

SAN FRANCISCO PLANNING COMMISSION



Notice of Hearing & Agenda

Commission Chambers, Room 400
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Thursday, March 14, 2019
1:00 p.m.
Regular Meeting

Commissioners:

Myrna Melgar, President
Joel Koppel, Vice President
Rich Hillis, Milicent Johnson,
Kathrin Moore, Dennis Richards

Commission Secretary:

Jonas P. Ionin

Hearing Materials are available at:

Website: <http://www.sfplanning.org>

Planning Department, 1650 Mission Street, 4th Floor, Suite 400

Voice recorded Agenda only: (415) 558-6422

Commission Hearing Broadcasts:

Live stream: <http://www.sfgovtv.org>

Live, Thursdays at 1:00 p.m., Cable Channel 78

Re-broadcast, Fridays at 8:00 p.m., Cable Channel 26

Disability and language accommodations available upon request to:
commissions.secretary@sfgov.org or (415) 558-6309 at least 48 hours in advance.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 409; phone (415) 554-7724; fax (415) 554-7854; or e-mail at sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Library and on the City's website at www.sfbos.org/sunshine.

Privacy Policy

SF Planning is committed to protecting the privacy rights of individuals and security measures are in place to protect personally identifiable information (PII), i.e. social security numbers, driver's license numbers, bank accounts. Members of the public are not required to provide PII to the Commission or Department, as all written submittals and oral communications become part of the public record, which can be made available to the public for review and/or viewable on Department websites. Members of the public submitting materials containing PII are responsible for redacting said sensitive information prior to submittal of documents to Planning.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign and Governmental Conduct Code Section 21.00-2.160] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; phone (415) 252-3100; fax (415) 252-3112; and online <http://www.sfgov.org/ethics>.

Accessible Meeting Information

Commission hearings are held in Room 400 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is open to the public Monday through Friday from 8:00 a.m. to 8:00 p.m. and is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances. A wheelchair lift is available at the Polk Street entrance.

Transit: The nearest accessible BART station is Civic Center. Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness stations). MUNI bus routes also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information regarding MUNI accessible services, call (415) 701-4485 or call 311.

Parking: Accessible parking is available at the Civic Center Underground Parking Garage (McAllister and Polk), and at the Performing Arts Parking Garage (Grove and Franklin). Accessible curbside parking spaces are located all around City Hall.

Disability Accommodations: To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (415) 558-6309, or commissions.secretary@sfgov.org at least 72 hours in advance of the hearing to help ensure availability.

Language Assistance: To request an interpreter for a specific item during the hearing, please contact the Commission Secretary at (415) 558-6309, or commissions.secretary@sfgov.org at least 48 hours in advance of the hearing.

Allergies: In order to assist the City in accommodating persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, please refrain from wearing scented products (e.g. perfume and scented lotions) to Commission hearings.

SPANISH:

Agenda para la Comisión de Planificación. Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al 415-558-6309. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

CHINESE:

規劃委員會議程。聽證會上如需要語言協助或要求輔助設備，請致電415-558-6309。請在聽證會舉行之前的至少48個小時提出要求。

TAGALOG:

Adyenda ng Komisyon ng Pagpapalano. Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa 415-558-6309. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

RUSSIAN: Повестка дня Комиссии по планированию. За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру 415-558-6309. Запросы должны делаться минимум за 48 часов до начала слушания.

ROLL CALL:

President: Myrna Melgar
 Vice-President: Joel Koppel
 Commissioners: Rich Hillis, Milicent Johnson,
 Kathrin Moore, Dennis Richards

A. CONSIDERATION OF ITEMS PROPOSED FOR CONTINUANCE

The Commission will consider a request for continuance to a later date. The Commission may choose to continue the item to the date proposed below, to continue the item to another date, or to hear the item on this calendar.

- 1a. 2016-007303PCA (S. ADINA: (415) 575-8722)
5 THIRD STREET (HEARST BUILDING) – located on the east side between Market and Stevenson Streets, Assessor’s Block 3707, Lot 057 (District 6). Consideration of **Planning Code Amendment** to Planning Code Section 188 – Noncomplying Structures: Enlargements, Alterations and Reconstruction. The Historic Preservation Commission will consider the proposal from the Project Sponsor to adopt an Ordinance that would extend the expiration date of Section 188(g) to allow Terrace Infill on a noncomplying structure designated as a Significant Building under Article 11 of the Code and would amend the text to allow for rooftop infill along the primary building frontage if obscured from view by existing parapet walls.
Preliminary Recommendation: Approve the resolution to recommend approval of the Planning Code amendments to the Board of Supervisors.
 (Continued from Regular hearing on December 6, 2018)
(Proposed Continuance to March 21, 2019)
- 1b. 2016-007303DNXCUA (S. ADINA: (415) 575-8722)
5 THIRD STREET (HEARST BUILDING) – located on the east side between Market and Stevenson Streets, Assessor’s Block 3707, Lot 057 (District 6). Request for **Downtown Project Authorization** with an exception to off-street freight loading requirements; **Conditional Use Authorization** pursuant to Planning Code Sections 210.2 and 303 to establish a hotel use; and a Planning Code Text Amendment to Section 188(g) that would allow terrace infill on an existing nonconforming structure designated under Article 11 as a Significant Building and located on Block 0316 and 3707. The Hearst Building occupies a 13,333sf lot and includes structures identified under three building addresses: Five 3rd St., 17-29 3rd St. and 190 Stevenson St. The project proposes rehabilitation of the existing 13-story, 161,108 sf building for use as a 170-room hotel with retail on the ground floor and basement level, offices on floors two and three, and rooftop terraces at the 4th and 13th floors. The historic lobby will be retained and a new passenger loading area and hotel entrance will be created on Stevenson Street.
Preliminary Recommendation: Approve with Conditions
 (Continued from Regular hearing on December 6, 2018)
(Proposed Continuance to March 21, 2019)
2. 2018-006127CUA (D. WEISSGLASS: (415) 575-9177)
201 19TH AVENUE – southwest corner of the California Street and 19th Avenue, Lot 001 of Assessor’s Block 1414 (District 1) - Request for a **Conditional Use Authorization**, pursuant to Planning Code sections 186, 209.2, 303, and 710 to allow a change of use from an existing

grocery store to a restaurant in a Limited Commercial Use space within a RM-1 (Residential – Mixed, Low Density) Zoning District and 40-X Height and Bulk District. The Project also includes the removal of the white signage band obscuring the second-story windows, and the removal of all paint and other features obscuring the transparency of the second-story windows. This project was reviewed under the Community Business Priority Processing Program (CB3P). This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).

Preliminary Recommendation: Disapprove

(Continued from Regular hearing on February 14, 2019)

Note: On November 29, 2018, adopted a Motion of Intent to Deny, continued to December 13, 2018 by a vote of +4 -2 (Fong and Koppel against; Richards absent). On December 13, 2018, after hearing and closing public comment, continued to February 14, 2019 by a vote of +6 -0 (Johnson absent). On February 14, 2019, without hearing, continued to March 14, 2019.

(Proposed Continuance to March 21, 2019)

3. 2018-004711DNXCUA (S. ADINA: (415) 575-8722)
555 - 575 MARKET STREET – south side between 1st Street and 2nd Street; Lots 174 and 175 in Assessor’s Block 3708 (District 6) – Request for **Downtown Project Authorization** and **Conditional Use Authorization** pursuant to Planning Code Sections 210.2, 303, and 309 to renovate the existing plaza between the buildings and a partial change of use from retail to office at the ground floor of 555 Market Street, within the C-3-O(SD) (Downtown-Office (Special Development)) Zoning District and 500-S Height and Bulk District. The proposal includes the reconfiguration of the ground floor of both buildings and a conversion of 3,359 square feet of retail use to office use at the ground floor of 555 Market Street. The proposal also involves extensive renovation of the plaza between the two buildings and the addition of a 962 square-foot retail structure in the plaza. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to Section 31.04(h) of the San Francisco Administrative Code.
Preliminary Recommendation: Approve with Conditions
(Proposed Continuance to April 11, 2019)

4. 2016-009503DRP (D. WINSLOW: (415) 575-9159)
149 MANGELS AVENUE – at Nordhoff Street; Lot 043 in Assessor’s Block 6765 (District 8) - Request for **Discretionary Review** of Building Permit Application No. 2016.0712.2060 for construction of a 3 -story residential building within a RH-1 (Residential-House, Single family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Do Not Take Discretionary Review and Approve
(Proposed Continuance to May 23, 2019)

- 5a. 2013.0655CUA (R. SUCRE: (415) 575-9108)
1513A-F YORK STREET – east side of York Street between Cesar Chavez Street and Peralta Avenue; Lots 011, 012 & 020 in Assessor’s Block 5513 (District 9) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 209.1, 242 and 303, to allow up to one dwelling unit per 1,500 square feet of lot area for the construction of four two-family, two- to three-story (30-ft tall) dwellings (between 1,383 sq. ft. and 1,552 sq. ft. each) with covered parking on Lots 011 & 012 in the center of Block 5513, one two-family, three-story

(30-ft tall) dwelling (between 1,040 sq. ft. and 1,208 sq. ft. each) on Lot 020 at York Street, and access to all ten dwellings through a driveway at 1513 York Street. The subject properties are located within a RH-2 (Residential – House, Two-Family) Zoning District, Bernal Heights Special Use District, and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).

Preliminary Recommendation: Approve with Conditions

(Continued from Regular hearing on January 24, 2019)

Note: On November 29, 2018, after hearing and closing public comment, continued to January 24, 2019 by a vote of +6 -0 (Richards absent). On January 24, 2019, without hearing, continued to March 14, 2019.

(Proposed Indefinite Continuance)

- 5b. 2013.0655VAR (R. SUCRE: (415) 575-9108)
1513A-F YORK STREET – east side of York Street between Cesar Chavez Street and Peralta Avenue; Lots 011, 012 & 020 in Assessor’s Block 5513 (District 9) – Request for a **Variance** to the rear yard and exposure requirements pursuant to Planning Code Sections 134 and 140, respectively, to allow the construction of four two-family, two- to three-story (30-ft tall) dwellings (between 1,383 sq. ft. and 1,552 sq. ft. each) with covered parking on Lots 011 & 012 in the center of Block 5513, one two-family, three-story (30-ft tall) dwelling (between 1,040 sq. ft. and 1,208 sq. ft. each) on Lot 020 at York Street, and access to all ten dwellings through a driveway at 1513 York Street. The subject properties are located within a RH-2 (Residential – House, Two-Family) Zoning District, Bernal Heights Special Use District, and 40-X Height and Bulk District.
 (Continued from Regular hearing on January 24, 2019)
(Proposed Indefinite Continuance)

B. CONSENT CALENDAR

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Planning Commission, and may be acted upon by a single roll call vote of the Commission. There will be no separate discussion of these items unless a member of the Commission, the public, or staff so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item at this or a future hearing

6. [2018-003593CUA](#) (N. TRAN: (415) 575-9174)
906 BROADWAY – between Mason and Taylor Streets; Lot 009 of Assessor’s Block 0149 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections [303](#), [209.2](#), [186.3](#), and [710](#) to convert a former church to community facility and instructional services (retail sales & service) uses. The subject property is located in a RM-2 (Residential-Mixed, Moderate Density) Zoning District and 40-X Height & Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Approve with Conditions
 (Continued from Regular hearing on February 21, 2019)
7. [2018-003264CUA](#) (S. YOUNG: (415) 558-6346)
2498 LOMBARD STREET – northeast corner of Lombard and Divisadero Streets; Lot 016 in Assessor’s Block 0936 (District 2) – Request for **Conditional Use Authorization** pursuant to

Planning Code Sections 303, 303.1, 703.4 and 712 to establish a Formula Retail Use (d.b.a. Circle K) in an approximately 1,212 square foot existing food mart space located within an existing automobile gas station and formula retail food mart convenience store (d.b.a. 76 Gas Station & Food Mart). The project site is located within a NC-3 (Moderate-Scale Neighborhood Commercial) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).

Preliminary Recommendation: Approve with Conditions

C. COMMISSION MATTERS

8. Consideration of Adoption:

- [Draft Minutes for February 28, 2019](#)

9. Commission Comments/Questions

- Inquiries/Announcements. Without discussion, at this time Commissioners may make announcements or inquiries of staff regarding various matters of interest to the Commissioner(s).
- Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Planning Commission.

D. DEPARTMENT MATTERS

10. Director's Announcements

11. Review of Past Events at the Board of Supervisors, Board of Appeals and Historic Preservation Commission

E. GENERAL PUBLIC COMMENT

At this time, members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission except agenda items. With respect to agenda items, your opportunity to address the Commission will be afforded when the item is reached in the meeting. Each member of the public may address the Commission for up to three minutes. When the number of speakers exceed the 15-minute limit, General Public Comment may be moved to the end of the Agenda.

F. REGULAR CALENDAR

The Commission Hearing Procedures provide for presentations by staff; followed by the project sponsor team; followed by public comment for and against the proposal. Please be advised that the project sponsor team includes: the sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors.

12.

(P. IKEZOE: (415) 575-9137

[SENATE BILL 50: PLANNING AND ZONING: HOUSING DEVELOPMENT: EQUITABLE COMMUNITIES INCENTIVE \(2019\)](#) – **Informational Item** Staff will present on the proposed

State Senate Bill 50 ("SB 50") and its potential effects within San Francisco. This pending state bill would require a local government to grant an equitable communities incentive when a development proponent seeks to construct a qualified residential development that is either within a job-rich or a transit-rich area. The proposed bill provides certain exemptions related to housing occupied by tenants and within areas defined as sensitive communities. The proposed bill would require that a qualified residential development be eligible for certain waivers and up to 3 additional incentives or concessions.

Preliminary Recommendation: None - Informational

- 13a. [2018-007204CUA](#) (L. AJELLO: (415) 575-9142)
754 35TH AVENUE – east side of 35th Avenue, between Balboa and Cabrillo Streets; Lot 023 of Assessor's Block 1610 (District 1) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 207, 209.1 and 303, for Residential Density of three units on a 4,499 square foot lot to allow construction of a four-story two-family dwelling on a vacant portion of the subject property currently occupied by a three-story, single-family residential building within a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
Preliminary Recommendation: Approve with Conditions
(Continued from Regular hearing on February 28, 2019)
- 13b. [2018-007204VAR](#) (L. AJELLO: (415) 575-9142)
754 35TH AVENUE – east side of 35th Avenue, between Balboa and Cabrillo Streets; Lot 023 of Assessor's Block 1610 (District 1) – Request for a **Variance** from the Planning Code for rear yard setback and dwelling unit exposure requirements, pursuant to Planning Code Sections 134 and 140. The subject property is located within a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District.
(Continued from Regular hearing on February 28, 2019)
14. [2018-007460CUA](#) (S. YOUNG: (415) 558-6346)
1226 10TH AVENUE – east side between Irving Street and Lincoln Way; Lot 040 in Assessor's Block 1741 (District 5) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 209.1 and 303 to legalize the establishment of group housing within the existing three-story, residential building located within a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District. The proposal will involve legalizing the establishment of group housing within the existing three-story, residential building (previously utilized for single-family and two-family residential use) that will allow for a total of 7 bedrooms for group housing within the building. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
Preliminary Recommendation: Approve with Conditions
15. [2018-012687CUA](#) (S. ADINA: (415) 575-8722)
657 - 667 MISSION STREET – south side between New Montgomery Street and 3rd Street; Lots 068 and 067 in Assessor's Block 3722 (District 6) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 210.2 and 303 to establish office use and the basement and ground floor of the subject buildings, within a C-3-O(SD) (Downtown-Office (Special Development)) and a C-3-O (Downtown-Office) Zoning Districts and 350-S Height and Bulk District. The proposal maintains retail use on Mission Street

and establishes office use at the ground floor fronting Minna Street and the basement. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).

Preliminary Recommendation: Approve with Conditions

G. DISCRETIONARY REVIEW CALENDAR

The Commission Discretionary Review Hearing Procedures provide for presentations by staff; followed by the DR requestor team; followed by public comment opposed to the project; followed by the project sponsor team; followed by public comment in support of the project. Please be advised that the DR requestor and project sponsor teams include: the DR requestor and sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors.

16. [2017-014420DRP](#) (D. WINSLOW: (415) 575-9159)
2552 BAKER STREET – between Green and Vallejo Streets.; Lot 021 in Assessor’s Block 0955 (District 2) – Request for **Discretionary Review** of Building Permit Application No. 2017.1026.2312 for a 3 -story horizontal addition to an existing 3-story residential building within a RH-1 (Residential-House, Single family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Do Not Take Discretionary Review and Approve

17. [2016-006123DRP-02](#) (D. WINSLOW: (415) 575-9159)
279 BELLA VISTA WAY – between Dorcas Way and Molimo Dr.; Lot 021 in Assessor’s Block 2998 (District 7) – Request for **Discretionary Review** of Building Permit Application No. 2016.0421.5348 for a 2 -story horizontal addition to an existing 2-story residential building within a RH-1 (Residential-House, Single family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Take Discretionary Review and Approve with Modifications

ADJOURNMENT

NOTICE OF PUBLIC HEARING REGARDING PROPOSED DEVELOPMENT AGREEMENT (APRIL 11, 2019)

2016-013850DVA: 915 Cayuga Avenue Residential Development Agreement [Board File No. 190249], located on the block generally bound by Cayuga Avenue, Ocean Avenue, Alemany Boulevard, and Onondaga Avenue; Assessor's Block 6954 Lots 039 and 011C (District 6) – On April 11, 2019, the Planning Commission will hold a public hearing to consider a Request for Approval of a **Development Agreement** between the City and County of San Francisco and "Sia Consulting Corporation" in association with the 915 Cayuga Avenue Project. The proposed Development Agreement will address the project's public benefits, including inclusionary and other affordable housing commitments. Pursuant to San Francisco Administrative Code Section 56.4(c), the Director of Planning has received and accepted a complete application for the above-mentioned development agreement which is available for review by the public at the Planning Department in Planning Department Case File No. 2016-013850DVA.

Hearing Procedures

The Planning Commission holds public hearings regularly, on most Thursdays. The full hearing schedule for the calendar year and the Commission Rules & Regulations may be found online at: www.sfplanning.org.

Public Comments: Persons attending a hearing may comment on any scheduled item.

- ❖ When speaking before the Commission in City Hall, Room 400, please note the timer indicating how much time remains. Speakers will hear two alarms. The first soft sound indicates the speaker has 30 seconds remaining. The second louder sound indicates that the speaker's opportunity to address the Commission has ended.

Sound-Producing Devices Prohibited: The ringing of and use of mobile phones and other sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal of any person(s) responsible for the ringing or use of a mobile phone, pager, or other similar sound-producing electronic devices (*67A.1 Sunshine Ordinance: Prohibiting the use of cell phones, pagers and similar sound-producing electronic devices at and during public meetings*).

For most cases (CU's, PUD's, 309's, etc...) that are considered by the Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue(s) by the Director or a member of the staff.
2. A presentation of the proposal by the Project Sponsor(s) team (includes sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed 10 minutes, unless a written request for extension not to exceed a total presentation time of 15 minutes is received at least 72 hours in advance of the hearing, through the Commission Secretary, and granted by the President or Chair.
3. A presentation of opposition to the proposal by organized opposition for a period not to exceed 10 minutes (or a period equal to that provided to the project sponsor team) with a minimum of three (3) speakers. The intent of the 10 min block of time provided to organized opposition is to reduce the number of overall speakers who are part of the organized opposition. The requestor should advise the group that the Commission would expect the organized presentation to represent their testimony, if granted. Organized opposition will be recognized only upon written application at least 72 hours in advance of the hearing, through the Commission Secretary, the President or Chair. Such application should identify the organization(s) and speakers.
4. **Public testimony from proponents of the proposal:** An individual may speak for a period not to exceed three (3) minutes.
5. **Public testimony from opponents of the proposal:** An individual may speak for a period not to exceed three (3) minutes.
6. Director's preliminary recommendation must be prepared in writing.
7. Action by the Commission on the matter before it.
8. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
9. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
10. Public comment portion of the hearing shall be closed and deliberation amongst the Commissioners shall be opened by the Chair;
11. A motion to approve; approve with conditions; approve with amendments and/or modifications; disapprove; or continue to another hearing date, if seconded, shall be voted on by the Commission.

Every Official Act taken by the Commission must be adopted by a majority vote of all members of the Commission, a minimum of four (4) votes. A failed motion results in the disapproval of the requested action, unless a subsequent motion is adopted. Any Procedural Matter, such as a continuance, may be adopted by a majority vote of members present, as long as the members present constitute a quorum (four (4) members of the Commission).

For Discretionary Review cases that are considered by the Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue by the Director or a member of the staff.
2. A presentation by the DR Requestor(s) team (includes Requestor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed five (5) minutes for each requestor.
3. Testimony by members of the public in support of the DR would be up to three (3) minutes each.
4. A presentation by the Project Sponsor(s) team (includes Sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period up to five (5) minutes, but could be extended for a period not to exceed 10 minutes if there are multiple DR requestors.

5. Testimony by members of the public in support of the project would be up to three (3) minutes each.
6. DR requestor(s) or their designees are given two (2) minutes for rebuttal.
7. Project sponsor(s) or their designees are given two (2) minutes for rebuttal.
8. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.

The Commission must Take DR in order to disapprove or modify a building permit application that is before them under Discretionary Review. A failed motion to Take DR results in a Project that is approved as proposed.

Hearing Materials

Advance Submissions: To allow Commissioners the opportunity to review material in advance of a hearing, materials must be received by the Planning Department eight (8) days prior to the scheduled public hearing. All submission packages must be delivered to 1650 Mission Street, Suite 400, by 5:00 p.m. and should include fifteen (15) hardcopies and a .pdf copy must be provided to the staff planner. Correspondence submitted to the Planning Commission after eight days in advance of a hearing must be received by the Commission Secretary no later than the close of business the day before a hearing for it to become a part of the public record for any public hearing.

Correspondence submitted to the Planning Commission on the same day, must be submitted at the hearing directly to the Planning Commission Secretary. Please provide ten (10) copies for distribution. Correspondence submitted in any other fashion on the same day may not become a part of the public record until the following hearing.

Correspondence sent directly to all members of the Commission, must include a copy to the Commission Secretary (commissions.secretary@sfgov.org) for it to become a part of the public record.

These submittal rules and deadlines shall be strictly enforced and no exceptions shall be made without a vote of the Commission.

Persons unable to attend a hearing may submit written comments regarding a scheduled item to: Planning Commission, 1650 Mission Street, Suite 400, San Francisco, CA 94103-2414. Written comments received by the close of the business day prior to the hearing will be brought to the attention of the Planning Commission and made part of the official record.

Appeals

The following is a summary of appeal rights associated with the various actions that may be taken at a Planning Commission hearing.

Case Type	Case Suffix	Appeal Period*	Appeal Body
Office Allocation	OFA (B)	15 calendar days	Board of Appeals**
Conditional Use Authorization and Planned Unit Development	CUA (C)	30 calendar days	Board of Supervisors
Building Permit Application (Discretionary Review)	DRP/DRM (D)	15 calendar days	Board of Appeals
EIR Certification	ENV (E)	30 calendar days	Board of Supervisors
Coastal Zone Permit	CTZ (P)	15 calendar days	Board of Appeals
Planning Code Amendments by Application	PCA (T)	30 calendar days	Board of Supervisors
Variance (Zoning Administrator action)	VAR (V)	10 calendar days	Board of Appeals
Large Project Authorization in Eastern Neighborhoods	LPA (X)	15 calendar days	Board of Appeals
Permit Review in C-3 Districts, Downtown Residential Districts	DNX (X)	15-calendar days	Board of Appeals
Zoning Map Change by Application	MAP (Z)	30 calendar days	Board of Supervisors

* Appeals of Planning Commission decisions on Building Permit Applications (Discretionary Review) must be made within 15 days of the date the building permit is issued/denied by the Department of Building Inspection (not from the date of the Planning Commission hearing). Appeals of Zoning Administrator decisions on Variances must be made within 10 days from the issuance of the decision letter.

**An appeal of a Certificate of Appropriateness or Permit to Alter/Demolish may be made to the Board of Supervisors if the project requires Board of Supervisors approval or if the project is associated with a Conditional Use Authorization appeal. An appeal of an Office Allocation may be made to the Board of Supervisors if the project requires a Conditional Use Authorization.

For more information regarding the Board of Appeals process, please contact the Board of Appeals at (415) 575-6880. For more information regarding the Board of Supervisors process, please contact the Clerk of the Board of Supervisors at (415) 554-5184 or board.of.supervisors@sfgov.org.

An appeal of the approval (or denial) of a **100% Affordable Housing Bonus Program application** may be made to the **Board of Supervisors within 30 calendar days** after the date of action by the Planning Commission pursuant to the provisions of Sections 328(g)(5) and 308.1(b). Appeals must be submitted in person at the Board's office at 1 Dr. Carlton B. Goodlett Place, Room 244. For further information about appeals to the Board of Supervisors, including current fees, contact the Clerk of the Board of Supervisors at (415) 554-5184.

An appeal of the approval (or denial) of a **building permit application** issued (or denied) pursuant to a 100% Affordable Housing Bonus Program application by the Planning Commission or the Board of Supervisors may be made to the **Board of Appeals within 15 calendar days** after the building permit is issued (or denied) by the Director of the Department of Building Inspection. Appeals must be submitted in person at the Board's office at 1650 Mission Street, 3rd Floor, Room 304. For further information about appeals to the Board of Appeals, including current fees, contact the Board of Appeals at (415) 575-6880.

Challenges

Pursuant to Government Code Section 65009, if you challenge, in court, (1) the adoption or amendment of a general plan, (2) the adoption or amendment of a zoning ordinance, (3) the adoption or amendment of any regulation attached to a specific plan, (4) the adoption, amendment or modification of a development agreement, or (5) the approval of a variance, conditional-use authorization, or any permit, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission, at, or prior to, the public hearing.

CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code

If the Commission's action on a project constitutes the Approval Action for that project (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA determination prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. This appeal is separate from and in addition to an appeal of an action on a project. Typically, an appeal must be filed within 30 calendar days of the Approval Action for a project that has received an exemption or negative declaration pursuant to CEQA. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://www.sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

Protest of Fee or Exaction

You may protest any fee or exaction subject to Government Code Section 66000 imposed as a condition of approval in accordance with Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

The Planning Commission's approval or conditional approval of the development subject to the challenged fee or exaction as expressed in its Motion, Resolution, or Discretionary Review Action or the Zoning Administrator's Variance Decision Letter will serve as Notice that the 90-day protest period under Government Code Section 66020 has begun.