

## MEMORANDUM

November 8, 2019

**TO:** MEMBERS, PORT COMMISSION  
Hon. Kimberly Brandon, President  
Hon. Willie Adams, Vice President  
Hon. Gail Gilman  
Hon. Victor Makras  
Hon. Doreen Woo Ho

**FROM:** Elaine Forbes  
Executive Director

**SUBJECT:** Informational presentation on the Proposed Name Change of the 200 Block of Steuart Street to Steuart Lane

**DIRECTOR'S RECOMMENDATION:** Informational item; no action required

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### **Executive Summary**

The Port applies the standards of the City's Public Works Code to regulate encroachments and construction activity in the roads, streets and rights-of-way within the Port's jurisdictional boundaries (Port Commission Resolution No. 07-55). Similarly, Port staff also follow the substantive provisions of the City's Public Works Code in the renaming of publicly dedicated streets in Port jurisdiction. San Francisco Public Works Department has established procedures for the renaming of publicly dedicated streets. Similar to the City's Public Works procedures, Port Code procedure PCP-019 outlines the procedure for the renaming of publicly dedicated streets in Port jurisdiction, including Port Commission approval of the street renaming.

This Port Code procedure requires that a party seeking the renaming of a street must provide neighborhood notification of the proposed change, and make an informational presentation to the Port Commission, followed by a subsequent Port Commission meeting to approve or reject the proposed street name change, subject to San Francisco Board of Supervisors and other City approvals.

The real estate developer of a new condominium complex located at a parcel with a current City address of 75 Howard Street, 75 Howard Owner LP, is proposing to rename the 200 Block of Steuart Street to 1 Steuart Lane. This informational presentation introduces the research and rationale for requesting the street name change.

## **Strategic Objectives**

This Project supports the Port's Strategic Plan strategies of Engagement and Economic Vitality.

Engagement: Affirms the Port's commitment to public engagement by allowing parties to seek approval of street name changes.

Economic Vitality: The development will provide housing to the neighborhood, providing economic benefits to the Port.

## **Background**

Port Code Procedure 019 is presented in Exhibit 1 and details the process of changing existing street names in Port of San Francisco jurisdiction. The procedure is analogous to San Francisco Public Works' procedure for changing existing street names, but adds Port Commission approval to the process.

For non-dedicated streets (i.e. streets without public access), the proposed street name change must be introduced to the Port Commission with Port staff review and investigation, including making inquiry to all owners of record or Port tenants on the street, and solicitation of comments from various City agencies (including, but not limited to, the Planning Department, Department of Building Inspection, Fire and Police Departments, and the Recreation and Park Department). If the responses to the proposed name change are positive, Port staff will prepare a report and resolution for consideration by the Port Commission, which shall have authority to approve or reject the proposed change of street name.

For dedicated streets (i.e. dedicated to the public) located within Port jurisdictional boundaries, the changing of the name of an existing street will require the same process described for non-dedicated streets with an additional process, following the SFPW procedure outlined in the service bulletin "Establishing Street Names" to add the changed street name to the Official City Map. The Port Commission approval of the change of dedicated street name shall be subject to separate Board of Supervisors' approval and other City of San Francisco approvals.

## **Discussion**

Steuart Street is two and a half blocks long ending in a cul-de-sac South of Market. The 200 Block that falls within the Port's jurisdictional boundaries (Figure 1). The Embarcadero roadway is to the east, the 201 Spear St office building is to the west, The Towers at Rincon Apartments across Howard St. is to the north, and the Gap Headquarters Building is to the south. With the exception of the Embarcadero, none of the other buildings are on Port property.

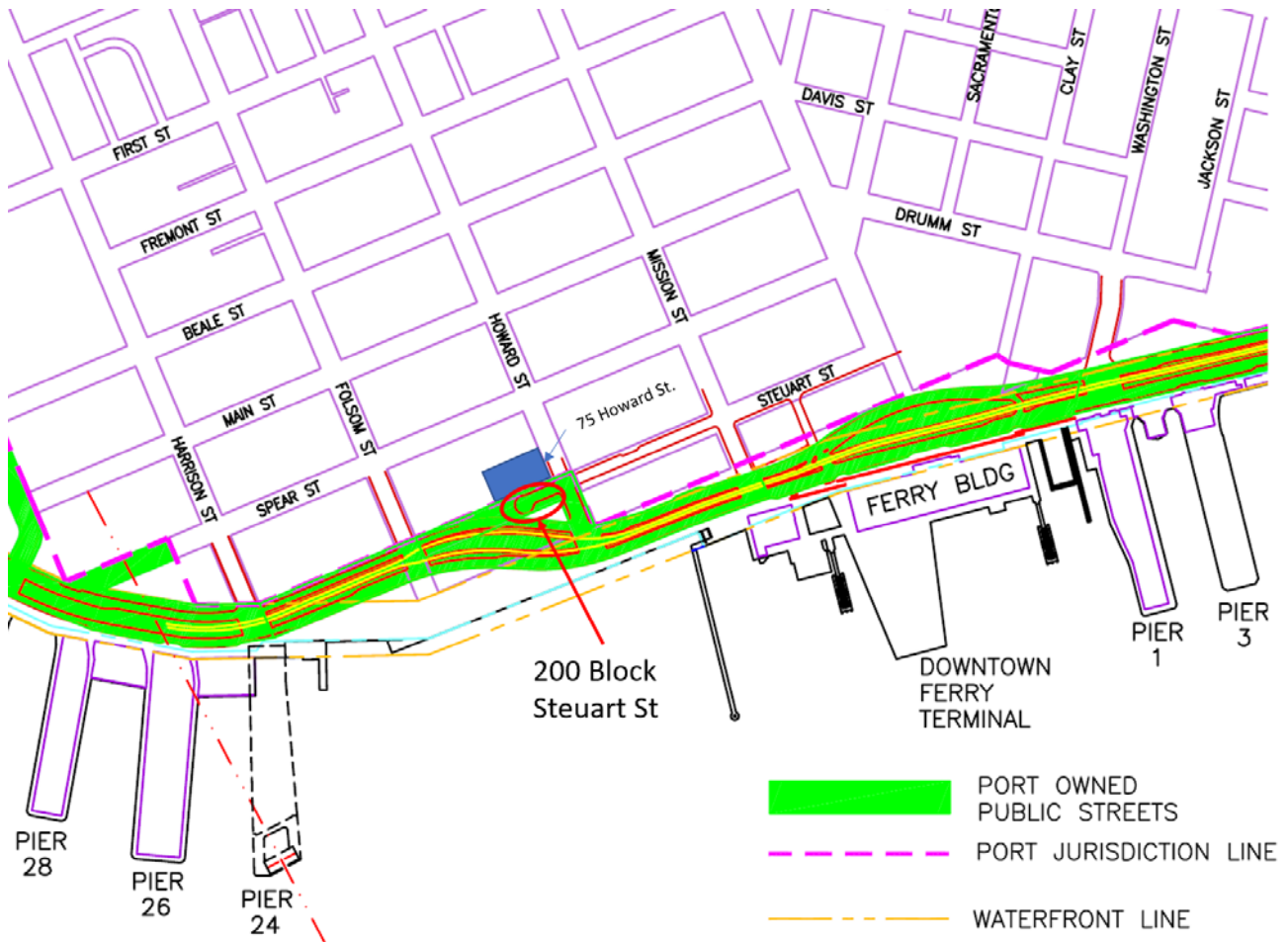


Figure 1: Location of Steuart St

The developer’s team is petitioning the Port and the City to change the name of this street to highlight some of the features and amenities that make it unique:

- The One Steuart Lane building will bring 120 homes to the neighborhood and contribute to the activation of this neighborhood. The development project aligns with the City’s Planning guidelines and goals related to housing.
- The construction of One Steuart Lane replaces a concrete parking garage.
- Steuart Street is named after a California councilmember, William Steuart. In 1849 he was Delegate and Acting Chairman to the first California Constitutional Convention (representing San Francisco District).
- The developer of the new project believe that the term “lane” feels more residential than “street.” This distinction evidences that a residence is located on one part of the street, with the adjacent office buildings on the other portion of the street.

## **Conclusion**

As an informational item, Port staff presents this matter to allow the developer, 75 Howard Owner LP, the opportunity to explain its request for changing the name of the 200 Block of Steuart Street pursuant to Port Code Procedure 019. Assuming all Port and City approvals are secured, the proposed change of the street name will permit the new condominium housing project to adopt the official address of One Steuart Lane. Because Steuart Street lies within Port jurisdictional boundaries, approval by the Port Commission is required, and because the street is also a City dedicated street, the proposed name change requires approval by the Board of Supervisors.

Prepared by: Rod K. Iwashita,  
Chief Harbor Engineer

Exhibit A  
Port Code Procedure PCP-019

**PORT CODE  
PROCEDURE**

**NO. PCP-019**

**DATE** : October 30, 2019

**SUBJECT** : Port Street Names

**TITLE** : **Procedure for Port Street Name Changes**

**PURPOSE** : The purpose of this Port Code Procedure (PCP) is to describe the procedures for the change of names for existing Port streets.

**REFERENCE** : San Francisco Public Works service bulletins entitled, “Establishing Street Names”, and “Street Dedication and Acceptance”.

**DISCUSSION** : The Port of San Francisco (‘Port’) has not yet created its own Port Public Works Code. In a meeting of the San Francisco Port Commission (‘Port Commission’) on July 11, 2007, under Resolution No. 07-55, the Commission authorized and directed the Port staff to apply the standards of the City and County of San Francisco Public Works Code which is administered outside of Port jurisdictional boundaries by the San Francisco Public Works department (SFPW). The Port will continue to apply the standards of the City Public Works Code until such time that the Port creates a Public Works Code of its own.

Among the regulatory services provided by SFPW regarding San Francisco areas not under the jurisdiction of the Port, SFPW provides procedures and services for changing street names. Since the Port is a separate regulatory agency from SFPW, this Port Code Procedure PCP-019 sets forth the analogous processes for changing the name of any street within Port jurisdictional boundaries.

**Non-Dedicated Streets:** For non-dedicated streets located within Port jurisdictional boundaries, the process to request an existing street name change is outlined below.

**Proposal for Change of Street Name:** The process for requesting the renaming of streets within Port jurisdictional boundaries can be initiated by members of the public, Port Staff or the Port Commission. If a member of the public initiates a request to rename a street, the requesting party must present the proposal to the Port’s Permit

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Information Desk with signatures from all Port tenants and private property owners whose lots abut the subject street block(s). To warrant consideration for the requested name change, the number of signatures must indicate that a majority is in favor of the change. This requirement does not apply to Port staff- or Port Commission-initiated street name changes.

The Port Engineering and Port Real Estate Staff will review and investigate the proposal for changing a street name. This shall include mailing an inquiry to all owners of record or Port tenants on the street for an official response to the proposed name change. The Port will also solicit comments from various City agencies, including, but not limited to, the Planning Department, the Department of Building Inspection, the Fire and Police Departments and the Recreation and Park Department. If responses to the proposed name change are positive, Port staff will prepare a report and resolution for consideration by the Port Commission, which shall have authority to approve or reject the proposed change of street name.

**Dedicated Streets:** For City dedicated streets (i.e. dedicated to the public) located within Port jurisdictional boundaries, the changing of the name of an existing street will require an additional process to that for non-dedicated street names, following the SFPW procedure outlined in the service bulletin “Establishing Street Names” to add the changed street name to the Official City Map. The Port Commission approval of the change of dedicated street name shall be subject to separate Board of Supervisors’ approval and other City of San Francisco approvals. Refer to ‘Attachment ‘A’ for the related SFPW procedure.

**Submittal Fee:** The base submittal fee for the Port’s processing and investigation of a proposed change of an existing street name for the benefit of a member of the public is \$2,500. All services performed by Port Staff to prepare and present a Port Commission Resolution for change of a street name will be billed at a time-and-materials rate chargeable to the applicant. See Port Building Code Chapter 1, Table 1A-6, item 1, “Standard Hourly Fees”. At the end of the Port process, an adjustment to the fee will be made based on Port personnel time spent and the standard hourly fees and expenses incurred.

### **Process for Changing a Street Name**

Changing the name of an existing street requires the following procedures:

- 1) The requesting party shall submit an informational proposal to be referred to the San Francisco Port Commission

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- 2) A Public Hearing by and approval of the San Francisco Port Commission on the proposed name change of a street.
- 3) Upon the success of items 1 and 2 above, submittal of a Port encroachment permit and San Francisco Public Works permit that will initiate the name change for Port and San Francisco mapping purposes. This San Francisco Public Works permit is in addition to the Port street name change permit and will be subject to the fees charged by San Francisco Public Works and any other San Francisco Department involved in the street name change.
- 4) For dedicated streets located in Port jurisdictional boundaries, a separate process, as described in the San Francisco Public Works Service Bulletin "Establishing Street Names" shall be satisfied after Port Commission approval.
- 5) Recognition of the name change by the San Francisco County Clerk and County Surveyor's offices.
- 6) Addition of the street name change to the Official City Map.

If the forgoing requirements for a change of street name have been satisfied and all specified approvals granted, the street signs must contain both the original and new names for a period of 5 years. The new name may be indicated in a size that is larger than the old name, with the approval of the Port.

Appeals: As street name changes shall be subject to review and comments by neighbors, and approval by the Port Commission, and Board of Supervisors and Mayor for dedicated streets, no appeals will be heard.

For more information about establishing street names or renaming streets, contact:

The Port of San Francisco  
 Permit Information Desk  
 Pier 1, The Embarcadero  
 San Francisco, CA 94111  
 Phone: (415) 274-0554  
 Email: [permit-desk@sfport.com](mailto:permit-desk@sfport.com)

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Rod Iwashita	Date
Chief Harbor Engineer	
Port of San Francisco	



**Attachment 'A'**

## **Attachment ‘A’**

### **SFPW: Establishing Street Names**

(per <https://sfpublicworks.org/services/establishing-street-names>)

Street names are generally established during the development / subdivision of land. A request for renaming streets can be initiated by members of the public or the Board of Supervisors.

If a member of the public initiates the request, they must present their petition to Public Works Department with signatures from property owners whose lots are abutting the subject street. The number of signatures must indicate a very strong majority in favor of the change. If the proposed name change affects a “private” street, the “Home Owners’ Association” (if applicable) may require pre-approval according to their own by-laws.

We will review and investigate the proposal. This shall include mailing an inquiry to all owners of record on the street for an official response to the proposed name change. We will also solicit comments from various City Agencies, including but not limited to the Planning Department, the Department of Building Inspection, and the Fire and Police Departments. If all indicators are very positive, we will prepare a resolution to be submitted to the Board of Supervisors. The submittal fee for our investigation is \$2,500 and is based on the actual time taken. Name changes similar to the change of Army Street to Cesar Chavez Street will cost much more and you will be billed for time and materials.

#### **Process for Changing a Street Name**

Changing the name of a street requires:

- The resolution referred to the Clerk of the Board of Supervisors
- A Public Hearing at the Land Use and Economic Development Committee
- Board of Supervisors approval
- Mayor’s signature

The Clerk of the Board sends the approved resolution back to the County Clerk and the County Surveyor at Public Works where the approved name change is added to the “Official City Map.” The name changing process for other jurisdictions, such as the Port or Recreation and Park Department may vary.

Once the street name has been officially changed, the street signs must contain both names for a five-year period.

For more information about establishing street names or renaming streets, contact:

San Francisco Public Works  
Bureau of Street-Use and Mapping  
1155 Market Street, 3rd Floor ([Map](#))  
San Francisco, CA 94103  
Phone: (415) 554-5827  
Fax: (415) 554-5324