



San Francisco Planning Department
Climate Action Plan
March 2012

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1. Introduction

The purpose of this report is to comply with the Green Ordinance and promote energy efficiency, alternative transportation, and waste reduction within the Planning Department and throughout the community.

This aim is congruent with the Planning Department's mission, which is to promote the orderly, harmonious use of land and improved quality of life for our diverse community and future generations.

In this vein, the Planning Department made important progress toward fulfilling the aims of the report and the Department's mission during Fiscal Year 2010 – 2011. During FY 10-11 the Planning Department's Carbon Footprint was 4% smaller than the FY 09–10 Carbon Footprint. The overall consumption of electricity, compressed natural gas and water and the total discharge of wastewater declined in FY10–11 as compared to FY09–10. The Department also made other key improvements to its sustainable practices in FY10-11, including the addition of new bicycles to its transportation fleet.

What follows is a detailed look at the Department Profile, its Carbon Footprint, the sustainable practices of the Department and its sustainability efforts on a community wide scale.

2. Departmental Profile

The San Francisco Planning Department promotes the orderly, harmonious use of land and improved quality of life for our diverse community and future generations.

The City Charter states it is the function of the Planning Commission to adopt and maintain a comprehensive, long term general plan for future improvement and development of the City.

The Department's principal activities are:

- Development and maintenance of the General Plan.
- The development of area plans based on the General Plan, to provide more specific guidance for the development of the various City areas.
- Review of private development projects and proposed capital improvement projects and other physical projects involving City property for consistency and conformity with the General Plan.

- The formulation of planning policies and standards that will ensure a quality of living and working environment for San Francisco neighborhoods and districts.
- Serve as an information center to assist citizens in understanding and applying to their property or to project proposals the policies of the General Plan and provisions of the Planning Code that might affect them.
- Anticipate and act on the need for new plans, policies, and Planning Code changes.
- Apply approved plans, policies, Planning Code and other regulations to proposed land use.
- Apply the Planning Code and applicable sections of the Administrative Code to applications for permits.
- The Department is administered in a manner designed to fulfill the objectives of the General Plan, provide applicants with efficient permit processing services and provide citizens appropriate Opportunities to participate in land use decisions.

a) Departmental Budget

The Planning Department Fiscal Year 2010-2011 Budget is \$23,849,972. The Fiscal Year 2011 – 2012 budget is \$24,604,399. The FY11-12 budget includes 160.28 FTE.

b) Departmental Facilities

The Planning Department is housed within two buildings. The majority of the Planning Department staff is located at 1650 Mission Street. Staff at this location occupies approximately half of the fourth floor and three-quarters of the fifth floor. This equates to 50,425 square feet, approximately 28.91 percent of the building. The Planning Department also operates a Planning Information Center on the ground floor of 1660 Mission Street. The Planning Information Center occupies approximately 1,260 square feet, or about 1.76 percent of the building.

c) Departmental Vehicles

The Planning Department maintains a fleet of two vehicles; a 2002 Hybrid Toyota Prius, and a 2000-compressed natural gas Toyota Camry. Currently, there is plan to retire the Toyota Camry and replace it with the Hybrid Ford Escape to fulfill

the Healthy Air and Clean Transportation Ordinance. The Planning Department also makes use of the 170 Otis Van Pool Program for meetings and site visits. For the past few years, the Planning Department gave up two vehicles for the 170 Otis Van Pool Program. The Planning Department also provides 5 bicycles for staff use.

See Appendix A

d) Departmental Contact Information

The Department contact for the purposes of the Climate Action Plan is as follows:

Lulu Hwang
Operations Manager
Lulu.Hwang@sfgov.org
415-558-6318

3. Departmental Carbon Footprint & Historical Analysis

The Planning Department made progress in FY10-11 toward reducing its Carbon Footprint. The total Carbon Footprint was 48.40 metric tonnes and this is 4 % lower than the FY09-10 figure of 50.48 metric tonnes. While the largest contributor to the FY 10-11 Carbon Footprint was the emissions from the consumption of Natural Gas, at 39.29 metric tonnes of CO₂, the Planning Department reduced its emissions from electricity consumption by 25% to 7.76 metric tonnes of CO₂ during FY10-11.

3a. Facilities & Reduction Measures

The list of facilities that is being used by SF Environment to calculate the FY10-11 departmental carbon footprint has been verified by the Planning Department's Climate Liaison to be accurate and complete.

3a1. Energy

Fiscal Year 2010-2011 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam

The Planning Department had the following Carbon Footprint from the consumption of Electricity and Natural Gas:

- 7.76 metric tons of CO₂ from 525,457.53 kWh consumed
- 39.29 metric tons of CO₂ from 7,385.57 th consumed

Please note that the Planning Department does not utilize Steam as a source of energy at its facilities.

Energy Efficiency & Conservation

The Department of Real Estate is responsible for management of both 1650 and 1660 Mission Street buildings. As such, please refer to the Department of Real Estate's Climate Action Plan discussing recently completed or planned energy retrofit projects for these two buildings including compliance with the Lighting Efficiency Ordinance as the Planning Department does not own its facilities.

In order to comply with the Existing Commercial Building Energy Performance Ordinance (Ord 17-11, SF Environmental Code Chapter 20), the Planning Department used SFPUC's Energy Performance Benchmarking web tool to provide the SFPUC with the following information:

- Verification of the Planning Department's list of facilities.
- Verification of existing data for each facility (such as street address, year built, gross square footage, and primary EPA building category).
- ENERGY STAR benchmarking data specific to the primary EPA building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

Green Building

Please refer to the Department of Real Estate's Climate Action Plan for the plans to certify under the LEED certification program.

See also Appendix B

Renewable Generation

Please refer to the Department of Real Estate's Climate Action Plan for an evaluation of the potential to install solar power rooftop arrays for both 1650 and 1660 Mission Street buildings.

3a2. Water

Fiscal Year 2010-2011 Water Consumption

During Fiscal Year 2010 – 2011 the Planning Department consumed 744,430.81 gallons of water and discharged 536,068.05 gallons of wastewater.

Water Efficiency & Conservation

The Department of Real Estate is responsible for management of both 1650 and 1660 Mission Street buildings. Please refer to the Department of Real Estate's Climate Action Plan discussing recently completed or planned water efficiency and conservation projects for these two buildings.

3b. Fleet & Fuel Reduction Measures

The list of vehicles and liquid fuel consumption values that are being used by SF Environment to calculate the FY10-11 departmental carbon footprint has been verified by the Planning Department's Climate Liaison to be accurate and complete.

3b1. Fuel

Fiscal Year 2010-2011 Carbon Footprint from Mobile Combustion of Fuel

The Planning Department had the following Carbon Footprint from the consumption of gasoline and compressed natural gas:

- 0.53 metric tons of CO₂ from 60.3 gallons of gasoline consumed
- 0.82 metric tons of CO₂ from 134 gasoline gallon equivalents of compressed natural gas consumed

3b2. Fleet

Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012

The Planning Department submitted a plan to SF Environment in order to comply with the requirements set forth by the Healthy Air and Clean Transportation Ordinance (Chapter 4 of the City's Environmental Code).

See also Appendix A

Biodiesel Fuel

The Planning Department does not utilize diesel consuming vehicles.

3c. Historical Analysis

The Planning Department Fiscal Year 2010 – 2011 Carbon Footprint is smaller than the Fiscal Year 2009 – 2010 Carbon Footprint and is trending back to the Fiscal Year 2008 – 2009 level, which is the lowest of the three recorded measurements. This smaller Carbon Footprint can be attributed to a 25% decrease in the amount of CO₂ generated from electrical consumption.

Total Planning Department consumption of electricity, compressed natural gas and water and the total discharge of wastewater declined in Fiscal Year 2010 – 2011 as compared to Fiscal Year 2009 – 2010 Carbon Footprint and are also trending back to the Fiscal Year 2008 – 2009 level.

4. Other Sustainable Practices

The Planning Department engages in a number of other sustainable practices including the active recycling and repurposing of office wastes, the publicizing of transportation alternatives for Department Staff, the careful purchase of new goods, the efficient use and management of the Department's IT equipment, and in the regulation of the expansion of the urban forest and resultant carbon sequestration.

4a. Zero Waste

The results of the Planning Department's Waste Assessment Questionnaire are attached to the report as **Appendix C**. The table below lists the actions that the Planning Department's Zero Waste Coordinator has committed to at each Department location that will help staff to re-use existing supplies and materials and to reduce new purchases that inherently produce new greenhouse gas emissions.

FACILITY	ADDRESS	COMMITMENT
Planning Department	1650 Mission Street, 4 th & 5 th Fl.	Avoid buying new supplies if it is not necessary or if existing supplies can be repurposed.
Planning Information Center	1660 Mission Street, 1 st Fl.	Avoid buying new supplies if it is not necessary or if existing supplies can be repurposed.

4b. Transportation Options

The pre-tax Commuter Benefits Program is advertised in the Planning Department intranet and literature for new employees, emails to current employees, and mailers included with pay checks. Additionally, commuter benefits information will be displayed at common areas in the Department.

The Commuter Benefits Program also includes an Emergency Ride Home Program that covers the cost of a taxi, or other similar means, if an employee who uses transit to commute to work has an emergency outside of the office. Information on this program will be displayed at common areas in the Department.

The Planning Department participates in the Van Ness Plaza Shuttle program, a free service that operates during AM and PM commuting hours. It provides shuttle service from Van Ness Plaza (1650 Mission Street) to the Civic Center Bart

Station at Market and 8th Streets, and to the Transbay Terminal at Howard and Beale Streets. The shuttle is a highly valued service for those employees using BART, cross-county buses or Caltrans for their commute.

During Fiscal Year 2010 – 2011 approximately 50 members of the Planning Department Staff were enrolled in the Pre-Tax Commuter Benefits program during any one month. This figure represents the participation of roughly 1/3 of the total Department Staff.

The Planning Department also has a bicycle fleet of five bicycles, three of which were requested and secured during Fiscal Year 2010 – 2011.

4c. Green Purchasing

The results of the Planning Department's Buy Green Scorecard are attached to the report. Please see **Appendix D**.

4d. Information Technology

All computers are set to "sleep" or "standby" mode after 20 minutes of inactivity. The Planning Department purchases IT equipment with Department of Technology approval and this equipment, including servers, computers, monitors and printers, is energy star compliant.

Planning Department IT staff has processed 58% of server consolidation with Blade Servers, 42% of the servers are still on rack but they also meet energy compliant servers levels. The Department has phased out 99% of the CRT Monitors, reducing the energy footprint of the IT equipment as purchased and is implementing multi-functional devices (MFDs) and converted existing non-duplex network printers into duplex capable models for default double sided printing. All end-of-life IT products are inventoried and sent to the City's Virtual Warehouse and Surplus Disposal Program

4e. Carbon Sequestration / Urban Forest

The Planning Department aids in the expansion of the Urban Forest and in the subsequent sequestration of carbon through the implementation of the following:

- Planning Code Section 138.1 which generally requires the planting of one street tree for every 20 feet of street frontage on projects that meet the Section 138.1 threshold requirements.
- The Better Streets Plan, an inter-agency document guiding the design of our streets, and speaks to need and desirability of street tree planting when undertaking projects in the public realm.

