

AMERICAN  
COLLEGE  
OF  
TRADITIONAL  
CHINESE  
MEDICINE



Quality TCM  
Education and Health Care  
Since 1980

December 20, 2002

S. F. Planning Department  
Attention: Mr. Gerald Green  
1660 Mission Street  
San Francisco, CA 94105

Dear Mr. Green:

The American College of Traditional Chinese Medicine is submitting the Institutional Master Plan. This document will replace the report of 2000.

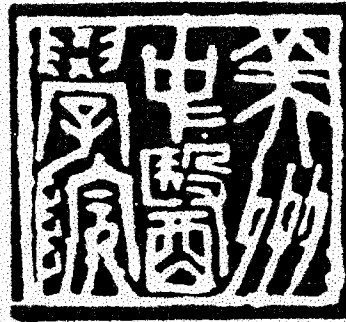
I can be reached at the number indicated if you have a need for assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'JoAnn Vandenberg', written in black ink.

JoAnn Vandenberg  
Dean of Student Service  
American College of Traditional Chinese Medicine  
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455 Arkansas Street, San Francisco, CA 94107

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# **Institutional Master Plan 2002**

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**ABBREVIATED "INSTITUTIONAL MASTER PLAN" FOR THE AMERICAN COLLEGE OF TRADITIONAL CHINESE MEDICINE**

Section 304.5 of the San Francisco City Planning Code.

The American College of Traditional Chinese Medicine (the "College"), incorporated in October 1980 as a California Public Benefit Corporation, and has twenty years of operation as a training center for practitioners of acupuncture/traditional Chinese medicine. The College is organized as professional graduate school offering a first professional degree- Master of Science in Traditional Chinese Medicine.

In addition to its academic degree program, the College provides community service to the City of San Francisco through its teaching clinic that has been certified as a "community clinic" by the California Department of Public Health Services.

The 600 graduates of the College provide health care through licensure given by the State of California Acupuncture Board, Department of Consumers Affairs. The College moved to its present site in 1987 from 2400 Geary Boulevard and 1303-05 Baker Street. The current site is between Connecticut, Arkansas, 19th and 20th Streets on Potrero Hill. The College's address is 455 Arkansas Street and the Clinic is at 450 Connecticut Street. This site includes 3 classrooms, a library, administrative office, a community clinic, faculty offices, a student lounge, 2 eating areas, a patio and a parking lot. The site is approximately 29,500 square feet. In 1992, the College and the City and County of San Francisco Department of Public Health entered into a contracted agreement, whereby the College has provided services to HIV/AIDS patients.

As of January 1, 1999, the College opened a satellite site at 1426 Fillmore, Suite 301, in San Francisco. The College ceased operations at this site January 2002.

The College has agreements with several city health centers, including Mission Neighborhood Health Center, Maxine Hall Health Center, Haight Ashbury Free Medical Center, and several other sites to provide patients acupuncture and herbal medicine services. The California Pacific Medical Center and the College together are sponsoring a pilot program on Acupuncture and Stroke Recovery at the Davis Medical Center Campus.

304.5 (C) 1 Nature of the institution, its history of growth, physical changes in the neighborhood which can be identified as having occurred as a result of such growth, the

services provided and service population, employment characteristics, the institution's affirmative action program, all ownership by the institution of properties throughout the City and County of San Francisco- and any other relevant general information pertaining to the institution and its services.

#### Nature of the Institution:

The College is a graduate school training primary health care practitioners to enter the field of acupuncture/traditional Chinese medicine through a first professional degree program- Master of Science in Traditional Chinese Medicine. The College operates a community clinic to provide affordable health care to the people of San Francisco.

**Our mission is to improve the quality of health care by providing graduate education and patient care, enabling people to integrate traditional Chinese medicine into their lives.**

**We serve an international community of students, patients, health care professionals, and the public.**

**We dedicate ourselves to continuously improving standards of professionalism in practice and excellence in traditional Chinese medicine education.**

**We take a leadership role in defining and advancing the use of traditional Chinese medicine in American health care.**

#### History of Growth:

In May 1981, the College leased 2400 Geary Boulevard for instructional usage and faculty residence. In December 1982, the College leased the adjoining building 1303-05 Baker Street for an additional classroom, student common room, and guestrooms for visiting faculty. In 1987, the College leased the vacant St. Teresa School on Potrero Hill from the Archdiocese of San Francisco. In January 1999, the College leased an additional site at 1426 Fillmore, Suite 301, in San Francisco.

The Potrero Hill campus has 3 classrooms, a library, faculty offices, a student lounge, administrative area, a community clinic, an eating area, a patio and a parking lot.

#### Physical Changes in Neighborhood:

In 1987, the original residential characters of the buildings were retained and operation of the College did not change the surrounding neighborhood. Operation of the College at the St. Teresa site did not result in changes to the neighborhood because the College occupied an existing building formerly used as an educational institution. The elementary school's playground became the parking lot for the College.

Today, the same facility and parking lot are used by the College. Since 1987, the College

has not expanded the facility; however, the San Francisco Planning Commission in 1999 approved the enclosure of the existing patio.

To reduce the number of cars that would need to park in the neighborhood, the employees and students have been strongly encouraged to use public transportation: 4 bus lines serve this area; Cal Tran is a few blocks from the College, from Bart 16th/ Mission Station take #22 Muni bus to the College, often employees and students ride bicycle/motorcycles and some have formed car pools. There is sufficient on-street parking within 4 blocks for residents and College parking. The neighbors on Arkansas Street and Connecticut Street have not complained about parking into driveways or blocking their access. The #22 Muni is a direct connection between Potrero campus and the Fillmore site.

#### Services Provided and Service Population:

The College enriches the cultural diversity of San Francisco through its graduate degree program in acupuncture/traditional Chinese medicine; and it serves as a local, national and international information and health care center for researchers, visitors, health care professionals and patients.

The community clinics of ACTCM provide opportunities for affordable health care to the peoples of San Francisco based on the modalities of acupuncture, herbs, Taiji, and Qigong. The community clinics are regional centers for traditional Chinese medicine drawing patients from all neighborhoods of San Francisco and from the Greater Bay Area. The current active patient population is approximately 2500 patient visits per quarter at all site.

Enrollment in 1987 totaled about 100 students. Over the next 13 years the number of part-time and full-time students has increased to 250 students. To have no more than 150 students on campus at any given time, the College used to lease classroom space at the California College of Podiatric Medicine, and at UCSF's 15th / Harrison site. The College made arrangements for students to do a part of their clinical training at existing off-campus clinic facilities; Waldon House, Mission Neighborhood Health Center, Maxine Hall Health Center, Haight Ashbury Free Medical Center, San Francisco General Hospital, and the California Pacific Medical Center at Davies. For a period of time, the College had a Community Clinic at California Street and Van Ness for community service and training. Also, the College leased additional office space at 18th and Carolina St. In 1999, the leasing of Fillmore site with additional classroom space and additional a community clinic has continued to reduce the number of students and faculty at the Potrero location.

Currently, the College no longer has the Fillmore site, the College rents space at 18<sup>th</sup> and Carolina and has increased the number of Community Acupuncture program sites to provide more opportunities in clinical training, thus reducing the number of students on campus.

The College expanded class offerings from 3 days per week as in 1987 to all week, offering daily classes. Monday through Thursday and from 9 a.m. to 6 p.m. on Friday. The Chinese Bilingual Program began in 1997, courses were offered on Saturdays and Sundays from 9 a.m. to 9 p.m. This program graduated the last student in 2001. The Community Clinic hours are Monday to Thursday 9 a.m. to 9 p.m.; Friday and Saturday 9 a.m. to 6 p.m. and closed on Sunday.

#### Employment Characteristics:

The College employs 13 full time faculty, 33 adjunct faculty, and 25 staff. The adjunct faculties only teach the quarter of their course offering and are not on campus during the off-quarters). The College represents most ethnic groups, in particular the core faculty were educated and trained in China. Therefore the students, patients and employees have an opportunity to learn about the various cultures.

#### Affirmative Action Program:

The College has a nondiscrimination policy in both admissions and employment.

#### All Ownership in Institutional Properties:

The College leases 455 Arkansas/ 450 Connecticut Street property from the Archdiocese of San Francisco. The Fillmore site was leased from Western Commercial Partnership II. The College is governed by a Board of Directors: three members reside outside of the United States, two members reside in southern California and others live in the Greater Bay Area, some own a family home.

304.5 (C) 2. The Present physical plant of the institution, including the location and bulk of buildings, land uses on adjacent properties, traffic circulation patterns, and parking in and around the institution.

#### Present Physical Plant of the Institution:

The Potrero Hill Site, located in Assessor's Block 4068, Lot 1, and is approximately 29,500 square feet. The building contains approximately 10,660 square feet and there is a paved on-site parking area on the Connecticut Street side of the site that is used as a parking lot accommodating approximately 26 automobiles. The site is located on a through lot between Arkansas, Connecticut, 19th and 20th Streets and is within a residential neighborhood. Public transit serves the site via Muni line #48 Quintara/ 24 Street and #53 Southern Heights. Muni lines #19 Polk and #22 Fillmore which are within

several blocks of the site. There are two commercial areas near the site, on 18 Street between Texas and Connecticut and on 20th Street between Missouri and Arkansas.

The building has entrances on both Arkansas and Connecticut Streets. The two-story Arkansas Street frontage, located on a steep slope, has pedestrian access only. The one-story (actually the second floor of the building) Connecticut Street frontage is accessed via a curb cut to a paved parking area used as a parking lot located in front of the clinic, which accommodates approximately 21 off-street parking spaces. This entrance is for access to the clinic, as it is more easily accessible to handicapped persons. The first floor of the building contains three classrooms, a library, and the administrative offices. The second floor contains a Community Clinic, and faculty offices, and a student lounge.

There are five street trees along Arkansas Street in front of the site and landscaping, including an herb garden, is provided on the Connecticut Street side.

#### Land Use of Adjacent Properties:

Properties adjacent to the college site are in residential use. There are two commercial areas near the site of 18th Street between Texas and Connecticut and on 20th Street between Arkansas and Missouri. When the College moved to the St. Teresa's site in 1987, the facility was vacant. This did not generate any revenue for the surrounding businesses. The College and the community clinic contribute significantly to the economic development of the area and will continue to do so in the future.

#### Traffic Circulation Patterns:

The College's site is accessed by vehicles from the Connecticut Street to an on-site paved parking area, which used as a parking lot accommodating approximately 21 automobiles. Muni bus lines, including the #48 Quintara/ 24th Street, the #53 Southern Heights, the #19 Polk and the #22 Fillmore serve the College's site on Potrero Hill.

There is access from Bart's 16th Street & Mission Station and Muni bus #22 Fillmore to College and Cal Tran stops at 22nd Street a few blocks from the College.

#### Parking in and Around the Institution:

At the College's site, there is an on-site paved lot, which is used as a parking lot, accommodating approximately 21 automobiles and parking is provided for motorcycles and bicycles. There are a number of on-street parking spaces. Four Muni bus lines serve Potrero Hill.

304.5 (C) 3. The development plans of the institution for a future period of not less than 10 years, and the physical changes in the institution projected to be needed to achieve

those plans. Any plans for physical development during the first five years shall include the site area, ground coverage, building bulk, approximate floor area by function, off-street parking, circulation patterns, areas for land acquisition, and timing for the proposed construction.

The College has no future development plans on this site. The College does not anticipate any further expansion that would impact on housing, traffic levels, circulation patterns, transit demand, or the character and scale of the surrounding neighborhood at the Potrero Hill location.

The College plans to expand the students clinic training to local hospitals, existing clinics, and other health facilities. This enables students to expand their learning horizons giving them greater understanding and depth to their clinical training. Therefore, students will spend less time at the Potrero campus. For the last two years the College has added additional sites and plans to continue this strategy.

In addition, with respect to plans of any duration, the submission shall include a description and analysis of each of the following:

304.5 (C) 3A. The conformity of proposed development plans to the Comprehensive Plan (Master Plan) of the City and County of San Francisco, and to any neighborhood plans on file with the Department of City Planning.

The Project Affirmative Promotes the Following Objectives and Policies of the Master Plan:

1. Objective 2 of the Citywide Parking Plan of the Transportation Element to contain and lessen the traffic and parking impacts of institutions on surrounding residential areas through the provision of approximately 21 on-site parking. In addition, the site is generally served by Muni lines #48 Quintara/ 24th Street and #53 Southern Heights. Both of these lines connect with BART stations on Mission Street, providing transit access from the East Bay. The #48 line connects with the 24th and Mission Street BART Station and the 22nd Street CalTrain Station. The #53 line connects with the 16th and Mission BART Station. Muni lines #19 Polk and #22 Fillmore, located within several blocks of the site, also serve the Potrero Hill area.
2. Objective 9, Policy 3 of the Commerce and Industry Element to promote the provision of adequate health and educational services to all geographical districts and cultural groups in the City through the provision of a public health care clinic, which will provide alternative medical services to residents



in the Potrero Hill area and to residents of the City as a whole.

3. Objective 6, Policy 3 of the Residence Element to minimize destruction caused by expansion of institutions into residential areas through utilization of a presently vacant former elementary school situated in the Potrero Hill residential area without changing the building or adding new construction, by retaining existing street trees and adding landscaping to the site, as well as utilization of off-street parking to meet the demands of the College.
4. Objective 4, Policy 1 of the Urban Design Element to protect residential areas from noise, pollution and physical danger of excessive traffic through provision of off-street parking to meet the demand generated by the College.

304.5 (C) 3B. The anticipated impact of any proposed development by the institution on the surrounding neighborhood, including, but not limited to, the effect on existing housing units, relocation of housing occupants and commercial and industrial tenants, changes in traffic levels and circulation patterns, transit demand and parking availability, and the character and scale of development in the surrounding neighborhood.

In 1987, no new development was required in connection with relocation of the College to Potrero Hill. The utilization of a vacant building added to the safety of residents in the area and did not alter the character or scale of development in the surrounding neighborhood. On-site parking was provided to meet the parking demands of the College and that parking ensured the availability of on-street parking for residents in the area. Today, the College utilizes the parking lot to minimize the impact on the surrounding residences. There is sufficient on-street parking within the 4-block area of the College. By extending the day-time classes and early morning classes, it reduces the impact on the residential uses surrounding the site.

304.5 (C) 3C. Any alternatives which might avoid, or lessen, adverse impacts upon the surrounding neighborhood, including location and configuration alternatives, the alternative of no new development, and the approximate costs and benefits of each alternative.

The relocation of the College in 1987 to Potrero Hill did not involve new development. The College has not expanded or changed the facility during the time at this location.

304.5 (C) 3D. The mitigation actions proposed by the institution to lessen adverse

impacts upon the surrounding neighborhood.

The relocation of the College to Potrero Hill did not involve new construction and did not adversely impact the surrounding residential neighborhood. The five street trees on the Arkansas Street site frontage were retained and additional trees were provided on the Connecticut Street site frontage. The College's off-street parking has helped to meet the College's demands and reduced the impact on residents in the area.

304.5 (C) 4. A projection of related services and physical development by others, including, but not limited to, office space and medical outpatient facilities, which may occur as a result of the implementation of the institution's master plan.

No related services or physical development by others is anticipated in connection with implementation of the College's abbreviated Institutional Master Plan.

