



## CITY COUNCIL STAFF REPORT

<b>File No.</b>	C19-024, CP19-018
<b>Applicant:</b>	LifeMoves
<b>Location</b>	Northeast corner of San Antonio and South 11th Street (184 S. 11 <sup>th</sup> Street)
<b>Existing Zoning</b>	A(PD) Planned Development
<b>General Plan Land Use Designation</b>	Urban Residential
<b>Council District</b>	3
<b>Historic Resource</b>	No
<b>Annexation Date:</b>	March 27, 1850 (Original City)
<b>CEQA:</b>	Exempt per CEQA Guidelines Section 15301(a) for Existing Facilities

### APPLICATION SUMMARY:

1. Conforming Rezoning from A(PD) Planned Development to R-M Multiple Residence, on a 0.37 gross acre site.
2. Conditional Use Permit to change the existing use from Single Room Occupancy (SRO) to a Residential Service Facility and increase the number of beds from 55 to 69 beds, with no new construction, on a 0.37 gross acre site.

### RECOMMENDATION:

1. Consider the exemption per CEQA Guidelines Section 15301(a) for Existing Facilities.
2. Approve an ordinance rezoning an approximately 0.37-gross acre site, located on the northeast corner of San Antonio and South 11th Street (184 S. 11th Street), from the A(PD) Planned Development Zoning District to the R-M Multiple Residence Zoning District.
3. Approve a Conditional Use Permit based on the facts and findings in this staff report and proposed Resolution (attached), subject to the conditions stated in said Resolution.

### PROJECT DATA

GENERAL PLAN CONSISTENCY	
<b>General Plan Designation</b>	Urban Residential <input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent
<b>Consistent Policies</b>	Implementation Policies IP-1.1, IP-8.2 Housing Policy H-1.2

SURROUNDING USES			
	General Plan Land Use	Zoning	Existing Use
North	Urban Residential	R-M Multiple Residence	Fraternities/Sororities, multi-family apartments, church
South	Urban Residential	R-M Multiple Residence	Fraternities/Sororities
East	Residential Neighborhood	R-1-8 Single Family Residence	Single-family homes
West	Urban Residential	R-M Multiple Residence	Fraternities/Sororities, multi-family apartments

## PROJECT DESCRIPTION

On June 10, 2019, the applicant, David Borcean, on behalf of LifeMoves, submitted a Conforming Rezoning and Conditional Use Permit application to rezone a 0.37-gross acre site located at 184 S. 11th Street from the A(PD) Planned Development Zoning District to the R-M Multiple Residence Zoning District and to change the use from Single-Room Occupancy to Residential Service Facility to facilitate the increase of beds from 55 to 69. The site will continue to be used as transitional housing for women and children.

### Site Description and Surrounding Uses

The subject site is located on the northeast corner of San Antonio and South 11th Street (see Figure 1) and has an existing, 3-story residential building. The site is adjacent to fraternity houses to the north and south, a fraternity house and apartment building across South 11th Street and single-family homes to the east along South 12th Street. There are no other active planning development permit applications on file for the subject site.

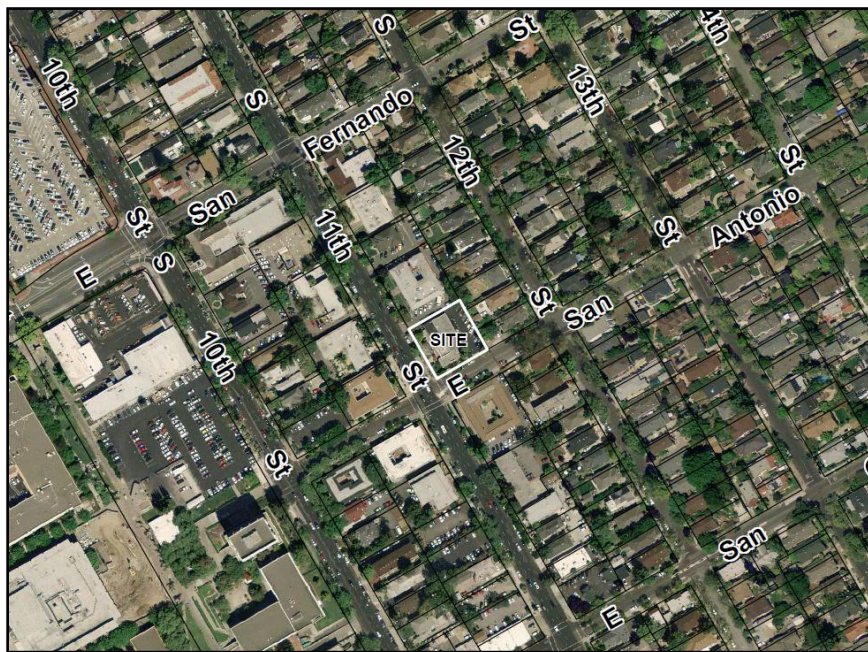


Figure 1: Aerial image of the subject site

## Background

The site has a current zoning of A(PD) Planned Development Zoning that allows an SRO Living Facility of 55 beds (Figure 3). To increase the number of beds and clients, the applicant proposes to rezone the property and apply for a Conditional Use Permit to allow a residential service facility. The applicant has requested a conforming rezoning to the R-M Multiple Residence Zoning District, which conforms to the Urban Residential General Plan Land Use/Transportation Diagram land use designation. The Conditional Use Permit will allow a residential service facility and facilitate the increase in the number of beds at the site. The site is currently transitional housing for women and children. It would continue to operate as such and will be enumerated as a residential service facility.

## ANALYSIS

The proposed project was analyzed for conformance with the following: 1) the *Envision San José 2040 General Plan*, 2) the Zoning Ordinance, and 3) the California Environmental Quality Act (CEQA).

### Envision San José 2040 General Plan Conformance

The subject site has an *Envision San José 2040 General Plan* Land Use/Transportation Diagram land use designation of Urban Residential (see Figure 2).

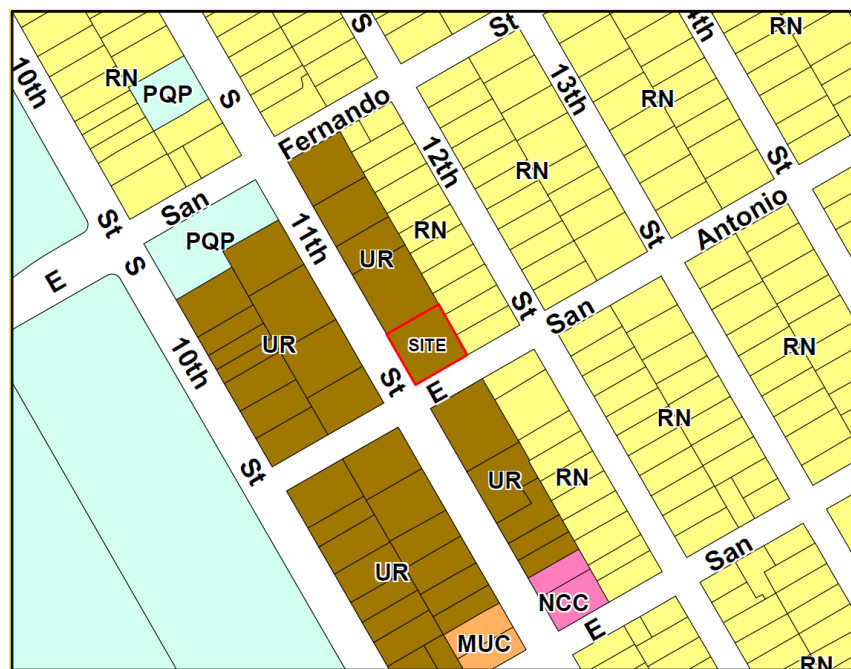


Figure 2: General Plan Land Use/Transportation Diagram

The Urban Residential designation supports medium density residential development and a broad range of commercial uses. The proposed rezoning would allow the subject site to be developed with uses that are consistent with the General Plan land use designation of Urban Residential.

The proposed rezoning is consistent with the following General Plan policies:

1. Implementation Policy IP-1.1 Land Use/Transportation Diagram: Use the *Envision General Plan* Land Use/Transportation Diagram designations to indicate the general intended land use, providing flexibility to allow for a mix of land uses, intensities and development forms compatible with a wide variety of neighborhood contexts and to designate the intended roadway network to be developed over the timeframe of the *Envision General Plan*. Use the Zoning designation to indicate the appropriate type, form and height of development for particular properties.
2. Implementation Policy IP-8.2- Zoning: Use the City's conventional zoning districts, contained in its Zoning Ordinance, to implement the *Envision General Plan* Land Use/Transportation Diagram. These districts include a range of allowed land uses, development intensities, and standards within major land use categories (residential, commercial and industrial) together with zoning districts for other land uses such as mixed-use and open space. The various ranges of allowed use and development intensity correspond generally to the respective *Envision General Plan* land use designations, while providing greater detail as to the appropriate land uses and form of development.

*Analysis: Pursuant to Table 20-270 of the Zoning Ordinance, the R-M Multiple Residence Zoning District is listed as a conforming district for the General Plan Land Use Designation of Urban Residential. The Conforming Rezoning to the R-M Multiple Residence Zoning District would align the zoning district to be consistent with the goals of the General Plan and facilitate future developments that are consistent with the General Plan.*

## **Zoning Ordinance Conformance**

### *Land Uses*

The site has a current zoning of A(PD) Planned Development Zoning, that allows an SRO Living Facility of 55 beds (Figure 3). A rezoning of the site to R-M Zoning District is required to pursue a Conditional Use Permit for a residential service facility and to allow an increase in the number of beds. Section 20.200.1030 of the Zoning Ordinance defines a residential service facility as a facility, other than a residential care facility or single housekeeping unit, where the operator receives compensation for the provision of personal services, in addition to housing, including but not limited to, protection, supervision, assistance, guidance, training, therapy or other nonmedical care. The applicant, LifeMoves, is a local non-profit that provides interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency. They provide food, counseling and mental health supportive services, therapeutic childcare and after-school activities, and job and housing search assistance.

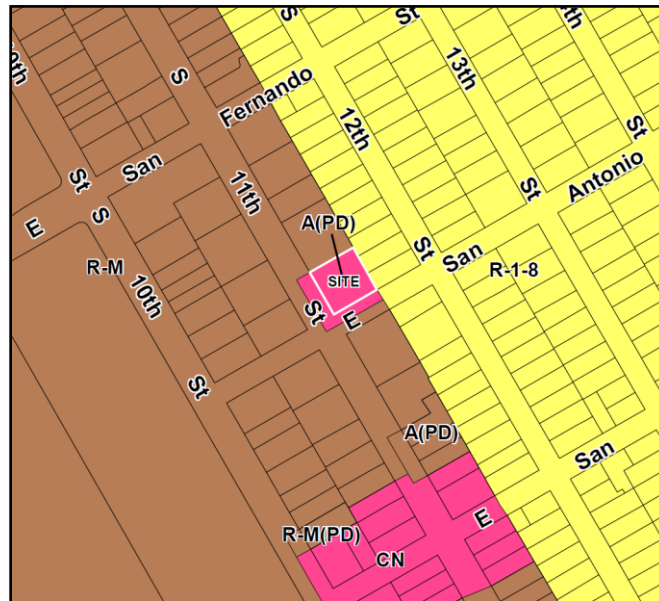


Figure 3: Zoning Map

### *Development Regulations*

The following table outlines setbacks required and existing setbacks in the R-M Multiple Residence Zoning District:

Setback Area	R-M Zoning Setbacks	Existing Setbacks
Front (S. 11th Street)	10 feet	23 feet
Side, Corner (E. San Antonio St.)	7.5 feet	8.95 feet
Rear, corner (adjacent to SFH)	15 feet	32.89 feet
Side, interior (adjacent to Fraternity house)	5 feet	14.25 feet

The existing building conforms to the required setbacks.

### *Height*

The maximum allowable height in the R-M Zoning District is 45 feet. However, Section 20.85.020(B) of the Municipal Code sets the maximum height at 120 feet for those properties within the Downtown Frame. The existing building is 30 feet and 11 inches. The building conforms to the height maximum.

### *Parking*

Pursuant to §20.90.060, the following table describes the required and provided parking for a Residential Service Facility.



Use	Vehicle Parking Ratio	Required	Provided
Residential Service Facility	1 per first 6 client beds, plus 1 additional space for up to 4 client beds (or portion thereof) above the first six, plus 1 additional space for each additional four client beds (or portion thereof), plus 1 space for each employee or staff member	16 for client beds and 5 for staff/employees <b>TOTAL: 22</b>	<b>14</b>

With a total of 69 beds and five staff, a total of 22 parking spaces would be required. However, pursuant to Section 20.90.210 of the Municipal Code, if a building or use was instituted prior to November 10, 1965, it shall not be required to meet the off-street parking requirements unless there is a substantial change in the structure or in the use of the structure. The building was previously used as a fraternity with 24 bedrooms. A "substantial change" means more than a forty percent difference between (a) and (b), as follows: (a) the number of parking spaces required under current Code for the structure or use, as the structure or use existed on November 10, 1965, and (b) the number of parking spaces required under the current Code for the proposed structure or use. The parking requirement for fraternities is one per guest room, plus one per employee. Assuming the fraternity had at least one employee, the required parking today would be 25 spaces. Because the difference in required parking between the current use (22 spaces) and the 1965 use (25 spaces) is not greater than 40%, it is not considered a substantial change; therefore, no additional off-street parking is required. The project will provide 14 parking spaces which conforms with the requirements.

### *Bicycle Parking*

Residential Service Facilities require bicycle parking at a ratio of one per ten full-time employees. The project will have five full-time employees and would be required to provide one parking space. The project will provide 10 bicycle parking spaces which satisfies the requirement.

### **Conditional Use Permit Findings**

Chapter 20.100 of Title 20 of the San Jose Municipal Code establishes required findings for the issuance of a Conditional Use Permit. Findings are made for the project based on the above-stated findings related to the General Plan, Zoning, and CEQA conformance, and subject to the conditions set forth in the resolution:

1. The conditional use permit, as approved, is consistent with and will further the policies of the General Plan, applicable plans and area development policies; and
  - *The proposal to rezone the site to the R-M Zoning District is in conformance with the General Plan. The Conditional Use Permit to allow an increase in transitional housing beds supports General Plan Policy H-1.2: Facilitate the provision of housing sites and structures across location, type, price and status as rental or ownership that respond to the needs of all economic and demographic segments of the community including seniors, families, the homeless and individuals with special needs. The increase in beds at this site will allow LifeMoves to serve more women and children currently facing homelessness.*

2. The conditional use permit, as approved, conforms with the zoning code and all other provisions of the San José Municipal Code applicable to the project; and
  - *As noted above, the project conforms to the R-M Multiple residence zoning development standards, such as height, setbacks, and bicycle parking. The project qualifies for an exemption to the current parking standards, as outlined in Section 20.90.210 of the Municipal Code.*
3. The conditional use permit, as approved, is consistent with applicable City Council policies, or counterbalancing considerations justify the inconsistency; and
  - *The project is consistent with the City Council Outreach Policy. Two signs were posted on the subject site on 7/16/19. A notice of the Public Hearing was mailed to properties within a 500-foot radius. The staff report was posted online and staff has been available to answer questions from the community. One neighbor contacted staff to request clarification on the new use.*
4. The proposed use at the location requested will not:
  - a. Adversely affect the peace, health, safety, morals or welfare of persons residing or working in the surrounding area; or
  - b. Impair the utility or value of property of other persons located in the vicinity of the site; or
  - c. Be detrimental to public health, safety or general welfare; and
    - *The residential service facility will continue to operate as transitional housing for women and children. The operations plan includes "Quiet Hours" from 9pm to 8am seven days a week. Access to the building is controlled and the site has closed circuit video on-site. The proposal to add more beds will not adversely affect the surrounding area.*
5. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this title, or as is otherwise required in order to integrate said use with the uses in the surrounding area; and
  - *The proposed site meets the minimum lot size for the R-M Zoning District and will continue to provide a fence along the eastern property boundary, adjacent to single-family homes. The site has 14 parking spaces which meets the minimum requirements.*
6. The proposed site is adequately served:
  - a. By highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate; or by other forms of transit adequate to carry the kind and quantity of individuals such use would generate; and
  - b. By other public or private service facilities as are required.
    - *The site is accessible from S. 11th Street and E. San Antonio Street; both streets have existing sidewalks and adequately serve vehicle and pedestrian traffic. There is a bus stop on S. 11th Street along the project*

*frontage and the site is approximately a quarter mile from E. Santa Clara Street, which is currently served by three VTA bus lines.*

7. The environmental impacts of the project, including but not limited to noise, vibration, dust, drainage, erosion, storm water runoff, and odor which, even if insignificant for purposes of the California Environmental Quality Act (CEQA), will not have an unacceptable negative affect on adjacent property or properties.
  - *The proposed increase in beds will not require any construction, and as such there will be no dust, erosion, storm water runoff or odor effects from the proposed increase.*

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Pursuant to Sections 15301 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA; Public Resources Code 21000-21189) as stated below, this proposed project is found to be exempt from the environmental review requirements of Title 21 of the San Jose Municipal Code, implementing the California Environmental Quality Act of 1970, as amended. A Statement of Exemption was prepared for the project. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

The proposed project is to rezone the site from A(PD) Planned Development Zoning to R-M Multiple Residence Zoning District. The R-M Zoning District conforms to the Urban Residential General Plan Land Use/Transportation Diagram land use designation. These changes do not affect the physical environment.

The proposed project would also change the use from Single-Room Occupancy to Residential Service Facility and increase the number of beds in a transitional housing setting by converting existing office and lounge spaces into bedrooms. The project is not anticipated to create substantial environmental impact because the project activities would be confined to the interior of the building. The increase in the number of beds would qualify for an exemption under Section 15301(a) as it involves a negligible expansion of use, which would involve interior alterations that are within the scope of work covered under Section 15301.

For this project there is no change to the existing structure and minor change in intensity of use, so the Class 1 existing facilities exemption is appropriate.



## **PUBLIC HEARING NOTIFICATION**

To inform the public of the proposed project, staff followed Council Policy 6-30: Public Outreach Policy. A notice of the proposed project was posted on the project site. A public hearing notice was distributed to the owners and tenants of all properties located within 500 feet of the project site and posted on the City website. The staff report is also posted on the City's website. Staff has been available to respond to questions from the public. Staff received one phone call from a community member. No public comment letters have been received to date.

/s/

ROSALYNN HUGHEY, Director  
Planning, Building and Code Enforcement

For questions, please contact Michael Brilliot, Deputy Director, at (408) 535-7831.

Attachments: Statement of Exemption  
Legal Description and Plat map  
Operations Plan  
CUP Plan Set

**STATEMENT OF EXEMPTION**

<b>FILE NOS.</b>	C19-024, CP19-018
<b>LOCATION OF PROPERTY</b>	Northeast corner of San Antonio and South 11th Street (184 S. 11th Street)
<b>PROJECT DESCRIPTION</b>	Conforming Rezoning from A(PD) Planned Development Zoning District to R-M Multiple Residence Zoning District and Conditional Use Permit to change the existing use from a Single Room Occupancy (SRO) living unit facility to a Residential Service Facility and to increase the number of beds from 55 to 69 beds, with no new construction, on a 0.37 gross acre site.

**CERTIFICATION**

Under the provisions of Section 15301 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA) as stated below, this project is found to be exempt from the environmental review requirements of Title 21 of the San José Municipal Code, implementing the California Environmental Quality Act of 1970, as amended.

**Section 15301. Existing Facilities**

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The types of "existing facilities" itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use.

- (a) Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances;

**ANALYSIS**

The proposed project is to rezone the site from the A(PD) Planned Development Zoning District to the R-M Multiple Residence Zoning District. The R-M Zoning District conforms to the Urban Residential General Plan Land Use/Transportation Diagram land use designation. This change would do not affect the physical environment.

The proposed project will also change the use of the property from the existing Single-Room Occupancy living unit facility to a Residential Service Facility and will increase the number of transitional housing beds to 69 beds by converting the existing office and lounge spaces into bedrooms. The project is not anticipated to create substantial environmental impact because the project activities would be confined to the interior of the building. The increase in the number of beds would qualify for an exemption under Section 15301(a) as it involves a negligible expansion of use, which will involve interior alterations that are within the scope of work covered under Section 15301.

## Cultural Resources

The structure is listed on the City's Historic Resources Inventory as an Identified Structure and is in a City Conservation Area (Naglee Park). The proposed project is a rezoning and change in use with no new exterior construction or exterior changes to the building. Therefore, the project will not result in a substantial adverse change in the significance of the historical resource.

## Hazards and Hazardous Materials

A review of the State Water Resources Control Board GeoTracker database indicates that there are two closed LUST sites within 600 feet of the property. The first, at 148 South 11<sup>th</sup> Street is 575-feet away. Clean up was completed and the case was closed as of August 2004. The second is located at 404 East San Fernando Street and is 530-feet from the project site. Clean up was completed and the case was closed as of March 2000. The closure of these sites would not impact the proposed project. Additionally, since the project is limited to a use change and interior construction which would not disturb soil or include excavation, there would be no impacts from potentially contaminated soil or groundwater.

### *Exceptions:*

CEQA Guidelines Section 15300.2 provides exceptions to the use of Categorical Exemptions where the use of a Categorical Exemption is prohibited under certain circumstances. The City has considered the projects applicability to all of the exceptions under Section 15300.2. An analysis of each of these exceptions in reference to this specific project is provided below.

- (a) Location: Section 15300.2(a) does not apply to the Class 1 of exemptions. Even so, the proposed project will not impact an environmental resource of hazardous or critical concern.
- (b) Cumulative Impact: The proposed project includes a conforming rezoning, a negligible change of use and interior changes to an existing building. Based on the project description, there is no evidence of a potential significant cumulative impact on the environment from the proposed project.
- (c) Significant Effect: The proposed project will not result in any significant effects on the environment due to unusual circumstances. The proposed project site does not have any unusual circumstances that will negatively impact the environment.
- (d) Scenic Highways: The proposed project site is not located adjacent to or visible from a designated scenic highway. The nearest scenic highway, Highway 9, is 9.5 miles southwest from the site. Therefore, the project would not result in damage to scenic resources, including but not limited to trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designed as a State scenic highway.
- (e) Hazardous Waste Sites: The proposed project site is not included on any list compiled pursuant to Section 65962.5 of the Government Code (Cortese List). Therefore, the project is not subject to 15300.2(e).<sup>1</sup>
- (f) Historic Resources: The proposed project site is listed on the City's Historic Resources Inventory as

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<sup>1</sup> The List of Hazardous Waste and Substances sites from Department of Toxic Substances Control EnviroStor database and List of Open Active Leaking Underground Storage Tank Sites from the State Water Board's GeoTracker database were reviewed.

an Identified Structure and is in a City Conservation Area (Naglee Park). The proposed project is a conforming rezoning, change in use with no exterior changes to the building. The project will not result in a substantial adverse change in the significance of a historical resource.

ROSALYNN HUGHEY, Director  
Planning, Building and Code Enforcement

Date: 10/2/2019

Cnd/3p  
Deputy

Project Manager: Ruth Cueto

**LEGEND**

- DISTINCTIVE BOUNDARY  
 --- RIGHT-OF-WAY LINE  
 --- EXISTING LOT LINE  
 --- CENTER LINE  
 --- EXISTING EASEMENT LINE  
 POB POINT OF BEGINNING

**SURVEYOR'S STATEMENT**

THIS SITE PLAN WAS PREPARED  
BY ME OR UNDER MY DIRECTION.

ANDREW TURNER, P.L.S.

DATED

**REFERENCES**

[1] F2 M 15

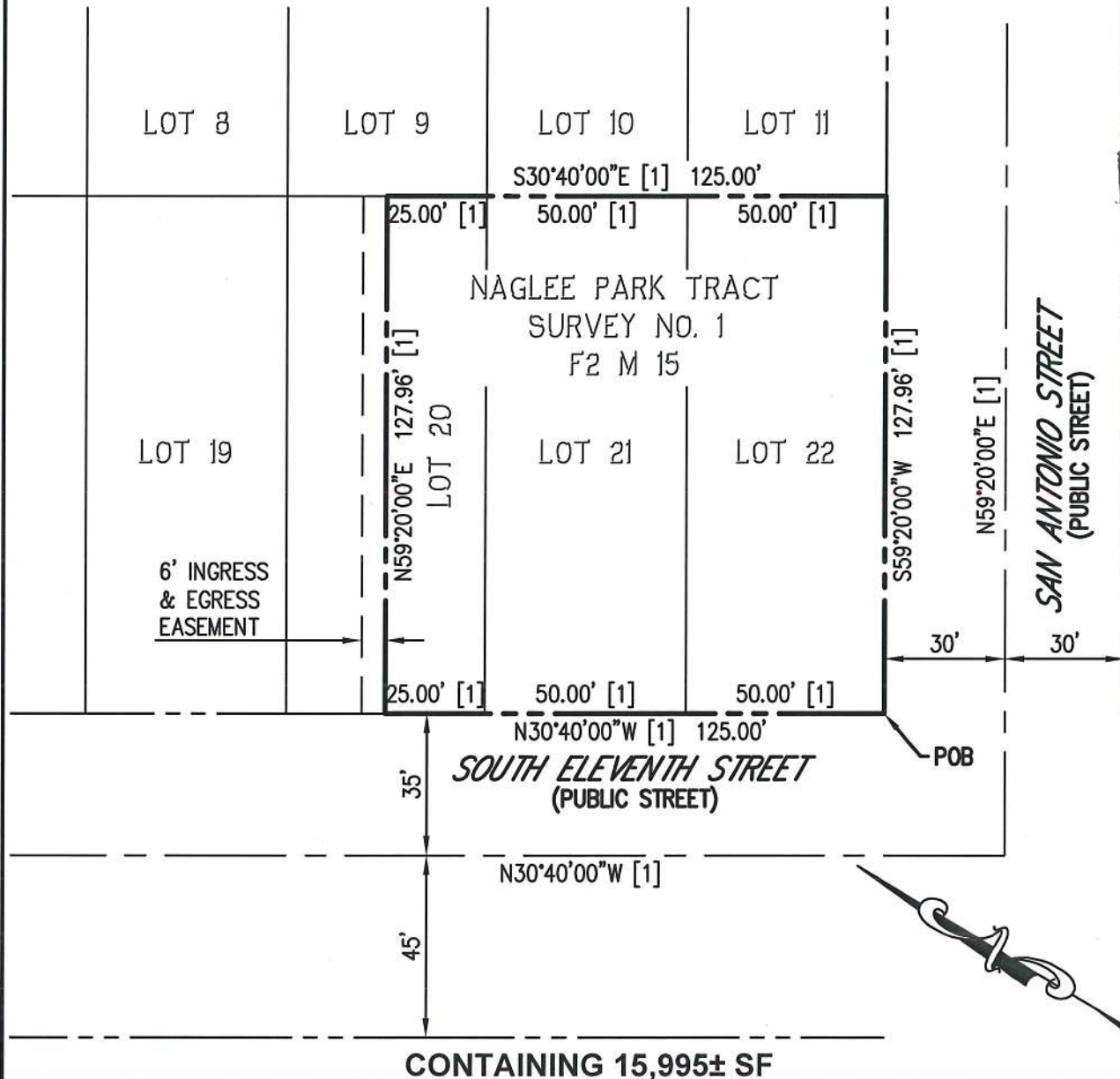


EXHIBIT "B"  
PLAT TO ACCOMPANY LEGAL DESCRIPTION



**Civil  
Engineering  
Associates**

Civil Engineers • Planners • Surveyors

2055 Gateway Place Suite 550  
San Jose, CA 95110  
T: (408) 453-1066

BY: CH  
DATE: 6/10/2019  
SCALE: 1"=40'  
JOB NO. 19-136

1 OF 1  
SHT.NO.

JUNE 10, 2019

JOB NO. 19-136

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**APN 467-26-095**

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF SAN JOSE, COUNTY OF SANTA CLARA, STATE OF CALIFORNIA DESCRIBED AS FOLLOWS:

BEING ALL OF LOTS 21, 22 AND THE SOUTHEASTERLY 25 FEET (FRONT AND REAR MEASUREMENTS) OF LOT 20, AND BEING A PORTION OF BLOCK 40 AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED "MAP OF THE NAGLEE PARK TRACT SURVEY NO. 1" FILED FOR RECORD APRIL 15, 1902 IN BOOK F2 OF MAPS AT PAGE 15, IN THE OFFICE OF THE RECORDER OF SAID SANTA CLARA COUNTY, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE MOST SOUTHERLY CORNER OF SAID LOT 22 AND ALSO BEING THE INTERSECTION OF THE NORTHWESTERLY BOUNDARY OF SAN ANTONIO STREET (PUBLIC STREET) AND THE NORTHEASTERLY BOUNDARY OF SOUTH ELEVENTH STREET (PUBLIC STREET), BOTH STREETS ALSO BEING SHOWN ON SAID SUBDIVISION MAP;

THENCE NORTH 30° 40' 00" WEST ALONG SAID NORTHEASTERLY BOUNDARY, A DISTANCE OF 125.00 FEET;

THENCE DEPARTING FROM SAID NORTHEASTERLY BOUNDARY OF ELEVENTH STREET AND HEADING NORTH 59° 20' 00" EAST, A DISTANCE OF 127.96 FEET;

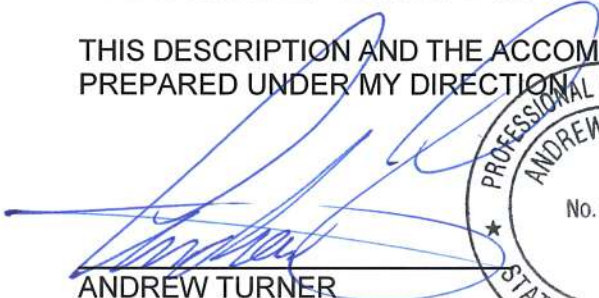
THENCE SOUTH 30° 40' 00" EAST, A DISTANCE OF 125.00 FEET TO A POINT ON SAID NORTHWESTERLY BOUNDARY OF SAN ANTONIO STREET;

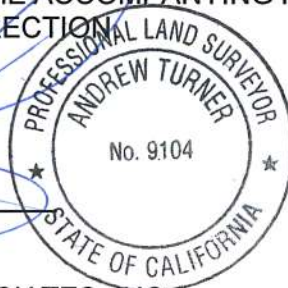
THENCE SOUTH 59° 20' 00" WEST ALONG SAID NORTHWESTERLY BOUNDARY, A DISTANCE OF 127.96 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 15,995 SQUARE FEET (0.367 ACRES) OF LAND, MORE OR LESS

A PLAT ENTITLED "EXHIBIT B" IS ATTACHED HERETO AND MADE A PART HEREOF.

THIS DESCRIPTION AND THE ACCOMPANYING PLAT WERE PREPARED BY ME OR PREPARED UNDER MY DIRECTION

  
ANDREW TURNER  
P.L.S. 9104  
CIVIL ENGINEERING ASSOCIATES, INC.



6/10/2019  
DATE





## **Villa Families and Single Females Emergency Housing Program Participant Contract**

LifeMoves would like to welcome you to the Villa, an emergency housing program, designed to assist you and/or your family to find and maintain stable/permanent housing and maintain it as soon as possible. Our program guidelines are developed to help ensure your family's success as well as make for a comfortable and safe stay.

### **PROGRAM OVERVIEW**

The Villa is a 60 day program with the possibility of four two-week extensions. You are responsible for having arrangements of where you will go once it is time to exit the program. While at The Villa, you will work with a case manager in creating a case plan which will support you and/or your family in reaching your housing goals. There will be mandatory requirements during your stay that include: case management meetings, house meetings, workshops and activities that occur on a weekly basis.

Our basic program requirements of you and/or your family are:

- Maintain our clean and sober environment
- Save 50% **or more** of your monthly income
- Meet weekly with your case manager
- Help staff maintain the site in a clean and safe condition
- Treat other residents and staff with respect as staff are expected to treat you and your family with respect

In addition, specialty/additional services may be required by the program should it align with your case plan and goals.

The following agreements have been established to ensure the safety and well-being of all program participants and staff. It is expected that every family/single residing at this site will follow these guidelines in order to remain in the program.

### **LENGTH OF STAY**

- Families and Single Females may stay at the Villa for 60 days with the possibility of receiving four, two week extensions.
- Extension requests are approved or denied at the discretion of the Program Director based on progress in securing housing and following of the program guidelines.
- It is the responsibility of the participant to apply for an extension in writing (paperwork includes extension request form, budgets, housing logs, and job logs (if applicable)) 2 weeks prior to your move-out date. This same process must occur for each extension request.

### **SIGN-IN/SIGN-OUT PROCEDURE**

- In case of emergency, all residents are required to sign-in upon entry and sign-out upon departure.
- All Adults must sign in for themselves and may not sign in for another adult (spouse, teen, another participant, etc)

### **CASE PLAN**

- In order to remain in this program, you must demonstrate continual progress in your housing search, job search, savings requirement, and additional goals and plans created between you and the Case Manager.

### **SAVINGS**

- This program has a **mandatory** savings requirement to assist families in saving money toward your first month's rent, deposit, moving expenses, etc.
- You must provide proof of income (a copy of your check, pay stub, award letter, SSI and/or CalWORKs income etc.) at the time of program entry and/or each time your income changes.

- The **minimum amount** of savings is **30-50%** of your income, but everyone is encouraged to save at least **70%** in order to find permanent housing more quickly and to be ready to move into your new home. (both adults in family household will be required to save)
- Your savings deposits are to be placed in the Locked Mailbox each time you are paid. The Program Director or Associate Program Director will provide you with a receipt for your records. The savings will be held in a non-interest earning bank account until your family leaves the program.
- Deposits must be made in the form of a money order or cashier's check.

### **MEETINGS/Workshops**

- Weekly 1:1 meetings with your Case Manager are **mandatory**.
- You will also be required to meet with our Children Services Coordinator (within five business days of program entry) to follow up on the needs and services of your children as needed.
- You will be required to complete an assessment with your assigned Case Manager within 5 days of entry to the program.
- Mandatory house meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month in the evening 6:00PM-7:00PM on site; should you have documentation showing that you are working or taking part in another excusable event that has been presented to your case manager, you may be excused from a meeting/workshop.
- If your family is a two-parent home one of the parent must attend the House Meeting/Workshop.
- There are two types of workshops: **day and evening**. Day workshops will be provided for those participants who do not have employment and/or other activities to do during the day time hours. Evening workshops are for all adults to attend Monday-Thursday starting at 6:00pm-7:00pm. Workshops range from financial literacy to parental classes and are in place to assist in implementing life skills and resources that may prove helpful to our families.
- Additional meetings/workshops can be assigned to you by your Case Manager and/or the Program Director depending on your case plan and must be carried out as to not affect your program eligibility.

### **CHORES**

- Chores are assigned daily; Chore assignments are posted in the lobby and staff will provide cleaning supplies needed to complete the assigned chore. Most chores take 15-30 minutes with the exception of the Double Scrub.
- When a chore is completed, a resident must return cleaning supplies and notify staff to ensure completion of chore.
- At no point can a minor complete chores for their parents unless approved by Program Director.

### **CLEANLINESS**

- Participants must keep their unit in a clean and orderly manner at all times.
- Participants must try to keep all public spaces clean.
- Participants are to keep units free from cleaning supplies and there is no BLEACH allowed in rooms.
- Any possessions left on site at time of program exit will be disposed of 72 hours after exit. Personal belongings may not be left outside of units or in common areas. No shopping carts may be brought on site
- Units should never be used as a storage of personal belongings. Should staff determine that you are hoarding/over storing items in your unit, you will be given 24 hours to meet program requirements regarding proper storage.

- All participants are expected to keep the site clean. Littering of trash on the property and surrounding areas is not tolerated. Cigarettes must always be placed in the ashtrays and not on the ground.

### **SITE MAINTENANCE**

- Unit maintenance issues must be reported to staff. Maintenance tasks are prioritized by the LifeMoves Maintenance Team according to safety and urgency.
- As soon as something that requires repair or replacement in your unit please notify the front desk, so a maintenance request can be submitted as soon as possible.

### **ALTERATIONS AND FURNITURE**

- No alterations or additions may be made in the unit or building unless approved by Program Director. For example: no hanging objects on the walls, no drawing on the walls, no installing wires, phones, etc. Only the furniture we provide may be used. Let your Case Manager know if you are in need of any special accommodations such as: a crib or play pin/pack N go.

### **GARBAGE**

- Household garbage should be thrown out in the blue dumpster in the parking lot and not in any of the community garbage cans. Diapers and wipes must be thrown out in dumpster.
- Garbage may not be left outside of the unit or dumpster. If the dumpster is full, residents will need to come up with an alternative for disposing their trash. The dumpster CAN NOT OVERFLOW.
- All cardboard boxes must be broken down prior to placing them in the dumpster.

### **PEACE**

- All participants (adults and children) must maintain peace with all staff, volunteers, other participants and neighbors, and treat them with respect.
- Participants who are violent, threaten the use of violence, or fail to keep the peace may be asked to leave the program immediately, this includes and is not limited to: yelling, use of bad language at other residents and/or staff, as well as threatening body language or any other type of behavior staff may deem inappropriate.

### **CURFEW**

6pm Sunday-Thursday  
11pm Friday and Saturday

**Staff goes by the clock in the lobby so be sure to give yourself enough time in case your clock varies.**

- If a family member has to work past curfew, he or she must place a copy of their work schedule in their Case Manager's mailbox in advance. Otherwise, no exceptions are made for curfew unless there is an emergency.
- Documentation will need to be provided the following day if curfew is missed due to an emergency (i.e., a hospital visit).
- Exceptions may be made on a case by case basis; however, these are not guaranteed and must be approved by your Case Manager in advance.

## **OVERNIGHTS**

- **CHILDREN** - If children 17 years and younger are going to stay off site overnight, signed approval must be obtained 24 hours in advance from the Case Manager and Children's Services Coordinator. Forms can be requested from your Case Manager. Once signed by Case Manager a copy will be given to office staff.
- **ADULTS** – **Adults are required to sleep on-site at all times. In case of an emergency, approval must be obtained by the Program Director.**

## **QUIET HOURS**

- **Quiet hours are from 9pm to 8am seven days a week.**
- **Smoking hours will be from 5am to 10pm daily.**
- There is no loitering (hanging out) on the sidewalk or driveway from 9pm-6am.
- Absolutely no loud music is allowed at any time.

## **SUPERVISION OF CHILDREN**

- **Parents must supervise children ages 13 and under at all times. Youth between 14-17 years old are allowed to watch their younger siblings as long as an adult is somewhere on-site.**
- **Any minor cannot be onsite alone without the parent being present somewhere on-site.**
- Children **under 17** are **NOT** allowed to be roaming around the facility or in the play yard area without a parent for any reason at all.
- If a child is left unattended staff is required by law to call Child Family Services formally known as CPS. All staff are required by law to report child abuse, neglect, and abandonment.
- Parents need to be onsite when their child is in Children's Program.
- Parents must sign in and sign out their own children on time for children's program.
- Children from 2 to 17 years of age may participate in Children's Programming activities.
- Children **under 17** are not allowed to come ask for anything at the front desk without a parent with them.
- Children between **14-17** years old can be left alone in the unit **ONLY** when parent/s are attending workshops, house meetings, weekly meetings, completing chore, going to the pantry, doing laundry, in the smoking area and using the computer lab for housing/job search.

## **MANDATED REPORTERS**

Absolutely no corporal punishment is permitted during the stay at the Villa. If any staff member suspects of ANY TYPE OF CHILD ABUSE a report will be made to CPS as staff are mandated reporters. Program participants are expected to discipline their children within the boundaries of state and federal laws. Any suspicion or reported child neglect, endangerment, or abuse will be reported to Santa Clara County Child Protective Services. Spanking, slapping, shaking, hitting, and name-calling (referring to a child as "dumb" or "stupid") can all constitute as abuse. Should a parent become unable to care for her child(ren) due to an accident, hospitalization, etc. staff will follow instructions left by the participant on the "Child Care Release" form completed at intake. If the participant does not leave instructions on the "Child Care Release" form, staff

will call the Police Department and/or Santa Clara County Child Protective Services to take custody of the child(ren) until the parent is able to resume care.

### **BABYSITTING**

- Babysitting is permitted only between families in the program, but staff must be notified in advance and complete a LifeMoves babysitting contract (forms can be obtained by CSC). If you are interested in this option, please visit the Children's Services Coordinators office to gain further understanding and clear expectations.
- Both babysitters and staff **MUST** sign the contract.
- Participants *cannot* babysit children who are not currently in the program.
- Adults who decide to babysit another families children are not allowed to babysit in the other families unit only in their own unit or within common areas of the facility. Families must also abide by the adult to child ratio which is one adult to four children. This is to ensure the safety of the children being cared for.
- Babysitting contracts will not be permitted during quiet hours.

### **SCHOOL/CHILDCARE ENROLLMENT**

- All school age children *must* attend school. If children are too sick or hurt to attend school, they may not participate in children's program or be in communal areas.
- If participants are homeschooling children, they must present with a valid certification or license to ensure qualifications for homeschool within 15 days of entry.
- The Children Service Coordinators can assist you with most school-related needs for your children/teens. This does not mean the CSC will be able to get your children into childcare, but it does mean they will assist you in locating possibilities and getting your name on childcare lists.

### **BIKES AND SCOOTERS**

- For safety reasons **NO** participant may ride bikes or scooters on the property. Exceptions are made for children under 5 (who must be accompanied by an adult).
- Bikes or scooters should be walked off the property before being ridden. All participants riding bikes or scooters must wear a helmet.
- **The Villa is not liable for any stolen property on site; please ensure that your bike is locked at ALL TIMES should you decide to park it on site.**

### **DONATIONS**

- Participants must obtain case manager approval prior to accesses donations. A Ticket will be issued to participate in order to access donation area.
- Participants may only take four items per family member and items must be in the correct sizes of each family member. If participants do not comply with this rule, donation privileges will be revoked. Donation privileges will be revoked as well if their apartment is unorganized and unsanitary.
- Donations in the lobby area are not allowed to be touched by participants unless directed by a staff person. For no reason is a person allowed to go through any donations in the lobby.
- If a participant needs specific items that are not in donations, their Case Manager should be notified. The participant's name will be put on a list and the participant will receive the item if one comes in.

- Participants are not allowed to donate items back to the site or leave any belongings in the hallways or around the site.
- If a participant has an interview and needs clothes, he or she may ask their Case Manager to visit the Career Closet during the day. If the Case Manager cannot take the participant, the Case Manager will notify another staff member to allow the participant in the Career Closet at night with the staff member.

### **FOOD PANTRY**

- Participants may access the food pantry from 5:00am-10:00am and again from 4:00pm – 8:00pm with assistance from staff.

### **CONSERVATION**

- It is expected that everyone will conserve their use of water, gas and electricity. For example: turn off all lights, TV and heaters when not in use, and set thermostats to 68 degrees. The outdoor water hoses are not to be used for washing vehicles.

### **FIRE DRILLS**

- The Villa conducts monthly fire drills which are unannounced. When the fire alarm goes off, all participants, children, staff, and volunteers (no exceptions) must evacuate the building and meet on the side of Villa on San Antonio Street. A staff member will meet you and do headcount to make sure everyone is out safely based on the sign-in/sign-out sheets for each floor.
- Participants are responsible for reviewing the Evacuation and Safety plans provided during intake.

### **PETS**

- Pets are not allowed on the property. Service animals or emotional support animals may be allowed onsite with proper documentation. See your Case Manager for more information.
- Residents will also be required to review and sign Service Animal Agreement.

### **MAIL/Memos**

- Participant's mail is placed in the participant's mail box. Participants are responsible for checking their mail boxes every day.
- Staff from time to time may place letters or memos in all participants mail boxes regarding important announcements it is your responsibility to retrieve them in a timely manner.
- Beginning 14 days after the participant discharges from the program or terminates case management services, all mail will be returned to sender. For participants who are removed from the program under 'Grounds for Immediate Discharge,' mail will be returned to sender beginning the same day as discharge.

### **CARS/PARKING**

**Please be mindful: All participants with cars must submit vehicle information to the front desk within 24 hours of intake. This includes the make, model, color and license plate of the car(s). If information is not provided, it is subject to be towed at owner's expense.**

- Car repairs and car washing are not permitted on the property (this includes our parking lots).
- As our parking spaces are limited, our lot goes by a first come, first park procedure. This rule applies to the lot, behind the building.
- **Should a family have more than one vehicle:** it is only permitted for families/singles to access one parking spot. This means only one vehicle can be parked in the lot (should a spot be located) and the other must be parked at street parking. Failure to follow thru with this site rule can result in parking privileges being revoked.



- Clients are allowed to park in the parking lot after 5:00 pm if they will no longer be leaving the site. Should you decide to park in this area you must then move your vehicle by 8 AM, no exceptions.
- There is one designated ADA (handicap) parking spot. Only certified placard holders can access these space. Should you park in this space or any other space that is not a designated parking space, your vehicle will be towed at the owner's expense.
- All transportation, like Lyft, Uber, Taxi Cabs, etc. are required to pick you up on the street as they cannot drive into the parking lot.

### **DRESS CODE**

- Lingerie and clothing that reveals too much cleavage, back, legs, chest, stomach, or underwear is prohibited.
- All clients, including children, must be fully clothed and wearing shoes at all times.
- No clothing that displays Drug and or Alcohol Labels/Pictures
- Gang related attire, accessories, and clothing will not be tolerated.
- Please do not wear pajamas outside your unit.

### **DAMAGE AND INJURY**

- Participants must notify staff immediately of any injury, loss, or damage to family members or property as well as any service or repairs needed in the unit.
- If police, firefighters or an ambulance comes on site, staff must be notified immediately.

### **SAFETY**

- Participants are responsible for prioritizing safety at all times.
- Residents are not allowed to visit other resident's units or visit other floors if their assigned unit is not on the floor.
- Adults are not allowed to run on the property. Children are not allowed to run on the property and must always be under close parental supervision.
- If cooking facilities are being used (oven, stove, microwave):
  - **Never** leave the kitchen unattended when cooking
  - An adult must remain in the kitchen until the cooking appliance is turned off.
  - Please remember that neither frying nor sautéing is allowed
  - Ensure children are away from the cooking area
  - Do not store items on top of, in or around the cooking facilities
  - Keep electrical appliances and plugs away from water and oven/stove
- Sharp objects, medicine, and cleaning supplies should be out of reach of children at all times.
  - No kitchen cutting knives are allowed
  - Cooking tools and other items can be checked out from Staff Office and returned after use.

### **COMMON KITCHEN/DINING AREA**

- There is a communal dining room on the first floor. Participant's are expected to clean up after themselves and their children including washing dishes and wiping the table/seats/high chairs, etc.. A prepared meal will be provided daily for dinner Mondays thru Friday.
- Assigned kitchen space must be cleaned, monitored and should never be over crowded.

## **WELLNESS & SAFETY PROCEDURES AND PRECAUTIONS**

- Villa is committed to a safe and secure environment. As a client, you are responsible for your own actions and agree to the following:
  - You will not be verbally or physically aggressive.
  - You will not intimidate others.
  - You will not engage in verbal or physical altercations.
  - You are expected to seek support from staff if you have thoughts of harming yourself or others.
- Failure to comply with these agreements may result in immediate discharge.
- Staff reserve the right to perform Health and Wellness Inspections which includes thorough searches of unit, bags, pockets and client's other personal possessions at any time.

A Health and Wellness Inspection can take place whether or not the client being searched is present in order to ensure the safety of all clients. A Health and Wellness Inspection will always be completed with two staff present. Clients will be notified by staff after a Health and Wellness Inspection has taken place in the units in the form of a letter. All clients have the right to refuse a search at any time however, this may result in consequences up to and including discharge.

## **CONFIDENTIALITY**

LifeMoves staff is required by law to protect participant confidentiality. For this reason, staff cannot confirm nor deny participant involvement in this program without a signed consent. See the LifeMoves Notice of Privacy Practices for more information on this policy. Participants should not be videotaping or taking photos as California makes it a crime to record or eavesdrop on any confidential communication, including a private conversation or telephone call, without the consent of **all parties to the conversation**.

## **ILLNESS / CONTAGIOUS INFECTIONS**

To protect the safety of all program participants anyone with a contagious illness such as active TB, chicken pox, pink eye, lice, scabies etc., will be immediately discharged from the facility to prevent the spread of communicable, contagious disease. Participants discharged in this manner will be placed on "automatic return" status. Once the participant has provided the Program Manager with a medical release signed by physician indicating that the participant is no longer contagious and a bed becomes available, the participant can immediately return.

## **NO RELATIONSHIPS**

- To avoid conflict and increase safety and security for all clients at Villa, LifeMoves **STRONGLY DISCOURAGES** romantic relationships to be initiated among other residents while in program.

## **ITEMS NOT ALLOWED ONSITE**

Due to fire hazards, the following items are not allowed onsite:

- Floor/space heaters
- Heated blankets
- Candles
- Frying pans

## **LAWS**

- All Federal, State and Local laws are strictly enforced for every participant at the Villa.
- If participants are suspected of any illegal activity, the family/single may be terminated from the program.

## **DRUGS AND ALCOHOL**

- **Absolutely no alcohol or drugs are permitted on the property. Any family member/single suspected of being under the influence of drugs or alcohol will be drug tested by staff. The use of alcohol and other drugs while offsite is also prohibited for as long as the family/single is residing in our program.**
- If a resident tests positive for drugs or alcohol, that resident may be required to enroll into a treatment program and/or attend meetings to remain eligible in the program. Staff can require a urinalysis and/or alcohol assessment at any time, even if there is no suspicion of substance and/or alcohol usage.
- Random drug testing can and will be carried out by staff.

## **TB TESTING**

- Participants must provide proof of tuberculosis (TB) testing or appropriate TB treatment within **7 business days** of entering the program. Failure to do so will result in a program completion (asked to leave).

## **SMOKING**

- MINORS are not allowed to be in the designated smoking areas at any time.

Smokers may smoke in the designated area between the hours of 5am and 10pm daily. If you smoke, you must go to our designated smoking area (near the sidewalk/San Antonio Street). Smoking is not allowed in Villa Parking Lot or inside your car.

- **There is absolutely no smoking allowed inside the units.**

## **WEAPONS**

- Absolutely no weapons, highly flammable materials, firearms, ammunition, fireworks, explosives, dangerous weapons or any other material or instrument which, in the opinion of LifeMoves, poses a risk of damage or injury will be tolerated on the premises. Any person suspected of having these items is subject to termination from the program.
- Participants possessing any of these items must make arrangements for storage elsewhere prior to coming to the program or see the program staff immediately upon entering the program.

## **VISITORS**

**There are no visitors allowed on Villa property including the entire parking lot; no family/single visitors and no friends.**

- Parent's minor children who do not reside with them in the program are allowed on site with proper documentation and approval from their Case Manager.
- Other service partners such as CPS, a Social Worker and Therapist will be allowed on-site and must check in at the front desk lobby area first.

## **LAUNDRY**

- All families must sign up to use the washer and dryers.
- If a family is caught using the washers and dryers without signing up properly your washing privileges could be revoked or not being allowed to wash for up to a week.
- Hours to washer are 8:00am-9:00pm. If any clothes are in the washer or dryer past 9:00pm they will be removed and kept at the front desk for the family to retrieve during regular business hours.

## **COMPUTERS**

- Participants may use the computer room during computer room hours, which are posted on the computer room door. Computers may be used for email, job, and housing search **ONLY**. No Facebook, YouTube, or other social networking websites are allowed.
- Children and teens must get permission from staff before using a computer. Children and teens may use the computer for homework only. Parents need to be present with children/teens during usage of computers.
- Computer privileges will be revoked if participants violate computer rules. Only adults are allowed to use the computer during evening hours. The only exception is if a child or teen has homework to work on and gets approval from the Case Manager in advance.

## **ENTRY OF UNITS**

- Program staff reserve the right to enter a participant's unit for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations or for any other lawful purpose.

**Staff will enter the units weekly for unit checks. Staff will always knock and announce themselves prior to entering.**

## **On The Spot Searches of Family/Single Units**

- The Villa staff have the right to search any and all units at any time.
- Any drugs, alcohol or weapons found will be confiscated and forwarded to the Program Director. As these items are prohibited, they may be discarded or taken to the local police station for proper disposal.
- Any unauthorized items retrieved during a search of units will not be given back to the person(s) no matter what.
- Should any prohibited item be found on an individual or in a unit, a program completion (Ask to Leave) will be issued to the resident (family/single).

## **Lobby**

- Do not use the lobby area as a communal gathering place. Individuals from the community bring in donations for our participants during normal business hours and those individuals need to be able to drop off the donations without interference. We ask that resident's do not engage with or approach these individuals as we don't want them to feel overwhelmed.

## **NON-COMPLIANCES:**

- Non-compliance notices are given to participants if any program rule, included but not limited to this participant contract, is not followed. This can include missing: curfew, chore assignment, a meeting with a Case Manager or Children's Services Coordinator, workshop, house meeting, not passing unit inspection, and/or leaving children unattended).
- If a participant has accumulated 3 Non-Compliances/Write-ups for various participant contract violations, a meeting with the Case Manager and Program Director will be scheduled to discuss eligibility in the program.

## **ASKED TO LEAVE (ATL): TERMINATION OF SERVICES**

- When a family/single are ATL'd (Asked to Leave) from the program they must agree to leave the premises on the day and time indicated by the Program Director. For information on appealing an ATL, please see "Appeal Process" below.

## **APPEAL PROCESS**

Participants who do not agree with a decision made by staff regarding denial into the program, termination, or consequences related to contract violations may appeal to the Program Director and subsequently to the Program Director Committee.

Furthermore, complaints of discrimination, including disability-related grievances and inappropriate staff conduct may be brought to the Director of Programs and Services after the participant's presentation to the Program Director.

To appeal, the participant must follow these procedures:

1. Participant must write his/her appeal response to the ATL and submit to the Case Manager within 24 hours of receiving the ATL. Once the Case Manager receives the appeal response they will meet with the Program Director and a decision will be made approve or denied.
2. If the participant is not happy with the outcome of the appeal process the participant will have another 24 hours to request a meeting with the Program Director and the Case Manager. The Program Director then schedules the meeting within one working day of the receipt of the request. At the discretion of the Program Director, the participant may be asked to leave the program during the appeal process.
3. After the meeting, the Program Director will decide whether or not to uphold the original decision within one working day. The participant will receive the decision in writing at that time.
4. If the participant wishes to continue the appeal process, he/she may do so in writing addressed to the Director of Shelter Programs; this request must be made in writing within one working day of receiving the Program Director's decision. The Director of Shelter Programs then investigates the appeal with the Program Director, Caseworker, and other relevant parties. The Director of Shelter Programs makes a final appeals decision within three working days receiving the appeal. The final decision will be given in writing to the participant. If the original termination decision is upheld, the participant must comply immediately with the decision.

#### **NON-DISCRIMINATION**

- It is LifeMoves policy to treat all participants without regard or consideration for the individual's race, color, religion, sex, age, national origin, ancestry, physical or mental disability, veteran or marital status, medical condition, pregnancy, sexual orientation, or any other basis protected by federal, state or local law. To comply with applicable laws ensuring equal opportunities to participants with a disability, LifeMoves will make a reasonable accommodation for the known physical or mental limitations of the participant unless undue hardship would result.

I have read and understand the participant contract for the Emergency housing program at LifeMoves - The Villa and agree to abide by it. I understand that I may be asked to leave the program should I fail to meet any of the above criteria. This decision rests at the discretion of the Program Director and the Villa staff.

I further understand that occupancy of a unit at this program is a necessary incident of program participation and that my participation in no way establishes a landlord-tenant relationship under civil code.

I agree that if my temporary and limited use of the facility and its programs is revoked, I will leave voluntarily. If I do not, I understand that I can be forcibly removed by the police, as I will be considered a trespasser on LifeMoves - the Villa property.

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Signature of Adult 1

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Date

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Signature of Adult 2

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Date

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Signature of Case Manager

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Date





184 S 11TH STREET,  
SAN JOSE, CA 95112

CONDITIONAL USE PERMIT  
(APPLICATION NO: CP19-018)

(NO EXPANSION OR BUILDING EXTERIOR MODIFICATION)  
FROM 55 BEDS TO 69 BEDS)  
PRIOR APPROVED PLANNING APPLICATION: PD98-05-027

184 S 11TH STREET,  
SAN JOSE, CA 95112

ABBREVIATIONS

AB	ANCHOR BOLT
AC	ASPHALTIC CONCRETE
A/C	AIR CONDITIONING
ACOUS	ACOUSTICAL
ACT	ACOUSTICAL TILE
ADJ	ADJUSTABLE/ADJACENT
AFF	ABOVE FINISH FLOOR
AL	ALUMINUM
ANOD	ANODIZED
BD	BOARD
BLDG	BUILDING
BLK	BLOCK
BM	BEAM
BO	BOTTOM OF
CAB	CABINET
CB	CATCH BASIN
CEM	CEMENT
CER	CERAMIC
CI	CAST IRON
CJ	CONSTRUCTION JOINT
CL	CENTERLINE
CLG	CEILING
CLR	CLEAR
COL	COLUMN
COMP	COMPOSITION
CONC	CONCRETE
CONN	CONNECTION
CONT	CONTINUOUS
CPT	CARPET
CT	CERAMIC TILE
DF	DOUGLAS FIR / DRINKING FOUNTAIN
DIA.	DIAMETER
DIM	DIMENSION
DR	DOOR
DS	DOWNSPOUT
DWG	DRAWING
(E)	EXISTING
EA	EACH
ELECT.	ELECTRICAL
ELEV	ELEVATOR
EQ	EQUAL
FAU	FORCED AIR UNIT
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FF	FINISH FLOOR
FTG	FOOTING
GA	GAUGE
GALV	GALVANIZE (D)
GC	GENERAL CONTRACTOR
GFI	GROUND FAULT INTERRUPTER
GFRC	GLASS FIBER REINFORCED CONCRETE
GI	GALVANIZED IRON
GTV	GATE VALVE
GYP	GYP-SUM
HB	HOSE BIBB
HDR	HEADER
HDWD	HARDWOOD
HDWR	HARDWARE
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HT	HEIGHT
HW	HOT WATER
HVAC	HEATING VENTILATING
INSUL	INSULATION
JAN	JANITOR
JB	JUNCTION BOX
LAV	LAVATORY
MATL	MATERIAL
MAX	MAXIMUM
MB	MACHINE BOLT
MECH	MECHANICAL
MIN	MINIMUM
MTL	METAL
(N)	NEW
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
O	OVER
OC	ON CENTER
OD	OUTSIDE DIAMETER
OFD	OVERFLOW ROOF DRAIN
OFF	OFFICE
OPNG	OPENING
OPP	OPOSITE
PL	PLATE
PLAM	PLASTIC LAMINATE
PLAS	PLASTER
PLYWD	PLYWOOD
(R)	RELOCATE(D)
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
RDWD	REDWOOD
REC	RECESSED
REINF	REINFORCED
RHMS	ROUND HEAD MACHINE SCREW
RM	ROOM
RO	ROUGH OPENING
RWL	RAINWATER LEADER
SC	SOLID CORE
SD	STORM DRAIN
SECT	SECTION
SIM	SIMILAR
SND	SANITARY NAPKIN DISPENSER
SPEC	SPECIFICATION
SQ	SQUARE
SS	SANITARY SEWER
SST	STAINLESS STEEL
STD	STANDARD
STL	STEEL
STOR	STORAGE
STRUCT	STRUCTURAL
SUDP	SUSPENDED
T	TREAD
TC	TOP OF CURB/CONCRETE
TEL	TELEPHONE
T & G	TONGUE AND GROOVE
THK	THICKNESS
TO	TOP OF
TOS	TOP OF SLAB
TYP	TYPICAL
T-24	TITLE 24
UON	UNLESS OTHERWISE NOTED
VA	VAN ACCESSIBLE
VCP	VITREOUS CLAY PIPE
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
VIF	VERIFY IN FIELD
W	WITH
WC	WATER CLOSET
WD	WOOD

PROJECT DATA

PROJECT DESCRIPTION: A CONDITIONAL USE PERMIT TO  
CHANGE THE EXISTING USE FROM SINGLE ROOM  
OCCUPANCY (SRO) TO A RESIDENTIAL SERVICE  
FACILITY AND INCREASE THE NUMBER OF BEDS  
FROM 55 TO 69 BEDS, WITH NO NEW  
CONSTRUCTION, ON A 0.37 GROSS ACRE SITE.

BUILDING AND LOT AREA

OCCUPANCY GROUP: B  
CONSTRUCTION TYPE: V-A (1-HR)  
LOT AREA: ±0.37 ACRE (±15995 SF)

BUILDING AREA: NO CHANGE  
AUTOMATIC FIRE SPRINKLER: YES

ZONING

CHANGE FROM A(PD) TO RM (MULTIPLE RESIDENTIAL -  
(APPLICATION NUMBER: CP19-024))  
NO EXTERIOR CHANGE EXCEPT FOR ACCESSIBILITY AND  
EGRESS REQUIREMENT

EXISTING USE

SLEEPING SHELTER FOR 55 BEDS WITH SHELTER  
ADMINISTRATION OFFICE

PROPOSED USE

SLEEPING SHELTER FOR 69 BEDS WITH SHELTER  
ADMINISTRATION OFFICE  
FROM SRO TO RESIDENTIAL SERVICE FACILITY  
CONFORMING WITH THE GENERAL PLAN 2040, RESIDENTIAL  
R-M (MULTI-RESIDENTIAL)

EXISTING OCCUPANCY SUMMARY:

GROUP A3 AREA = 1626 SF / 15 SF = 109 OCC  
GROUP B = 1682 SF / 100 SF = 19 OCC  
GROUP R-1 = 13442 / 200 SF = 68 OCC  
TOTAL AREA = 15451 SF (196 SF) (INCLUDING ALL TRELLIS  
AREA OF 1635 AS GROUP R-1)

PROPOSED OCCUPANCY SUMMARY:

GROUP A3 AREA = 1626 SF (EXISTING) - 887 SF (CONVERSION  
TO OFFICE AT 1ST FLOOR) = 739 SF / 15 SF = 50 OCC  
GROUP B = 1682 SF (EXISTING) - 1682 SF (BASEMENT UNDER  
PREVIOUS PERMIT) + 887 SF (PROPOSED OFFICE AT 1ST  
FLOOR UNDER THIS PERMIT) + 100 SF (OFFICE AT 3RD  
FLOOR) = 1187 SF / 100 SF = 12 OCC  
GROUP R-1 = 13342 / 200 SF = 67 OCC  
COMMUNITY ROOM & COMPUTER ROOM (GROUP B): FOR  
RESIDENTS: 1682 SF / 100 SF = 17 OCC

TOTAL BUILDING AREA = 15451 SF (146 OCC) (INCLUDING ALL  
TRELLIS AREA OF 1635 AS GROUP R-1 AND OTHER  
CIRCULATION AND SUPPORT AREAS) (NO CHANGE OF  
BUILDING AREA)

EXISTING ALLOWABLE BUILDING AREA SUMMARY:

PER UCB SECTION 504.2, THE TOTAL ALLOWABLE COMBINED  
AREA FOR A MULTISTORY BUILDING IS TWICE WHAT IS  
PERMITTED BY TABLE B-5 FOR A ONE STORY BUILDING. FOR  
AN R-1 TYPE V, ONE HOUR = 10500 X 2 = 21000 < 20458 - OK

PER UCB SECTION 504.3 (MIXED USE OCCUPANCY) THE SUM  
OF THE RATIOS OF THE ACTUAL AREA FOR EACH SEPARATE  
OCCUPANCY (A3 RATIO = 0.08 + B RATIO = 0.08 + R1 RATION  
= 0.64) = 0.80 < 1.0 OK

CHECK 90% REQUIREMENT FOR MAJOR USE: 0.9 X 20458 =  
18412 < 16950 - OK

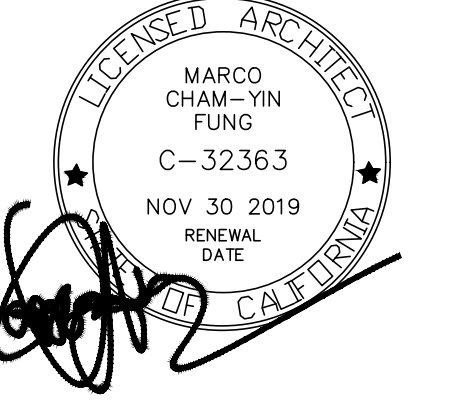
PER UBC 505, THE ABOVE AREA INCLUDES THE NEW AREA  
OF 160 SF FOR ROOM 107 AND IS STILL BELOW THE  
MAXIMUM ALLOWABLE AREA.

PROPOSED ALLOWABLE BUILDING AREA SUMMARY:

GROUP R1: NO CHANGE = 13342 SF / 36000 SF = 0.38  
GROUP A3: DECREASED, 1626 SF / 34500 SF = 0.05  
GROUP B: 3664 SF / 54000 SF = 0.07  
0.38 + 0.05 + 0.07 = 0.50, LESS THAN 1

SHEET INDEX

ARCHITECTURAL
A0.01 TITLE SHEET
A1.00 SITE PLAN
A1.00A PROPOSED SITE PLAN - PARKING LAYOUT
A1.01 AERIAL MAP AND SITE PHOTO
A2.00 EXISTING FLOOR PLAN
A2.01 PROPOSED FLOOR PLAN



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69 BEDS)  
(APPLICATION:  
CP19-018)

184 S 11TH STREET,  
SAN JOSE, CA 95112  
APN: 467-26-095

PROJECT SCOPE  
OFFICE TENANT IMPROVEMENT  
CHANGE OF USE OF THE MOTHER'S  
ROOM TO BEDROOM

PROJECT DIRECTORY  
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LIVE MOVES  
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CONTACT: MARCO FUNG

Date  
2019.08.25  
Project No.  
2019.003

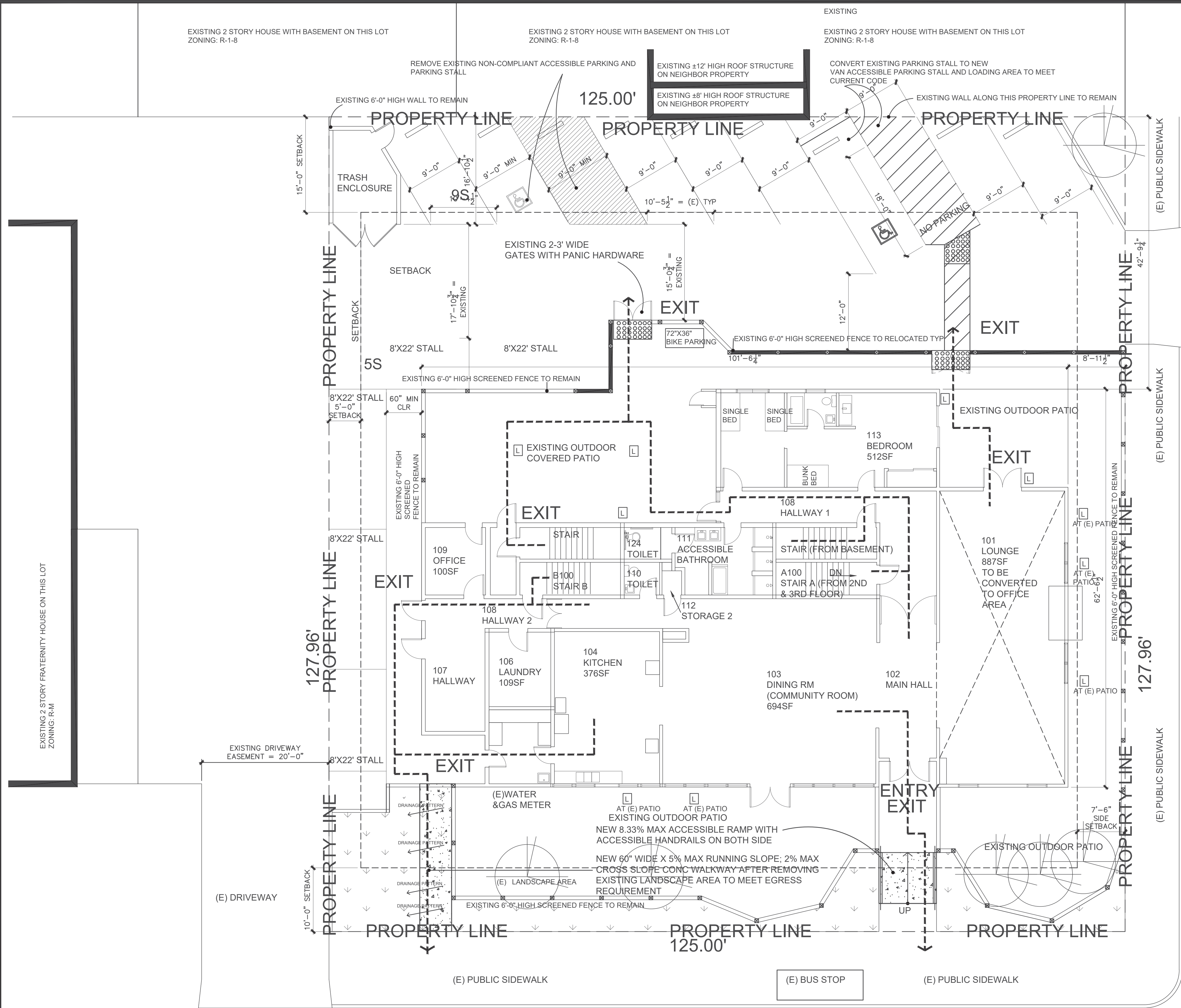
Sheet Title  
TITLE SHEET

Sheet  
No.

A0.01

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NO CHANGE OF BUILDING FOOTPRINT, OUTDOOR FENCED AREA  
NO CHANGE OF BUILDING ELEVATION  
NO CHANGE OF DRIVEWAY CONFIGURATION EXCEPT PROPOSED  
ACCESSIBLE PARKING STALL

SOUTH 11TH STREET

LEGEND

EGRESS PATH - - - - -  
EXISTING OUTDOOR LIGHTING - NO CHANGE

1 SITE PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



EAST SAN ANTONIO STREET

PLANNING STANDARD: RM REQUIREMENT  
PER SAN JOSE PLANNING CODE - TABLE 20-60  
MINIMUM LOT AREA: 6000 SF (LOT AREA: 14981 SF - COMPLIED)  
SETBACK REQUIREMENT:  
ALONG 11TH STREET: 10'-0"  
ALONG SAN ANTONIO STREET: 7'-6"  
SIDE: 5'-0"  
REAR: 15'-0"

MAXIMUM BUILDING HEIGHT: 120 FEET  
(CURRENT BUILDING HEIGHT: 30'-11" - COMPLIED)  
MAXIMUM NUMBER OF STORY: NOT APPLICABLE  
(CURRENT BUILDING: 3 STORY AND 1 STORY OF BASEMENT)

PARKING REQUIREMENT:  
PURSUANT TO MUNICIPAL CODE 20.90.210, THE PROJECT  
MUST PROVIDE THE REQUIRED PARKING (7 SPACES)  
(IDENTIFIED IN THE PREVIOUSLY APPROVED PD PERMIT,  
PD98-27)

REQUIRED: 17 FOR CLIENT BEDS AND 5 FOR  
STAFF/EMPLOYEES = 22  
PROVIDED: 14

USE AREA  
BASEMENT: 2315 SF  
COMMUNITY COMPUTER RM AND OFFICE: (1682 SF)

1ST STORY: 4912 SF  
4 BEDS (CURRENT): 512 SF  
4 BEDS (PROPOSED): 512 SF  
ADMINISTRATIVE OFFICE: 887 SF (PROPOSED)  
+ 100 SF (EXISTING) = 997 SF (PROPOSED)  
COMMUNITY AREA (KITCHEN, LAUNDRY, STORAGE): 1179 SF

2ND FLOOR: 4727 SF  
42 BEDS (CURRENT): 2550 SF  
47 BEDS (PROPOSED): 3143 SF

3RD FLOOR: 2497 SF  
9 BEDS (CURRENT) 1200 SF  
EXISTING OFFICE: 100 SF  
18 BEDS (PROPOSED) 1300 SF  
NEW BEDROOM: 100 SF  
DECK: 1635 SF

TOTAL BUILDING AREA: 15451 SF (NO CHANGE)

WATER POLLUTION PLAN NOTE: SEE BEST MANAGEMENT  
PRACTICE

GRADING AND DRAINAGE PLAN: NOT APPLICABLE

STORMWATER CONTROL PLAN: NOT APPLICABLE

STORMWATER HYDROMODIFICATION MANAGEMENT  
(HM) PLAN/REPORT: NOT APPLICABLE

BUILDING ELEVATION: SEE SHEET A1.01 - NO CHANGE

BUILDING AND SITE PHOTO: SEE A1.01

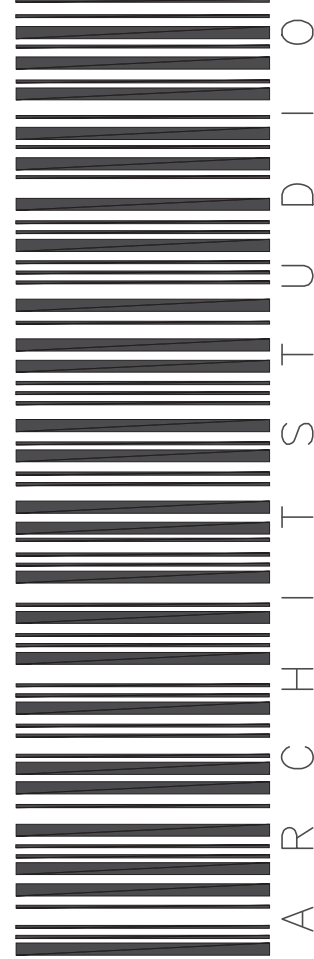
BUILDING FLOOR PLAN: SEE A2.00 AND A2.01

LANDSCAPE PLAN: NOT APPLICABLE  
(NO CHANGE OF EXISTING LANDSCAPE EXCEPT CONVERSION  
OF EXISTING LANDSCAPE TO CONCRETE WALKWAY FOR  
EGRESS REQUIREMENT)

LIGHTING PLAN: NOT APPLICABLE  
(NO CHANGE OF EXISTING OUTDOOR LIGHTING: EXISTING  
OUTDOOR LIGHTINGS ARE SHOWN ON SITE PLAN)

DETAILS: NOT APPLICABLE - NO OUTDOOR FEATURES  
EXCEPT NEW CONCRETE WALKWAY AND RAMP TO MATCH  
EXISTING

DENSITY UNIT  
EXISTING: 55 BEDS (150 BEDS PER ACRE)  
PROPOSED: 69 BEDS (188 BEDS PER ACRE)  
(3 BEDS = 1 UNITS)  
EXISTING: 50 UNITS PER ACRE  
PROPOSED: 63 UNITS PER ACRE



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Date  
2019.08.25  
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Sheet  
No.  
SITE PLAN

A1.00

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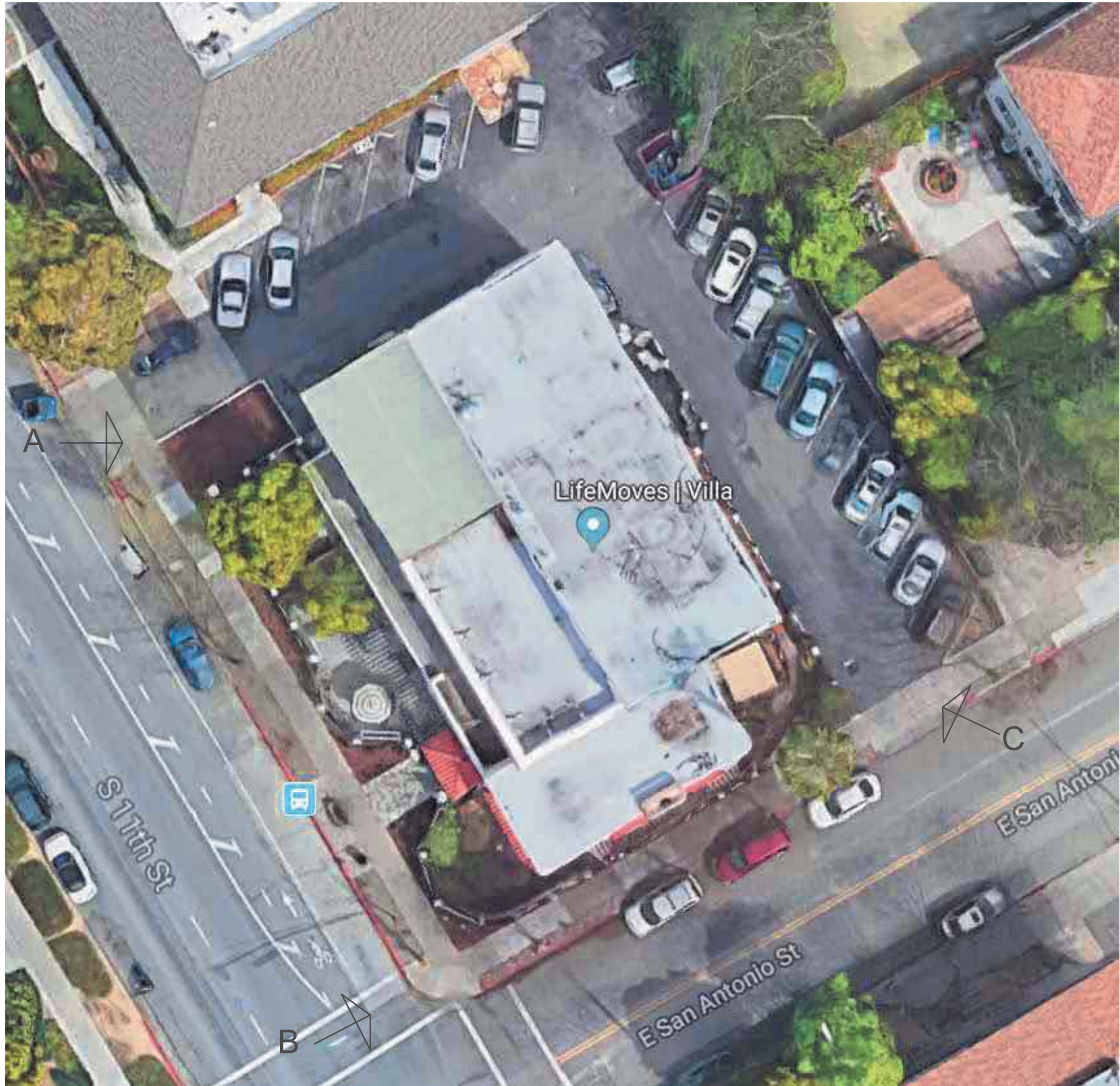
A



B



C



1 AERIAL SITE PLAN  
SCALE: NOT TO SCALE



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Sheet Title

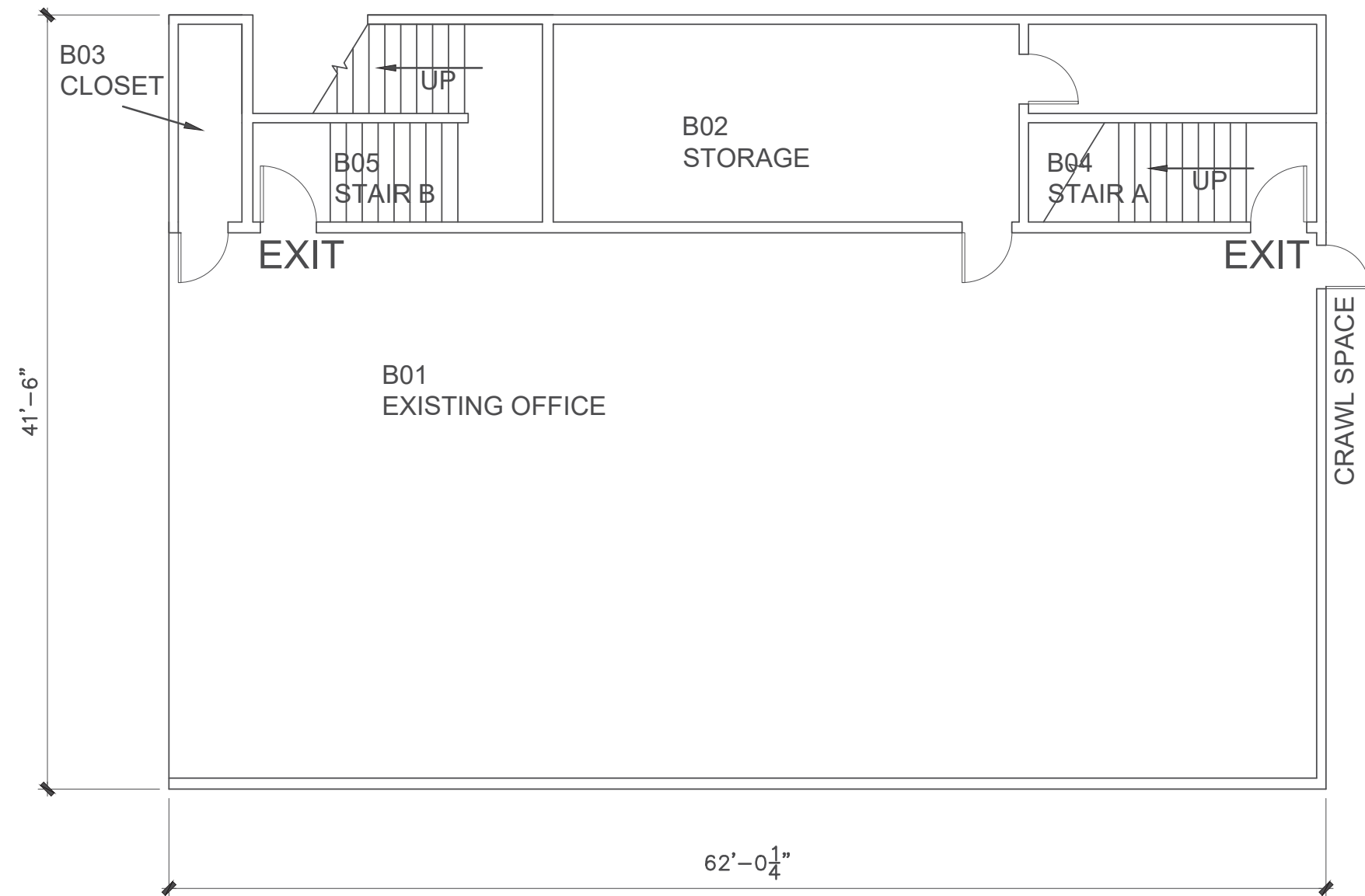
AERIAL MAP  
&  
SITE PHOTO

Sheet No.

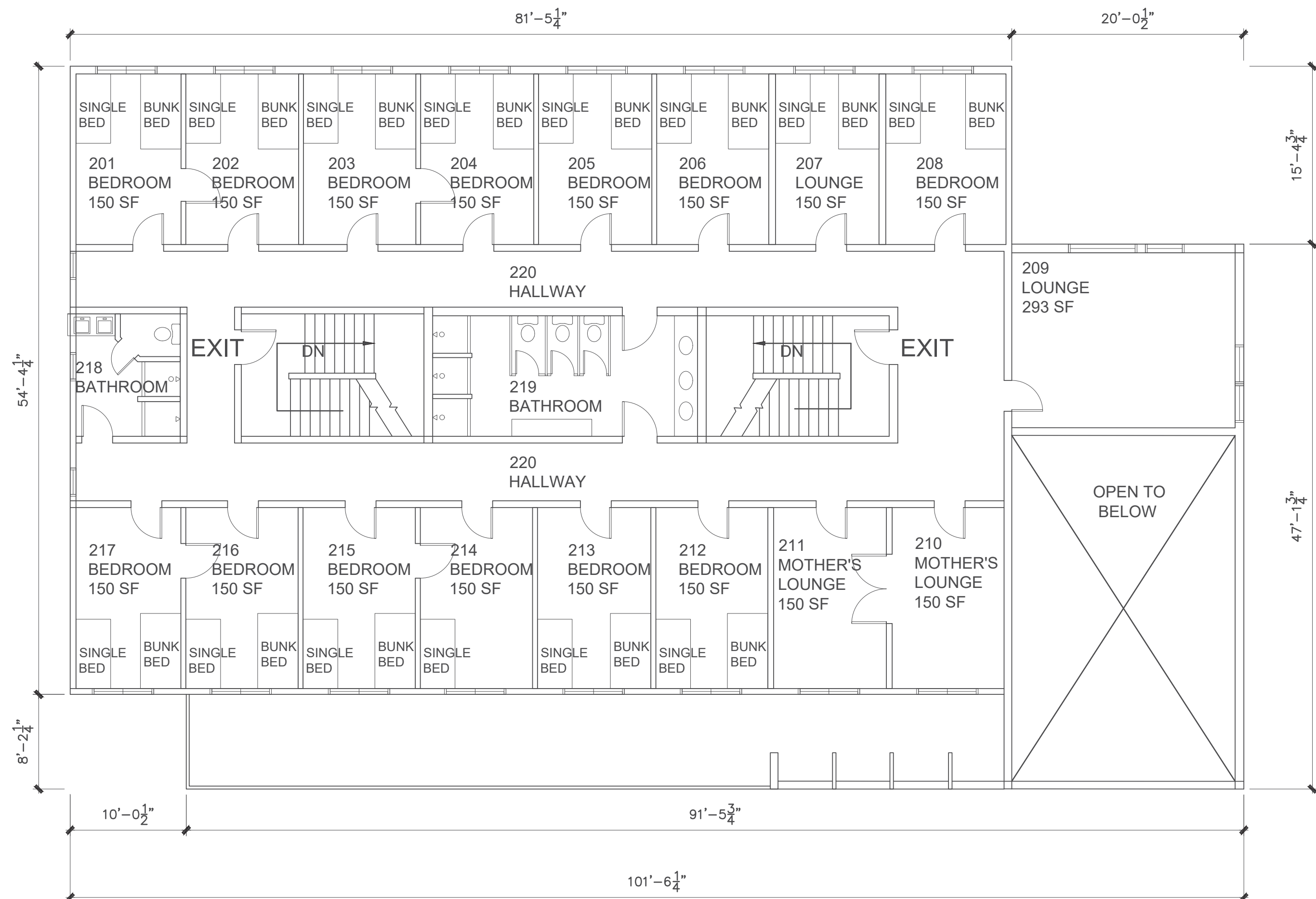
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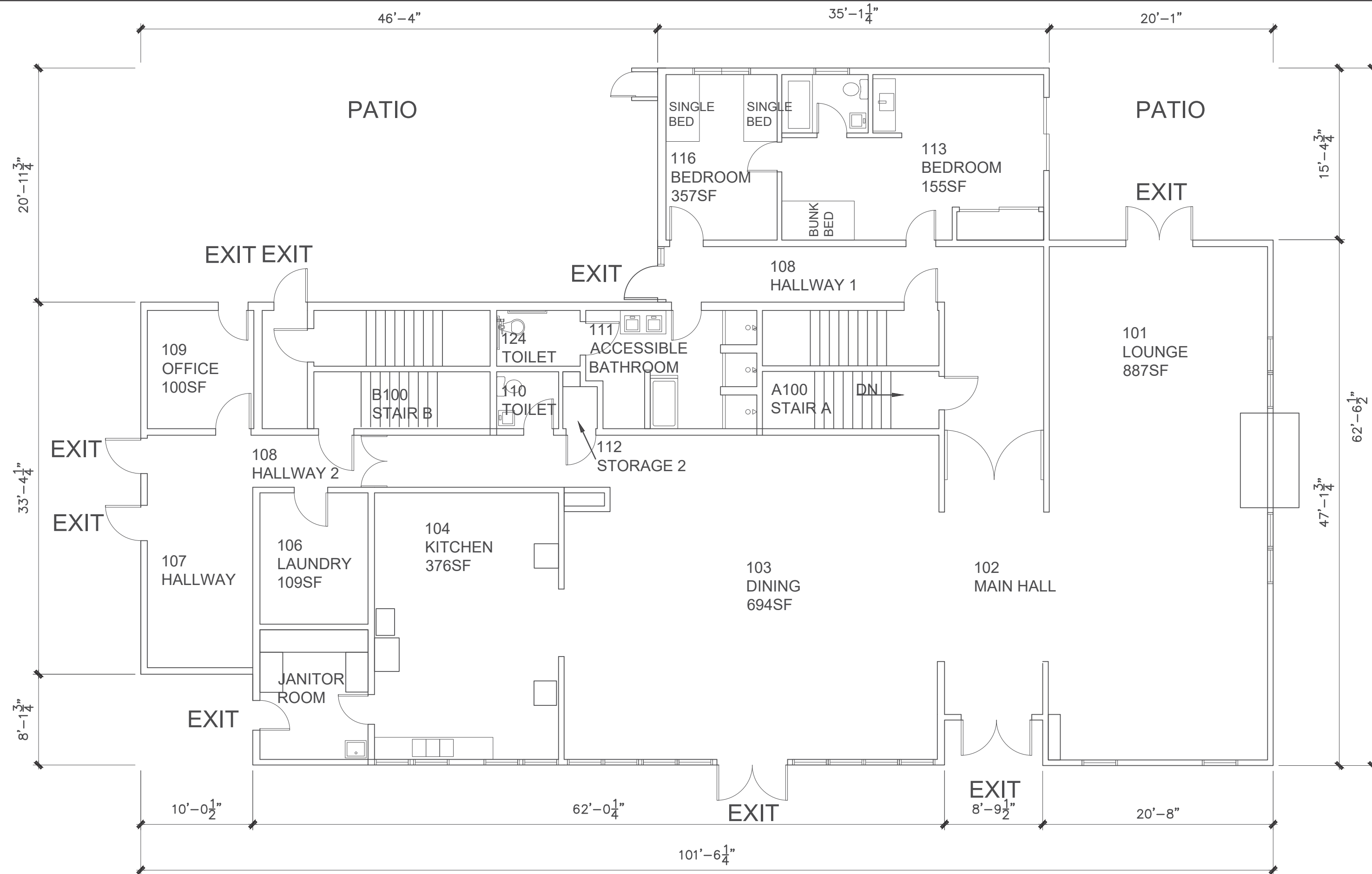




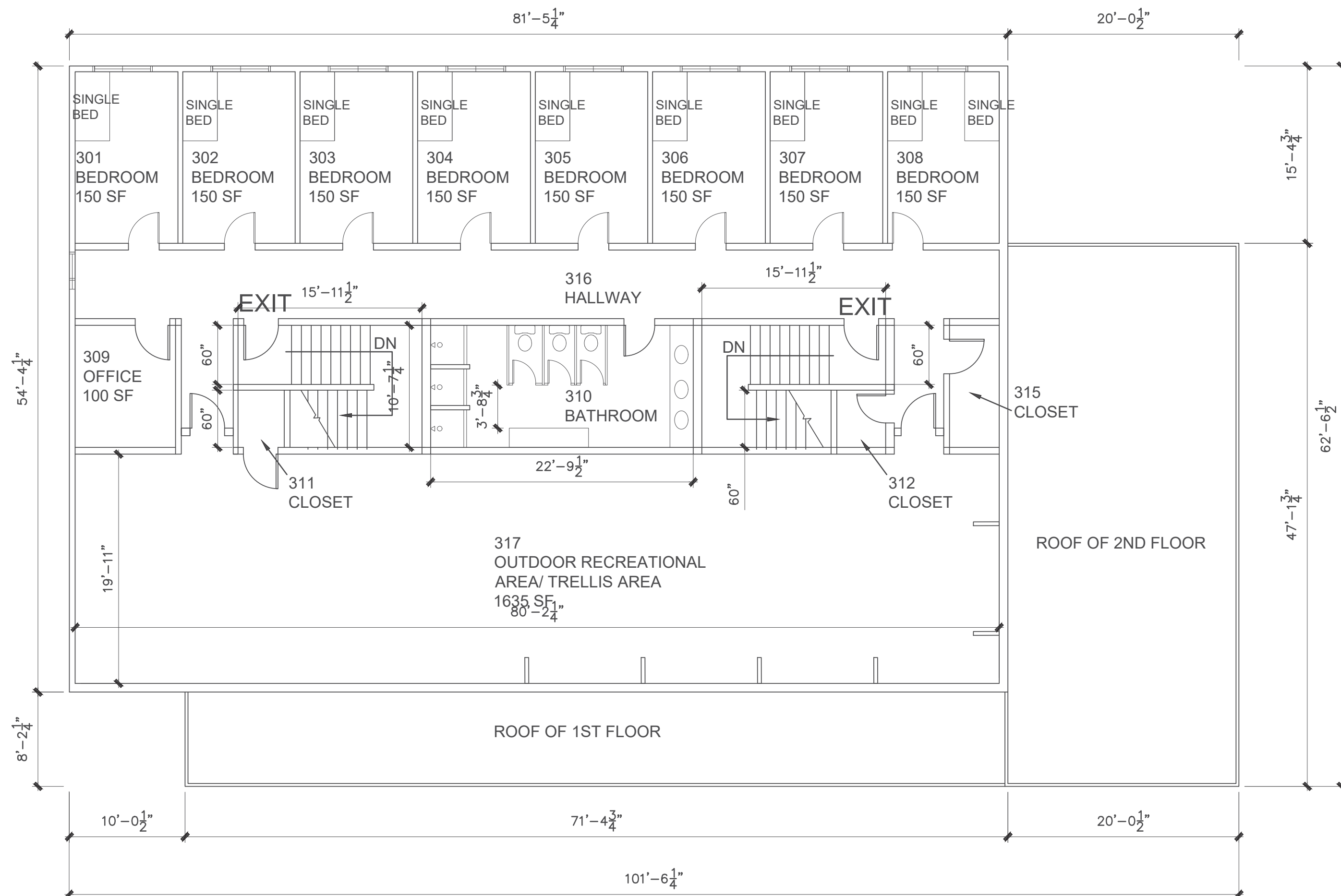
1 EXISTING BASEMENT PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



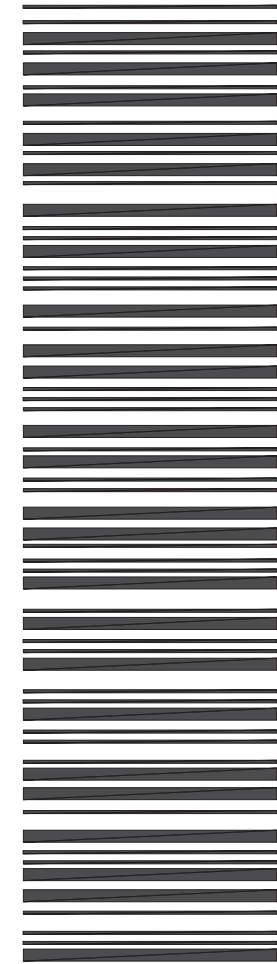
3 EXISTING SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



2 EXISTING FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



4 EXISTING THRID FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



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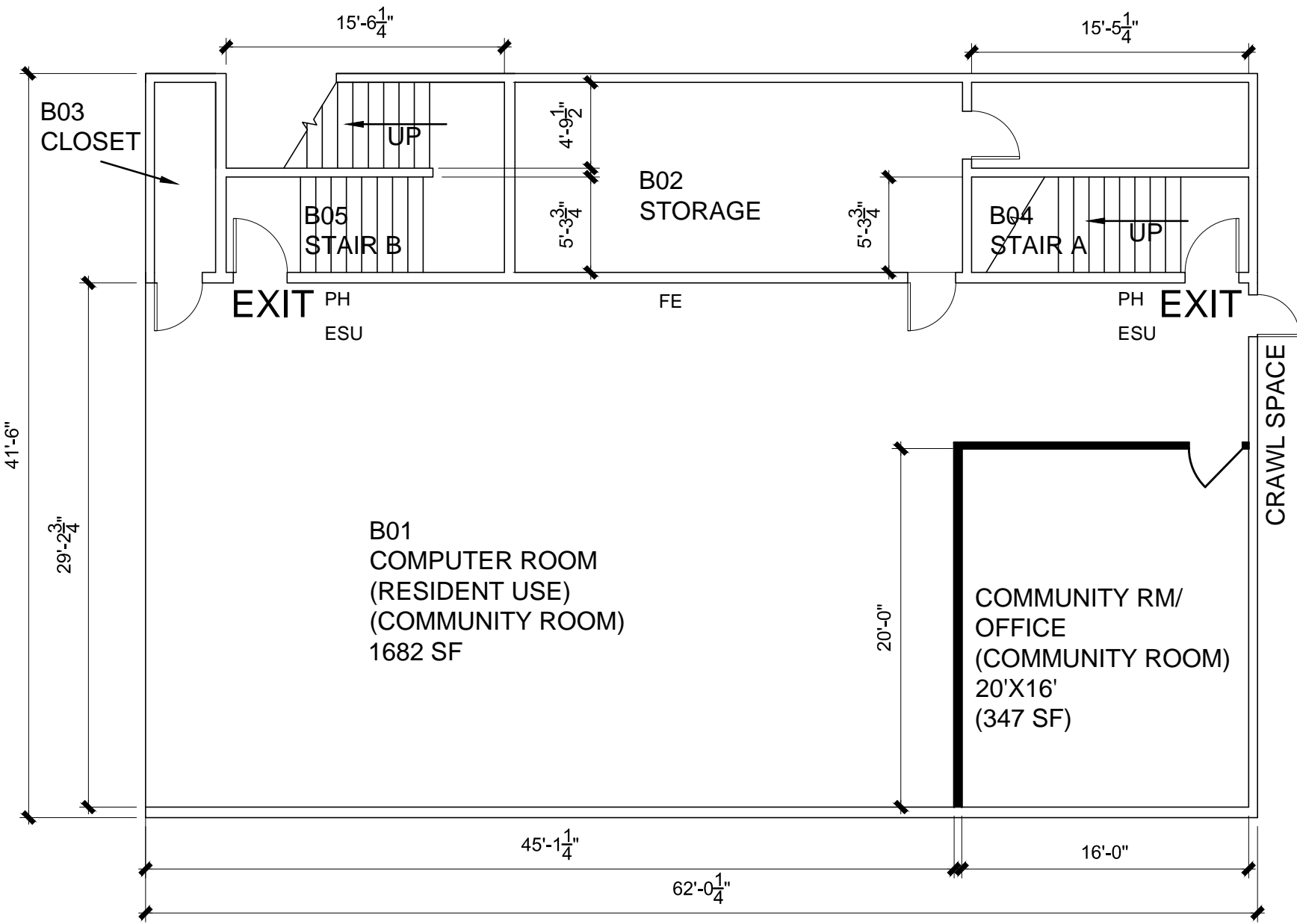
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EXISTING  
FLOOR PLAN

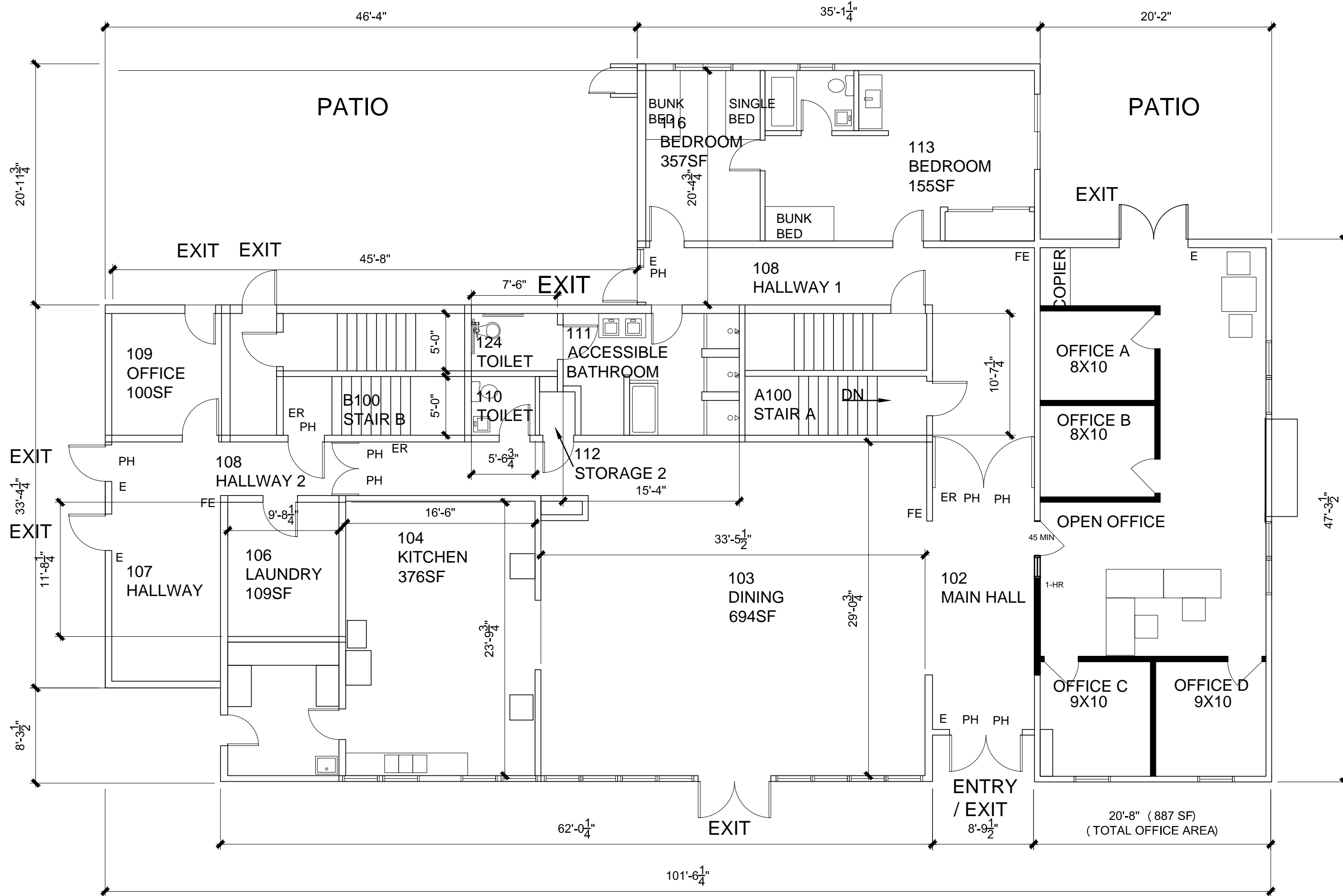
Sheet No.

A2.00

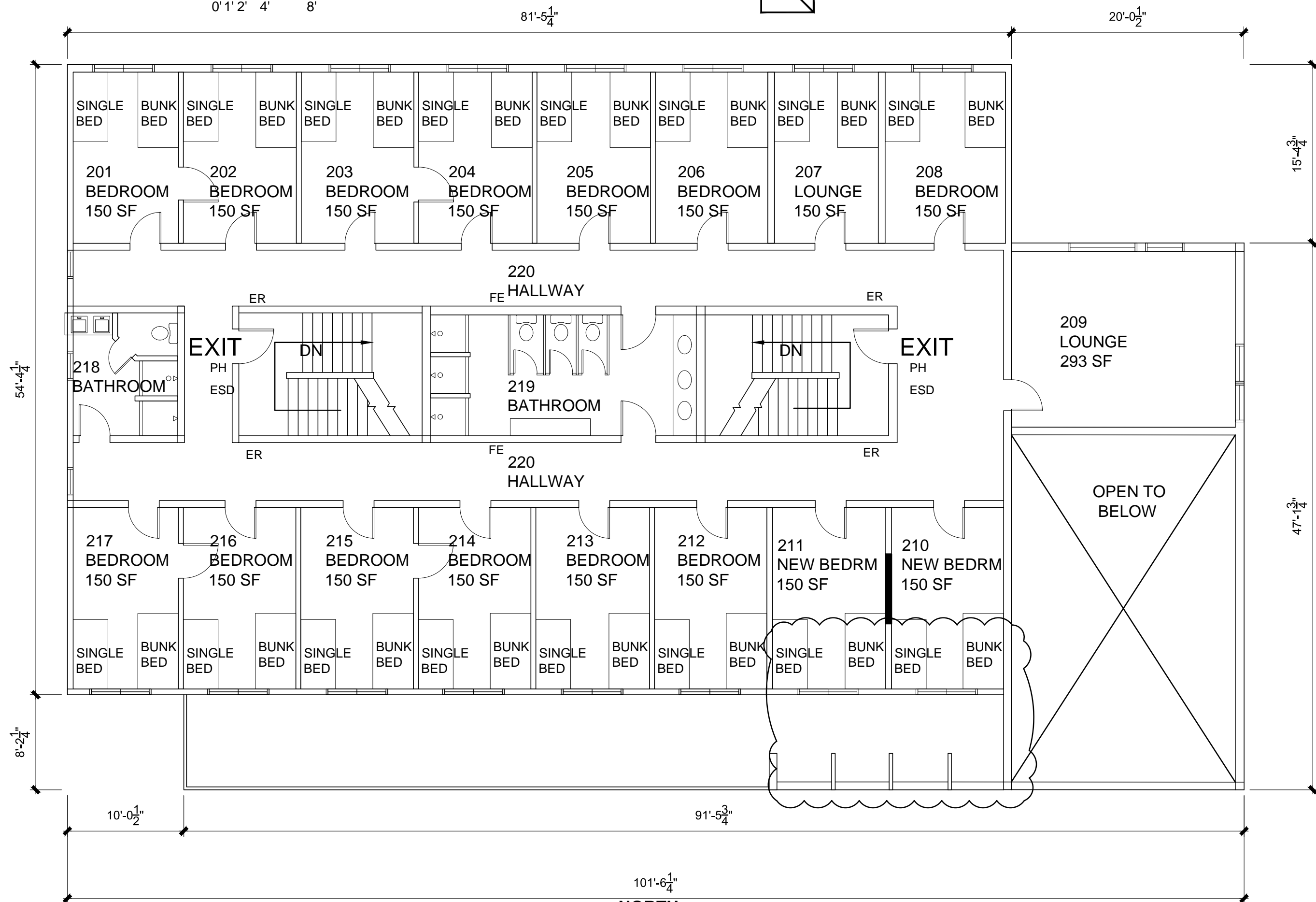
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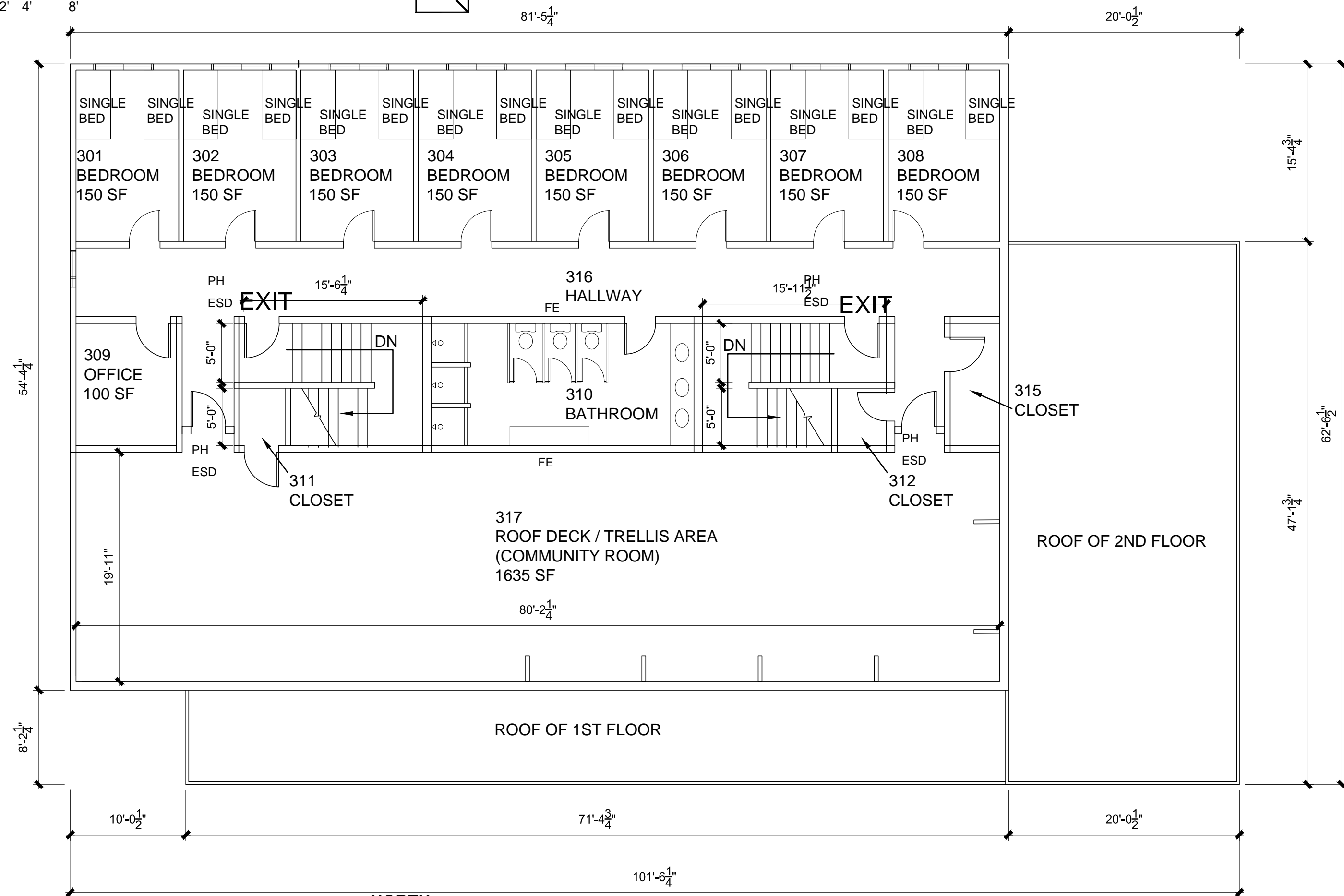
1 PROPOSED BASEMENT FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



2 PROPOSED FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



3 PROPOSED SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'



4 PROPOSED THIRD FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
0' 1' 2' 4' 8'

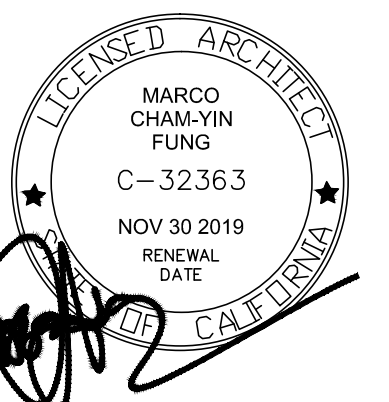
NO CHANGE OF LAYOUT / USE ON 3RD FLOOR

## LEGEND: FLOOR PLAN

DASHED LINES INDICATED TO BE REMOVED PATCH CONC. SLAB, WALL, FLOOR & CEILING FINISH AFTER REMOVAL	ER	PROVIDE TACTILE SIGN STATING 'EXIT ROUTE'	FE	FIRE EXTINGUISHER INSIDE FIRE CABINET
(E) WALL / DOOR / WINDOW TO REMAIN	E	PROVIDE TACTILE SIGN STATING 'EXIT STAIR DOWN'	PH	RE-CHARGE (E) FIRE EXTINGUISHER IF NEEDED - VIF
PATCH (E) WALL WHERE DAMAGE OCCURS	ESD	PROVIDE TACTILE SIGN STATING 'EXIT STAIR UP'		PANIC HARDWARE
(N) FULL HEIGHT WALL - UON	ESU			

## GENERAL NOTES

- NOT USED
- ALL (N) EXIT SIGNS & (E) EXIT SIGN (FIELD VERIFY)  
ALONG ROUTES OF TRAVEL TO THE REMODELED AREA  
SHALL HAVE SIGNS INSTALLED AS SPECIFIED IN CBC  
CHAPTER 10, AMEND THE PLANS TO PROVIDE TACTILE  
EXIT SIGNAGE THAT COMPLIES W/ CBC CHAPTER 11B @  
THE FOLLOWING LOCATIONS  
1. EACH GRADE LEVEL EXTERIOR EXIT DOOR - "EXIT"  
2. EACH EXIT ACCESS DOOR FROM AN INTERIOR ROOM  
OR AREA TO A CORRIDOR OR HALLWAY THAT IS REQ'D  
TO HAVE A VISUAL EXIT SIGN - "EXIT ROUTE"
- REFER 2/A9.01 FOR DOOR CLEARANCE REQUIREMENT
- REQUIRED EXITS SHALL BE OPEN-ABLE FROM THE  
INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL  
KNOWLEDGE OR EFFORT.  
PROVIDE EXIT SIGNS AS REQUIRED PER CBC SECTION  
1011
- INTERIOR PARTITIONS SHALL MEET STRUCTURAL  
REQUIREMENTS OF CBC SEC. 1609.
- CONSTRUCT INTERIOR FINISHES SHALL BE CLASS 3 FIRE  
RESISTANT MATERIALS (CLASS 2 FIRE RESISTANT  
MATERIALS @ 1-HR FIRE RATED ASSEMBLY)
- PROVIDE UL APPROVED PENETRATION WHERE  
PENETRATION OCCURS @ FIRE RATED ASSEMBLY
- PROVIDE AND INSTALL UL RATED FIRE EXTINGUISHERS  
AS REQUIRED BY AUTHORIZED FIRE DEPARTMENT.  
NUMBER, TYPE AND LOCATION TO BE DETERMINED BY  
FIRE INSPECTOR.
- INSULATION SHALL CONFORM TO REQUIREMENTS OF THE  
C.B.C. SEC. 720. INSULATION SHALL HAVE A FLAME  
SPREAD RATING NOT TO EXCEED 24 AND SMOKE DENSITY  
NOT TO EXCEED 450 WHEN TESTED IN ACCORDANCE  
WITH CBC STD. NO. 42-1.  
CERTIFIED INSULATION MATERIALS PER CURRENT TITLE  
24 REQUIREMENT
- UNLESS OTHERWISE NOTED, ACCESS PANELS SHALL BE  
STEEL, MOUNTED AND PAINTED TO MATCH ADJACENT  
WALLS.



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Sheet Title: 7110  
Project No.: 2019.003

PROPOSED  
FLOOR PLAN

Sheet  
No.

A2.01

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