTENDED TO BE INCLUSIVE. FOLLOW MANUFACTURER'S INSTALLATION RECOMMENDATIONS AND STANDARD INDUSTRIAL AND BUILDING PRACTICES.</p> <p>21. <b>PROVIDE SOLID WOOD BACKING</b> FOR ALL SURFACE MOUNTED ACCESSORIES.</p> <p>22. <b>ALL WORK SHALL BE GUARANTEED</b> AGAINST DEFECTS IN DESIGN, INSTALLATION AND MATERIAL FOR A MINIMUM PERIOD OF ONE YEAR FROM DATE OF COMPLETION.</p> <p>23. ALL MATERIALS FOR USE ON THE PROJECT SHALL BE STORED WITHIN THE PROJECT SITE. SITE SHALL BE SECURE AND LOCKABLE DURING CONSTRUCTION.</p> <p>24. <b>CONTRACTOR SHALL PERSONALLY SUPERVISE</b> AND DIRECT THE WORK OR SHALL KEEP A COMPETENT EMPLOYEE, AUTHORIZED TO RECEIVE INSTRUCTIONS AND ACT ON THE CONTRACTOR'S BEHALF, CONTINUOUSLY ON SITE DURING WORKING HOURS.</p> <p>25. <b>ALL QUESTIONS</b> REGARDING PROJECT EITHER DURING PRICING, THE BIDDING PHASE OR DURING CONSTRUCTION SHALL BE DIRECTED TO THE DESIGNER IN WRITING, HOLLY HULBURD DESIGN, 375 ALABAMA STREET, SUITE 240, SF, CA 94110.</p> <p>26. <b>DEMOLITION:</b> THE CONTRACTOR SHALL ENTIRELY DEMOLISH AND REMOVE FROM SITE ANY STRUCTURE OR PORTION THEREOF INDICATED TO BE REMOVED.</p> <p>27. <b>SALVAGE:</b> ALL ITEMS DEEMED SALVAGEABLE SHALL REMAIN THE PROPERTY OF THE OWNER AND ARE EITHER INDICATED ON THE DRAWINGS, REMOVED PRIOR TO THE START OF DEMOLITION, OR WILL BE STORED BY THE CONTRACTOR AT THE OWNER'S DIRECTION. ITEMS TO BE RELOCATED ARE INDICATED ON THE DRAWINGS.</p> <p>28. CONTRACTOR SHALL PATCH AND REPAIR ALL FIREPROOFING DAMAGED DURING CONSTRUCTION/DEMOLITION/FIRE-PROOF ALL NEW PENETRATIONS AS REQ. BY CODE.</p> <p>29. THE CONTRACTOR SHALL COMPLY WITH AND SATISFY THE OBLIGATIONS OF THE CONDO ASSOC.'S UNIT ALTERATION RULES.</p> <p>30. AIA DOCUMENT 201, GENERAL CONDITIONS FOR THE PERFORMANCE OF A CONTRACT, SHALL BE INCORPORATED INTO THESE DOCUMENTS AND CONSIDERED AS PART OF THE REQUIREMENTS OF THE WORK.</p> <p>31. <b>THE CONTRACTOR SHALL MAINTAIN ALL EXITS, EXIT LIGHTING, FIRE PROTECTIVE DEVICES AND ALARMS</b> IN CONFORMANCE TO ALL APPLICABLE CODES, BUILDING RULES AND TO THE SATISFACTION OF THE FIRE MARSHALL.</p> <p>32. <b>CONTRACTOR SHALL CONFIRM</b> DELIVERY DATES OF ALL MATERIALS REQ. BY CONTRACT DOCUMENTS AND NOTIFY THE DESIGNER IN WRITING OF ANY POSSIBLE DELAYS WITHIN 10 DAYS OF THE CONTRACT DATE.</p> <p>33. THE CONTRACTOR SHALL NOT BE RELIEVED OF ANY CONTRACT RESPONSIBILITY RESULTING FROM THE ARCHITECTS' FAILURE TO DETECT SHOP DRAWING ERRORS OR OMISSIONS THAT CONFLICT WITH THE CONTRACT DOCUMENTS.</p> <p>34. NOTIFY DESIGNER OF ANY HAZARDOUS MATERIALS &amp; HANDLE AS PER LAW.</p> <p>35. <b>ALL DRAWINGS, AND SPECIFICATIONS SHALL REMAIN HOLLY HULBURD DESIGN, INC. PROPERTY</b> WHETHER OR NOT THE WORK IS EXECUTED. DOCUMENTS PREPARED BY HOLLY HULBURD DESIGN, INC. ARE INSTRUMENTS OF SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT. HOLLY HULBURD DESIGN, INC. SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THE CLIENT IS AUTHORIZED TO USE AND REPRODUCE THE INSTRUMENTS OF SERVICE SOLELY AND EXCLUSIVELY FOR EXECUTION OF THE SCOPE OF WORK OUTLINED IN THE PROJECT AGREEMENT. THE INSTRUMENTS OF SERVICE MAY NOT BE USED FOR OTHER PROJECTS OR FOR ADDITIONS TO THIS PROJECT OUTSIDE THE SCOPE OF THE WORK WITHOUT THE SPECIFIC WRITTEN CONSENT OF HOLLY HULBURD DESIGN, INC.. DRAWINGS LABELLED "NOT FOR CONSTRUCTION" SHALL NOT BE USED BY CLIENT OR CONTRACTOR, WHOLLY OR IN PART TO ACQUIRE A PERMIT OR FOR USE IN CONSTRUCTION.</p> <p>A. <b>CONTRACTOR SHALL REVIEW</b> PROJECT WITH DESIGNER/OWNER TO ENSURE THAT ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS HAVE BEEN FOLLOWED.  B. <b>CONTRACTOR SHALL OBTAIN</b> ALL REQUIRED CERTIFICATES AND NOTICES.  C. <b>ALL WORK PERFORMED</b> SHALL BE CLEAN AND READY FOR USE.  D. <b>UPON SUBSTANTIAL COMPLETION</b>, THE DESIGNER SHALL, AT THE CONTRACTOR'S WRITTEN REQUEST, REVIEW A PROJECT PUNCH LIST NOTING ANY CORRECTIONS OR OMISSIONS. DESIGNER'S ACCEPTANCE WILL BE CAUSE FOR FINAL PAYMENT, UNLESS SPECIFICALLY DETERMINED OTHERWISE BY OWNER.</p>	

PROJECT DATA	ASSESSOR BLOCK															
<p><b>PROJECT ADDRESS:</b> 2340 LARKIN STREET, SAN FRANCISCO, CA 94110</p> <p><b>OCCUPANCY CLASS:</b> TYPE: R-1 DWELLING (4 UNIT)</p> <p><b>BUILDING AND ZONING DATA:</b> TAX LOT: 055 &amp; 057 TAX BLOCK: 0096 ZONE: RM-2 (ADJACENT ON BLOCK RH-3; ACROSS FROM RM-2) LOT SIZE: 27.63' X 137.5' = 3,799.13 SQ FT HEIGHT AND BULK DISTRICT: 40-X</p> <p><b>CONSTRUCTION TYPE:</b> TYPE OF CONSTRUCTION: V ONE HOUR SPRINKLER SYSTEM: NONE NUMBER OF STORIES: 2 STORIES OVERALL BUILDING HEIGHT: FRONT BUILDING HEIGHT: +/- 35'-6" (NO CHANGE)</p> <p><b>BUILDING AREAS:</b></p> <table border="1"> <thead> <tr> <th></th> <th>EXISTING</th> <th>NEW</th> </tr> </thead> <tbody> <tr> <td>1ST FLOOR:</td> <td>UNIT #1 1297 sf, 2 BR, 1.5 BA</td> <td>UNIT #1 &amp; #3 2,594 SF, 4 BD, 3 BA (no change)</td> </tr> <tr> <td></td> <td>UNIT #2 2103 sf, 3 BR, 2 BA;</td> <td>(merge with Unit #1)</td> </tr> <tr> <td>2ND FLOOR:</td> <td>UNIT #3 1297 sf, 2 BR, 1.5 BA;</td> <td>(no change)</td> </tr> <tr> <td></td> <td>UNIT #4 1320 sf, 2 BD, 1 BA</td> <td>(no change)</td> </tr> </tbody> </table> <p><b>VALUE OF WORK:</b> THE OWNER/OCCUPANT OF UNIT #1 IS CONSIDERING PURCHASING ANOTHER CURRENTLY OWNED-OCCUPIED UNIT, UNIT #3, WHICH IS DIRECTLY ABOVE UNIT #1, AND MERGING THE TWO UNITS BY AN OPEN STAIRWAY FOR OWNER OCCUPANCY. THE OWNER THEN PROPOSES TO REWORK A MASTER BEDRM &amp; CLOSET, MASTER BATHRM, TURN THE KITCHEN INTO A BEDRM, AND ADD A BATHROOM TO THE UPPER UNIT #3.</p> <p><b>APPLICABLE CODES:</b> TITLE 24 AND 2007 CALIFORNIA BUILDING CODE (CBC) 2007 CALIFORNIA MECHANICAL CODE (CMC) 2007 CALIFORNIA PLUMBING CODE (CPC) 2007 CALIFORNIA ELECTRICAL CODE (CEC) 2007 CALIFORNIA ENERGY CODE (CEnc)</p>		EXISTING	NEW	1ST FLOOR:	UNIT #1 1297 sf, 2 BR, 1.5 BA	UNIT #1 & #3 2,594 SF, 4 BD, 3 BA (no change)		UNIT #2 2103 sf, 3 BR, 2 BA;	(merge with Unit #1)	2ND FLOOR:	UNIT #3 1297 sf, 2 BR, 1.5 BA;	(no change)		UNIT #4 1320 sf, 2 BD, 1 BA	(no change)	
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PROJECT DATA	DRAWING INDEX															
	<p><b>ARCHITECTURAL</b></p> <p>A0.0 COVER SHEET</p> <p>A1.0 PLOT PLANS 1/8"=1'-0"</p> <p>A2.0 EXISTING &amp; PROPOSED UNIT #1 FLOOR PLANS, 1/4"=1'-0"</p> <p>A2.1 EXISTING &amp; PROPOSED UNIT #3 FLOOR PLANS, 1/4"=1'-0"</p> <p>A3.0 PROPOSED UNIT #1 &amp; #3 SECTION, 1/4"=1'-0"</p> <p>A4.0 EXISTING EXTERIOR ELEVATIONS - PHOTOS</p>															
PROJECT DATA	ASSESSOR BLOCK															
																
PROJECT DATA	PROJECT VICINITY MAP															
																



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**Del Balso RESIDENCE**  
2340 LARKIN STREET #1 & #3  
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fax: 415.440.0805  
Holly Hulburd, Principal  
Angelina Askham, Architect

REV.	DATE	DESCRIPTION	BY
	05/11/13	MERGER SET	CC
	05/9/13	PERMIT & MERGER SET	CC
	09/03/13	PERMIT & MERGER SET REV	pk/cc
	10/15/13	PERMIT & MERGER SET REV	BR

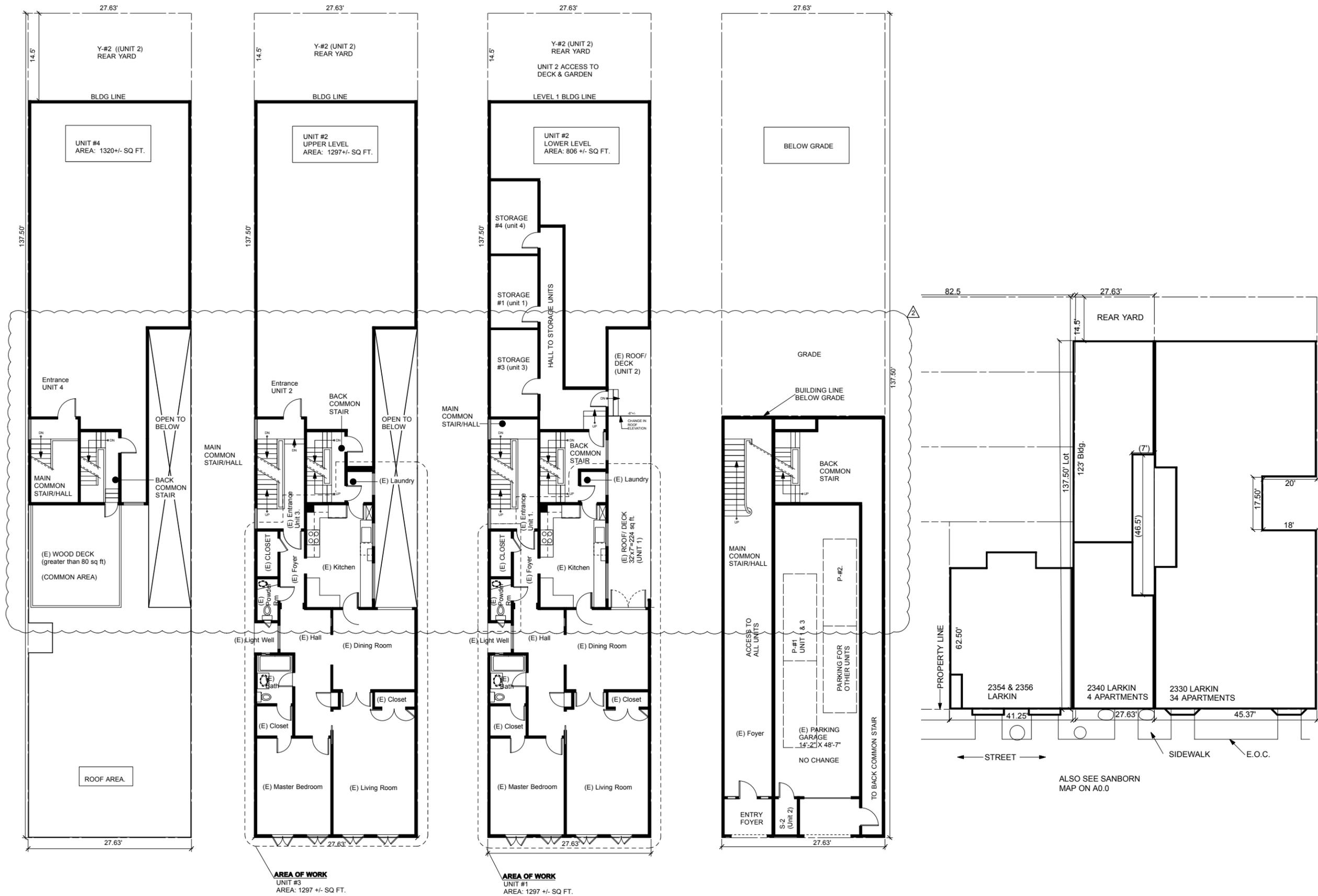
COVER SHEET

# A 0.0



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ROOF & REAR 3RD FLOOR 1d

2ND FLOOR 1c

1ST FLOOR 1b

GARAGE PLAN 1a

BUILDING PLOT PLAN 1

Scale: 1/16" = 1'-0"

Scale: 1/32" = 1'-0"

REV.	DATE	DESCRIPTION	BY
5/1/13		MERGER DRAWINGS	cc
5/9/13		PERMIT & MERGER SET	cc
9/3/13		PERMIT & MERGER SET REV	cc
10/15/13		PERMIT & MERGER SET REV	BR

PLOT PLANS

△ A 1.0

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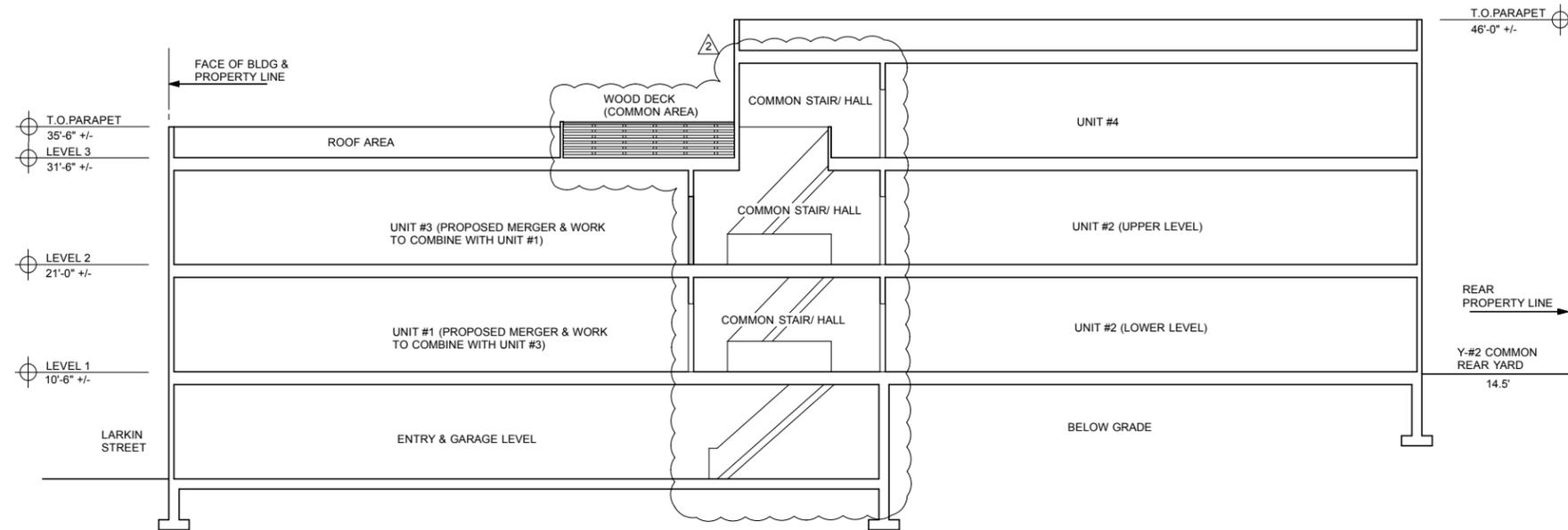




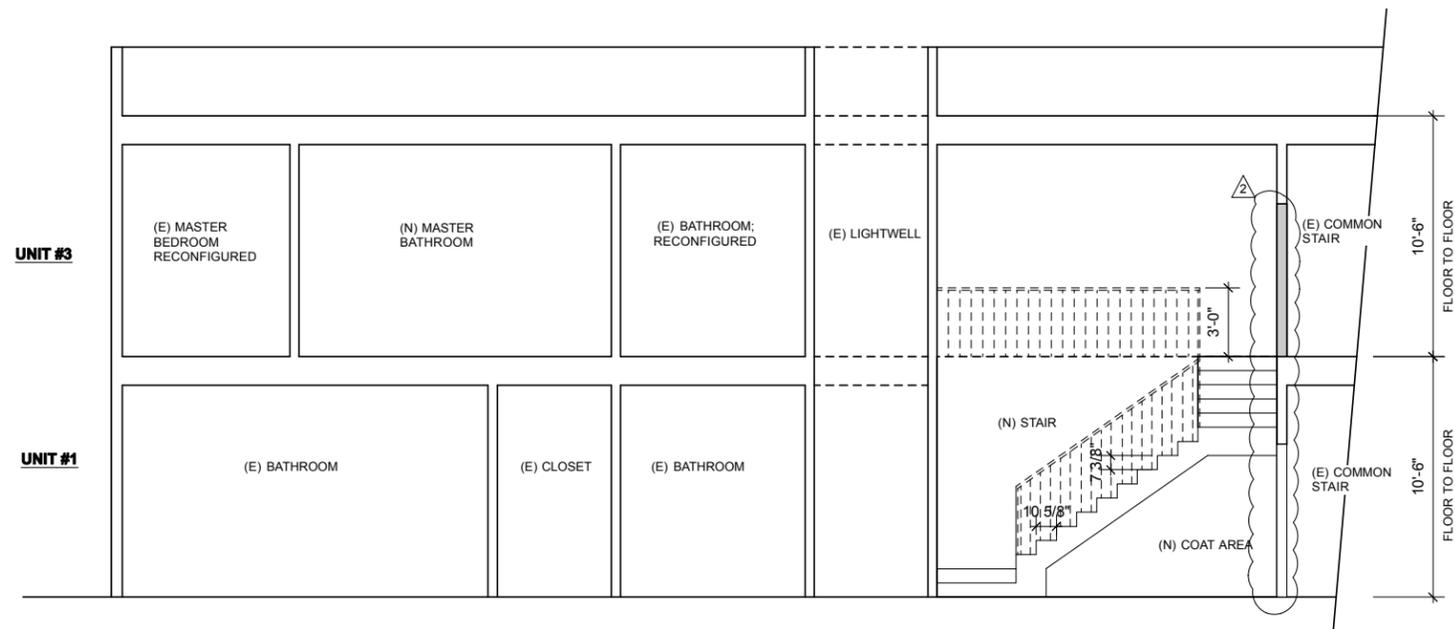


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BUILDING SECTION 1  
Scale: 1/16" = 1'-0"



UNIT #1 & #3 PROPOSED SECTION 1  
Scale: 1/8" = 1'-0"

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	9/3/13	PERMIT & MERGER SET REV	cc
	10/15/13	PERMIT & MERGER SET REV	BR

PROPOSED UNIT #1 & #3 SECTION

A 3.0

