# Abbreviated Institutional Master Plan for the San Francisco Urban Program Westmont College Urban Program, San Francisco, CA. June 3, 2002

The Westmont College Urban Program began operations in San Francisco in 1972, and has operated continuously in the city since that time. The program moved to 3016 Jackson Street in 1978, when its original location at Lone Mountain College was taken over by the University of San Francisco, and has remained there into 2002.

The Urban Program of Westmont College will occupy a site area of less than one acre, and hereby states that it does not anticipate any future expansion of its program.

The planned occupancy of 301 Lyon Street would involve no expansion or external changes to the structure. This statement is made pursuant to S304.5 of the San Francisco Planning Code.

The program is an extension of Westmont College in Santa Barbara, a small undergraduate liberal arts institution. The purpose of the Urban Program is to bring students to the city for a semester to work in an internship in the area of their undergraduate major, to study urban issues and to learn about the life experiences of people different from themselves.

With an average of 25 to 30 students participating in the program each semester, over 1000 students have been through the program since it began. Since each student spends three days a week at his or her internship during a thirteen-week semester, this represents over 400,000 hours of community service provided to the city.

The institution does not currently own any real property in the City and County of San Francisco. Attached, as Exhibit A, is the higher education staff information for the college, filed by Westmont College with the Equal Employment Opportunity Commission on November 1, 2001.

#### **Program Description**

Participants in the program are liberal arts undergraduates from all parts of the country, mostly southern California. The average age of the students is traditional college age, between 19 and 22. Projected use for the facility at 301 Lyon Street will be

25 to 30 students during each 15-week semester in the fall and spring. Participants come from a wide range of academic majors, and work for three days each week at an unpaid internship in an area related to their major. A majority of the students are involved in social service and human service organizations, while others work in areas such as business, communications, journalism, fine arts, and political science. On Tuesday and Thursday afternoon students are often out in the city doing field and library research. Students meet on Tuesday and Thursday mornings to explore urban issues, or discuss questions related to their internship experience.

The program is served by three full time faculty who have responsibility for teaching, advising, administration and mentoring of students. Faculty-student relationships are an important aspect of the experience, and much of the interaction between faculty and students takes place in individual conferences or in small groups.

#### **Facility Characteristics of 301 Lyon Street**

A self-contained site that can provide comprehensive services, including living space for students, food service, offices for faculty, meeting areas and common space, is essential for the living-learning environment of the program. The proposed living area for students in the facility at 301 Lyon would be identical to that of the current bed and breakfast, a total of 12 rooms. Of this number, four of these rooms are on the third floor, six on the second floor, and two on the basement level of the facility. The design of the building provides each room with its own bathroom. The first floor consists of six rooms, and includes a kitchen, a dining room, a manager's apartment that will be used as an office, a library that will also be an office, a reception area and a parlor. Food service will be provided by a caterer in the dining room on the first floor. The group would use the first floor parlor and the dining area for a few hours of meetings each Tuesday and Thursday morning. The building has a total of 18 rooms, with a total square footage of 6300 square feet.

Parking for 301 Lyon Street is provided in a one-car garage on the property. The bed and breakfast that currently uses the facility also leases five spaces in the parking lot

of Mercy Senior Housing on the other side of Lyon Street. This same arrangement would also be available for the San Francisco Urban Program.

#### **Impact on the Community**

As described above, a substantial amount of community service has been performed by students since the program began. A large number have also returned to the city after graduation to play a role in organizations at which they interned during their semester in the city.

Relations with the surrounding neighborhood during the twenty-four years at the 3016 Jackson Street site have been cordial. Women students have regularly provided child-care services for families in the area. The proposed use of the building at 301 Lyon Street would be very similar to the previous use as a bed and breakfast inn, since all of the rooms that currently have a residential use will continue to be used in this manner. The traffic and parking impact on the community would be less than the current use, since there would be just two times each semester when students are moving in or out, and approximately one third of the students fly to San Francisco and take a shuttle to the facility. All of the residence rooms are fully furnished, which further reduces the impact of students moving in and out. The program also places strict limits on the number of students who are allowed to bring automobiles to the city. That number is currently four.

The college has a staff person who lives on-site, and is responsible for supervision and discipline of students. College policy forbidding alcohol and drugs, and smoking in college housing is enforced by this staff member. This staff person also has authority over the students on matters of noise and general conduct, and any serious problems in this area are brought to the attention of the director of the program. This staff person will also serve as a liaison with the immediate neighborhood and address any neighborhood concerns related to the program.

#### **Future Plans**

Under its Conditional Use Authorization at its current site at 3016 Jackson Street, the program now serves 25 to 30 students each fall and spring semester. Fall term runs

from approximately September 1 to December 15, and spring term from around January 8 to May 1. The college plans to maintain the same maximum number of students and the calendar for the school year at the proposed 301 Lyon Street location. The program also plans to operate an internship program with a reduced number of students during the summer.

#### **Conclusion**

The Westmont College Urban Program has made significant contributions to the City of San Francisco during its 30 years of operation. Students have provided a very large number of hours of volunteer service to the community. At the same time, they have had the opportunity to learn about the city and participate in its life.

The impact of the program on traffic and noise in the current neighborhood has been minimal, and probably less than other uses of the building would produce. The presence of on-site staff allows for greater control over the residents of the building than would otherwise be possible. Plans for occupying the facility at 301 Lyon Street call for a continuation of the same pattern of use, which for the past twenty-four years has allowed the program to operate without disturbance to its neighbors in the Pacific Heights neighborhood.

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### Employees by Assigned Position - Full-time non-medical

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American Indian/					
Alaska Native					
Asian/Pacific		_			
Islander		1			
Hispanic		1			
White,		3.1			
non-Hispanic	•	22			
non-Hispanic Race/ethnicity	•	<u>ده</u>			
		24			

institution. WESTMON					User (U. P	11257271
	Part D · Fall	Staff - PT b	y position - w	omen		
Part-time employees	s by assigned posit	ion and race/	ethnicity - wome	en, page 2		1
Women	Technicai/ paraprofessionai	Cierical a secretari	and Skilled	Service/ maintenance		otal omen
Nonrosident allen	P 41.4 P 12.4 P 14.4		ai ojanis	Mamonanç	2 44/	Jiii Gii
Black, non-Hispanie		1	1			2
American		ı	i			2
Indian/Alaska Native						
Asian/Pacific Islander						•
Hispanic			1			2
White non-Hispanic		7	9			J8
Race/ethnicity		j	7			48
unknown						
Granu total		8	4.1			4.0
Prior year		U	11		,	43
, we you						48
institution. WESTMON	NT COLLEGE (1257)	27)			User ID: P	111257271
	Par	t E - Total E	Employees		•	
lotal employees by	gender and race/e	thnicity				# 53
,	Full-time menfi		ad-time menPar		otal To	tal woman
Nonresident alien	1	1	WIZE	nen m	••••	1
Brack, non-Hispanic	5	3		2	1 5	
American indian/Aiasi		3		2	.7	5
Native						
AsianyPacific Islander	4	5	5	1	c	C
Hispanic	20	11	1 3	1	5	6
White, non-Hispanic	129	102	·	2	23	13
Race/ethnicity unknow		102	Jë	38	161	140
Grand total		4.5.5	* "			
S and long.	1 <b>59</b>	122	36	43	1 <del>9</del> 5	165
institution: WESTMON	NT COLLEGE (1257)	27)			User ID: P	<b>) 1 1 2 5 7</b> 2 7 1
	Part F - Fall S	Staff - Facul	ty with tenur	- men		
Full-time faculty with	tenure by academ	ic rank and a	aca/ethnicih. n	200		
Men	Profess	ors Associate		istructors Lec		
Monresident alien		p. 0.03001	- hioi435012	•	TEC	ulty
Black, non-Hispanic		1				
American Indian/Alask	ca Native	i				1
Asian/Pacific Islander	THE ITENTO	2				
Hispanic		2				2
			1			1
INTERIOR DOD HICCOROLO		36	5			. 42
Panylathalata			*			
Bace/ethnicity unknow	งกั					- TE
White, non-Hispanic Bace/ethnicity unknow Grand total Prior year	vin.	39	7			4 <u>8</u> 42

institution: WESTMONT COLLE		ariomad da ariildus	المناسعة معالما	Use	r ID: P11257271
Full time one topped for the	Staff - Non-ten	ibred lacuity	on tenur	e track - mei	1
Full-time non-tenured faculty Men	on tenure track	by academic t	ank and rad	calethnicity - n	100 <u> </u>
YiQii	Middessors A	ssociate Assis	lant Instru	ictors Lecturer	
Nonresident alien	D!	rolessors profe	\$\$ <b>0</b> :5		laculty
Black non-Hispanic					
American Indian/Alaska Native					•
Asian/Pacific Islander					•
			1		•
Mispanic					
White, non-Hispanic	1	\$	3		6
Race/ethnicity unknown					
Grand total	1	2	4		71
Prior year					10
Part F - Fall St		red faculty n	ot on ten	Use ure track - m	r ID: P11257271
Full-time faculty not on tenur	e track/no tenur	a system by an	adomio ene	b and secolati	
Men	Professore A	ssociate Assis	aueinc iar	ik and racereu	micht mon
		rofessors profe		nctora ractifica	s Other Total
Nonresident alien	Ρ	Oldanies profe	03013		faculty
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
hispanic					
White, non-Hispanic	1	3	-		_
Race/ethnicity unknown	,	J	2	1	7
Grand total	,	/>			
Prior year	i	3	2	1	7
					8
institution, WESTMONT COLLE	GE (125727)			. le o	r (D: P11257271
	- Fall Staff - F	aculty with I		∪s¢ ∕Amaa	「NO、FITZDIZII 「社会社
Full-time faculty with tenure b	v acadamia ren	band manish	relinie - M	omen	100
Woman Protess	iorsAssociate				
F 701635	Professors	Assistant	Instru	octors Lecturers	
Nonresident allen	P101632012	protessors			faculty
Black, non-Hispanic					
American Indian/Alaska					
Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic	5	2			7
Race/ethnicity unknown	_				•
Grand total	5	?			7
Prior year					6

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Institution: WESTMONT COLLEGE (125727		an Innuna ti		: F11257271
Part F - Fall Staff - Non-t Full-time non tonured faculty on tenure to Women Professo	rack by academic rs: Associate: Assi	rank and race	elethnicity - wom	<b>6</b> ∏
	professors profe			aculty
Nonresident allen	p v openie pro-		'	204.1,
Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				•
Hispanic		1		4
White, non-Hispanic	2	7		9
Race/ethnicity unknown	-	·		,
Grand total	2	8		10
Prior year	•	ŭ		10
institution: WESTMONT COLLEGE (129727			User ID	P11257271
Part F - Fall Staff - Non-tei Full-time faculty not on tenure track/no to	enured recutty no	on tenure cademic rank	and race/ethnic	ity
women				1000
Women Professo	ors Associate Ass professors prof		ctors Lecturers (	Other Total aculty
Nonresident atien				,
Biack, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic	3	5		8
ាំឧce/ethnicity unknown	•	•		J
Grand total	3	5		٥
Prior year	3	J		8
institution, WESTMONT COLLEGE (125727	7°;		lleer (	): P11257271
	Fail Staff Surve	. Totale	030, (0	
Total full-time faculty by gender and raci	elethologh	y Tutale		To a date of the state of the s
The same recently by gender and reci			•	
Nonresident allen	11	otal men	Total women	
Black, non-Hispanic				
olack, Johnnispanio American Indian/Alaska Native			1	
American indianzdaska native Asian/Pacific Islander				
Hispanic			3	
			1	1
White, non-Hispanic			55	24
Pace/ethnicity unknown				
Grand total			5Û	25
Prior year			60	25
			-	h

Institution: WES	TMONT COLLEGE (	125727)			User ID	: P1125	7271
			iff - New Hir	es - men			
Full-time facult	y new hires by tenu	re status and	race/ethnicit	v - men		Grand Con-	507
Men	Tenu	ired On tenura	track Not on i	oriure track/no	tenure system	Total	nen
Nonresident alie	ti di				•		
Black, non-Hisp.							
American Indian							
Asian/Pacific Isl	ander		1				1
Hispanic							
White, non-Hisp			1			•	2
Race/ethnicity u	hkhown						
Grand total			2			1	3
Institution: WES	TMONT COLLEGE (	12572 <b>7</b> \			17 10		
			.44 Na (15		US <b>a</b> (ID	: P1125	7271 #3 <b>#</b> 6
All other full sie	PATE	G • Fall 5(8	iff - New Hir	es - men		لعر سيسيا ۽	
Full-time	ne new hires by pos		B/ethnicity - m				ांस
between July 1	Executive/ ( administrative/admi	Other C	Other Techi				otal men
and October 31	managerial	merranivebtore		ra and	crafts mainte	nance	
2001			brotes	sional secretari	a.		
Nonrosident							
alien							
Black,							
non-Hispanic	,		1				1
American							
Indian/Alaska							
Native							
Asian/Pacific Islander							
Hispanic				4			•
White,							
non-Hispanic		1	1		1	1	4
Race/ethnicity					1	1	**
unknown							
Grand total		1	2		•	_	_
			2		1	1	5
Institution: WES	TMONT COLLEGE (1	(25727)			User ID	· P11251	<b>72</b> 71
_	Part G	- Fall Staff	- New Hire:	s - women			331
Full-time facult World	y new hires by tenu	re status and	race/ethnicin	y - women		3	
Nonresident alie	n	54 577 107107	TRUCK 1901 OFF IS	инине пасжуло і	enure system 1	ota: wo	men
Black, non Hispa							
American indian	/Alaska Native						
Asian/Pacific isla	ander						
Hispanic							
White, non-Hisp	anic						
Race/ethnicity bi	nkhown						
Grand total							

						Ų	Jsar ID. F1	12572	<u> 271</u>
	STMONT COLL			Yew Hires . V	ขึ้งmen 🖫				
All other full-t Full-time between July 1 and October 31	ime new hires Executive/ administrative/s managenal	by position at	nd race/eth	inicity women Technical/ sparaprofession	Cierical	crafts n	Service/ naintenanc		l wom
2001									
Nonresident									
allen									
Black,									
non-Hispanic									
American Indian/Alasks	1								
Native									1
Asian/Pacific					٦				
Islander				1			•	1	2
Hispanic		,		•					12
Wnite,		1		3		8			. —
non-Hispanii	Ç .								
Race/ethnic Unknown	ty				4	8		1	15
Grand total		1		4	1	ō		•	

institution: WESTMONT COLLEGE (125/27)		User ID: F	11257271
Part G - Fall Staff - New Hi	res - Totals		
Total full-time new hires by gender and race/ethnicity	•		
	Total men	Total wo	men
Nonrosident allen			
Black, non-Hispanic	1		
American Indian/Alaska Native			
Asian/Pacific (slander	1		1
Hispaniq	·		ģ
White, non-Hispanic	•		-
Race/ethnicity unknown	6		12
Grand total	_		
Prior year	8		15
	16		15
Frint Form(s) Go back			
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