

# PLANNING DEPARTMENT CITY AND COUNTY OF SAN FRANCISCO

## Notice of Hearing on Application For Zoning Variance

CITY HALL - Room 408  
1 Dr. Carlton B. Goodlett Place

Wednesday, May 22, 2019

Session Begins at 9:30 A.M.

### Public Hearing

Corey A. Teague, Zoning Administrator  
Eva Atijera-Taylor, Recording Secretary

---

Notice is hereby given to the general public and to owners of the subject property and other property within 300 feet that an application for variance under the Planning Code as described below has been filed with the Zoning Administrator.

Any remaining questions concerning this application review process may be answered by the Planning Information Center at (415) 558-6377.  
**Variance Calendars** and **Audio Recording of the Hearing** are available on the Internet at <http://www.sfplanning.org>

---

### **Accessible Meeting Policy**

Hearings are held at **City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, Fourth Floor**, San Francisco, CA 94103. The closest accessible BART Station is the Civic Center Station located at the intersection of Market, Hyde and Grove Streets. Accessible curb side parking has been designated at points along McAllister Street. Accessible MUNI Lines serving City Hall are the 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega and the F Line. Accessible MUNI Metro Lines are the J, K, L, M, N and T. For more information regarding MUNI accessible services, call **311 within San Francisco, (415) 701-2311 outside Bay Area, or TTY (415) 701-2323**. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting **Lulu Hwang at (415) 558-6318** at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities should call our accessibility **hotline at (415) 554-8925** to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

### **Cell Phone and/or Sound-Producing Electronic Devices Usage at Hearings**

Effective January 21, 2001, the Board of Supervisors amended the Sunshine Ordinance by adding the following provision: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **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.

Members of the public are not required to provide personal identifying information when they communicate with the Commission or the Department. All written or oral communications, including submitted personal contact information, may be made available to the public for inspection and copying upon request and may appear on the Department's website or in other public documents.

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 Administrator by mail at 1 Dr. Carlton B. Goodlett Place, Room 244, by phone at (415) 554-7724, by fax at (415) 554-7854 or by E-mail at [sotf@sfgov.org](mailto:sotf@sfgov.org).

**Attention:** *Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Administration Code 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite #220, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.*

**ENGLISH:**

**For language assistance or to request an assistive device for a hearing, please call 415-558-6309. Please make requests at least 48 hours in advance of the hearing.**

**SPANISH:**

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:**

歷史保護委員會議程。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:**

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:**

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.

**ZONING ADMINISTRATOR  
NOTICE OF HEARING ON  
APPLICATION FOR ZONING VARIANCE**

Notice is hereby given to the general public and to owners of the subject property and other property within 300 feet that an application for variance under the Planning Code as described below has been filed with the Zoning Administrator and will be considered at a PUBLIC HEARING to be held on the date, time, and place listed on the first page of this Calendar:

**A. CONSIDERATION OF ITEMS PROPOSED FOR CONTINUANCE**

The Zoning Administrator will consider a request for continuance to a later date. He 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.

**To be continued to Wednesday, June 26, 2019 at the regularly scheduled Variance Hearing in Room 408:**

1. **2018-009883VAR** **(JEFFEREY HORN)**  
**573 DIAMOND STREET**, Lot 021 in Assessor's Block 2803 in a Residential-House, Two Family (RH-2) Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The proposal is to construct a one-story vertical addition and a 21 foot 7 inch deep horizontal rear addition to the existing single-family home.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of approximately 47 feet 3 inches. The proposed addition will encroach into the required rear yard by 16 feet. Therefore, the project requires a rear yard variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-009883VAR.pdf>.

**B. CONSENT CALENDAR**

All items listed hereunder constitute a Consent Calendar and are considered to be routine by the Zoning Administrator. There will be no separate discussion of these items unless a member of the public so requests, in which case the matter shall be removed from the Consent Calendar and considered as a separate item at this time or at a future hearing.

**2. 2018-013006VAR (KATHERINE WILBORN)**

**550 - 10TH AVENUE**, Lot 035 in Assessor's Block 1552 in a RH-1(D) (Residential -House, One Family, Detached) Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The proposal is to demolish and replace a legal, nonconforming 2-car garage under an expanded deck and stair within the required rear yard.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of approximately 30 feet. The proposed garage would replace and relocate an existing rear garage, and would lessen the encroachment within the required rear yard. The proposed garage would be relocated below an existing stair and deck, which would be extended approximately 5 feet into the required rear yard and result in a rear yard of approximately 25 feet. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-013006VAR.pdf>.

**3. 2017-010336VAR (KIMBERLY DURANDET)**

**3250 - 17TH STREET**, Lot 016 in Assessor's Block 3570 in a Mission Street Neighborhood Commercial Transit (NCT) Zoning District and a 55-X Height and Bulk District.

**REAR YARD & OPEN SPACE VARIANCES SOUGHT:** The proposal is to convert the existing 2-story over basement industrial building to a trade shop at the ground floor and basement levels, and two dwelling units one on the ground floor and 2nd floor.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 25% of lot depth or 25 feet at the level of the residential unit and above. The existing building covers the entire lot. Therefore, the project requires a rear yard variance.

PLANNING CODE SECTION 135 requires the subject property to provide 100 square feet of common usable open space per dwelling unit. The existing building covers the entire lot with the provision of an interior patio area measuring 300 sf for the 2nd floor unit, which does not meet the standards of Section 135 for inner courts to be at least 20 feet in all directions and at least 400 square feet. Also, there is no access to this or any other open space for the proposed ground floor dwelling unit. Therefore, the project requires an open space variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2017-010336VAR.pdf>.

**C. REGULAR CALENDAR**

4. **2018-008250VAR** (LAURA AJELLO)  
**63 RICO WAY**, Lot 041 in Assessor's Block 0439A in a RH-1 (Residential, House, One Family) Zoning District and a 40-X Height and Bulk District.
- REAR YARD VARIANCE SOUGHT:** The proposal is to add a third floor with a roof deck and stair penthouse to the existing two-story single-family dwelling.
- PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 25 feet. The proposed rear addition will encroach approximately 2 feet into the required rear yard and result in a rear yard of approximately 23 feet. Therefore, the project requires a rear yard variance.
- ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-008250VAR.pdf>.
5. **2017-005404VAR** (SEEMA ADINA)  
**1765 LEAVENWORTH STREET**, Lot 001 in Assessor's Block 0152 in a RH-3 (Residential-House, Three Dwelling) Zoning District and a 40-X Height and Bulk District.
- REAR YARD VARIANCE SOUGHT:** The project proposes a one-story vertical addition, removal of the exterior rear stair fronting Vallejo Street, primary and side facade alterations, and new decks on the roof and third-story.
- PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of approximately 21 feet. The proposed building would encroach entirely into the required rear yard, resulting in no rear yard. Therefore, the project requires a rear yard variance.
- ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2017-005404VAR.pdf>.
6. **2016-000240VAR** (SYLVIA JIMENEZ)  
**1322 WAWONA STREET**, Lot 003G in Assessor's Block 2472 in a RH-1 (Residential-House, One Family) Zoning District and a 40-X Height and Bulk District.
- FRONT SETBACK VARIANCE SOUGHT:** The project proposes to construct a horizontal addition and excavate below the existing building to accommodate a one-car garage. The project also proposes various alterations to the front of the property, including the reconfiguration of front entry stairs and a two-story bay window expansion at the front façade.
- PLANNING CODE PER SECTION 132 requires the subject property to maintain a front setback of 2 feet. The subject building does not currently comply with the front setback requirement. The proposed expansion will extend entirely into the

required front setback. Therefore, a front setback variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2016-000240VAR.pdf>.

7. **2018-009815VAR** (CATHLEEN CAMPBELL)

**1569 - 48TH AVENUE**, BLD B, Lot 016 in Assessor's Block 1894 in a RM-1 (Residential-Mixed, Low Density) Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The project proposed to construct a vertical addition, a rear horizontal addition, a light-well infill, and a reconfigured rear deck with a firewall. The proposal will also convert a portion of the existing pitched roof to a flat roof in order to incorporate a new dwelling unit at the third floor of an existing three story, two-unit structure within the rear yard. No work is proposed to the front building on the subject site under this proposal.

PLANNING CODE SECTION 134 requires the subject property to provide a rear yard of 54 feet. The project proposes to reconstruct a deck and stairs at the rear of the existing noncomplying building and expand portions of the existing noncomplying building that currently encroach into the required rear yard by 49 feet. The proposed expansion of the existing non-complying building is entirely within the required rear yard. Therefore, the project requires a variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-016493VAR.pdf>.

8. **2019-001228VAR** (CHRISTOPHER TOWNES)

**49 BROAD STREET**, Lot 019 in Assessor's Block 7112 in a RH-2 (Residential-House, Two Family) Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The proposal is to construct a 250 square foot second story addition to an existing one-story single-family home located at the rear of the lot.

PLANNING CODE PER SECTION 134 requires the subject property to maintain a rear yard of 45% of the lot depth (or approximately 56 feet). The proposal would abut the rear property line and be located entirely within the required rear yard. Therefore, the project requires a Variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2019-001228VAR.pdf>.

9. **2018-014788VAR** (CHRISTOPHER TOWNES)

**310-320 WOODSIDE AVENUE**, Lot 014 in Assessor's Block 2892 in a RH-1(D) (Residential-House, One Family-Detached) Zoning District and a 40-X Height and Bulk District.

**LOT SIZE VARIANCE SOUGHT:** The proposal is to demolish an existing single family home and detached shed and to subdivide the lot into two lots to construct a three-story single-family home on one lot and a four-story single-family home on the other lot.

PLANNING CODE SECTION 121(d) and (e) establish the minimum lot width in the RH-1(D) zone as 33 feet and the minimum lot area as 4,000 square feet. The newly created lots would be 25 feet wide and 34.5 feet wide and both would be less than 4,000 square feet in area. Therefore, the project requires a variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-014788VAR.pdf>.

10. **2017-004068VAR** (DAVID WEISSGLASS)

**427-431 PIERCE STREET**, Lot 036 in Assessor's Block 0825 in a RM-1 (Residential - Mixed, Low Density) Zoning District and a 40-X Height and Bulk District.

**EXPOSURE VARIANCE SOUGHT:** The project proposes to add one new Accessory Dwelling Unit (ADU) at the basement level of an existing three-story, six-unit building.

PLANNING CODE SECTION 140 requires the subject property to have qualifying windows of each unit face directly on an open area meeting the requirements of the Planning Code. The open area may be reduced an area of no less than 225 square feet, with no dimension of less than 9 feet in width and depth for ADUs. The proposed ADU (Unit #427C) will have glazing facing open areas to the north, west, and south. However, none of the open areas on the property to which the ADU is to face are at least 9 feet deep. Therefore, an exposure variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2017-004068VAR.pdf>.

11. **2018-016554VAR** (KRISTINA PHUNG)

**1606 JONES STREET**, Lot 022 in Assessor's Block 0157 in a RM-2 (Residential-Mixed, Moderate Density) Zoning District and a 65-A Height and Bulk District

**EXPOSURE VARIANCE SOUGHT:** The project proposes to add one new Accessory Dwelling Unit (ADU) at the ground floor of an existing four-story over basement, four-unit building.

PLANNING CODE SECTION 140 requires the subject property to have qualifying windows of each unit face directly on an open area meeting the requirements of the Planning Code. However, Section 307(l) allows the Zoning



Administrator to grant a partial waiver of the exposure requirement for an ADU, such that the exposure requirement may be satisfied through windows facing a generally unobstructed open area that is at least 225 square feet in area and is 9 feet in every horizontal direction. The proposed ADU does not face an open area meeting the minimum 225 square feet dimensional requirements of Section 140, although it does have qualifying windows face an open area that is at least 9 feet in every horizontal direction. Therefore, the proposed ADU requires an exposure variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2018-016554VAR.pdf>.

**12. 2016-007135VAR (SHARON YOUNG)**

**1582-1584 FULTON STREET**, Lot 020 in Assessor's Block 1177 in a RH-3 (Residential, House, Three-Family) Zoning District and a 40-X Height and Bulk District.

**REAR YARD & OPEN SPACE VARIANCES SOUGHT:** The proposal is to legalize the construction of two rear decks (approximately 15 feet 6 inches to 21 feet deep, 19 feet wide, and 19 feet high) located within the required rear yard of the existing two-story over garage, three-unit residential building. The proposal will also replace the rear stairs and structural upgrades for the rear decks.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 25 feet. The rear decks and proposed rear stairs will extend entirely within the required rear yard and approximately 3 feet from the rear (north) and side (east and west) property lines. Therefore, the project requires a Rear Yard Variance.

PLANNING CODE SECTION 135 requires private usable open space on a deck, balcony, porch or roof to either face a street, face or be within a rear yard, or face or be within some other space which at the level of the private usable open space meets the minimum dimension and area requirements for common usable open space. For decks, at least 30 percent of the perimeter must be unobstructed except for necessary railings in order to be credited as private usable open space. The proposed rear deck for the second floor unit at the rear will be obstructed such that less than 30 percent is unobstructed. Therefore, an Open Space Variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at:  
<http://notice.sfplanning.org/2016-007135VAR.pdf>.

**13. 2018-009175VAR (SYLVIA JIMENEZ)**

**3610 WASHINGTON STREET**, Lot 024 in Assessor's Block 0987 in a RH-1 (Residential, House, Single-Family) Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The project proposes to construct a vertical expansion, horizontal expansion, excavation at the basement to add habitable space, and other interior renovations to the existing two-story single family residence.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 25 feet. The proposed building expansions at the rear are entirely located within the required rear yard. Therefore, the project requires a Rear Yard Variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <http://notice.sfplanning.org/2018-009175VAR.pdf>.

## C. PUBLIC COMMENT:

At this time, members of the public may address the Zoning Administrator on items of interest to the public that are within the subject matter jurisdiction of the Zoning Administrator except agenda items. With respect to agenda items, your opportunity to address the Zoning Administrator will be afforded when the item is reached in the meeting. Each member of the public may address the Zoning Administrator for up to three minutes.

The Zoning Administrator will not take action on any item not appearing on the posted agenda, including those items raised at public comment. In response to public comment, the Zoning Administrator may:

- (1) respond to statements made or questions posed by members of the public; or
- (2) request staff to report back on a matter at a subsequent meeting; or
- (3) direct staff to place the item on a future agenda.(Government Code Section 54954.2(a))

# ADJOURNMENT

## Hearing Procedures

The **Zoning Administrator** typically holds Variance Hearings on the **4<sup>th</sup> Wednesday of each month at 9:30 a.m.**, at the **San Francisco City Hall, Room 408**. City Hall is located at One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. Hearings are open to the public.

At the hearing, the **Project Sponsor** (Variance Applicant) will be given 5 minutes to present their case, including relevant testimony and evidence. The hearing room is equipped with a projector that can display photographs, architectural plans or other drawings and images. **Members of the public** will be given 3 minutes each to speak on the item. If a member of the public speaks against an item, the Project Sponsor will be given a 3 minute **rebuttal**.

Persons attending a hearing may comment on any scheduled item. When speaking, please note that a **timer** is displayed for each speaker and indicates how much time remains. Speakers will hear a loud sound indicating that the speaker's opportunity to address the Zoning Administrator has ended.

Please note that some items may appear on the **Consent Calendar**. These items are considered routine and may be granted by the Zoning Administrator. There is no separate discussion of consent items unless the Zoning Administrator, member of the public or staff so requests, in which event the matter is removed from the Consent Calendar and will be moved to the Regular Calendar in the Agenda.

In addition, the Zoning Administrator may consider a request for **continuance** to a later date. He may choose to continue the item to the date proposed, to continue the item to another date, or to hear the item on this calendar.

After all of the testimonies are submitted, the Zoning Administrator will consider the evidence, deliberate, and either make a decision, take the matter under advisement, or continue the matter in order for additional information to be presented.

Each hearing ends with **general public comment**, at which time members of the public may address the Zoning Administrator for up to 3 minutes on items of interest to the public that are within the subject matter jurisdiction of the Zoning Administrator, except agenda items. With respect to Agenda items, your opportunity to address the Zoning Administrator will be afforded when the item is reached during the meeting.

All Agenda of Variance Hearings and its Audio Recording (from June 2010 to present) are available on our website for access.

### **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 Zoning Administrator 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*).

### **Decision Letter and Appeal Process**

No decision is final until a **Variance Decision Letter** is issued. Due to current backlogs, decision letters may take **up to 2 months** to complete from the date of the hearing. The Zoning Administrator's action to grant or deny a variance application may be appealed to the Board of Appeals within **10 days** of the date of the Decision Letter. For more information on how to file an appeal, please contact the **Board of Appeals** in person at 1650 Mission Street, Suite 304, call **(415) 575-6880**, or visit the [San Francisco Board of Appeals](#) website.

### **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 Zoning Administrator'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.

**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 Zoning Administrator or Planning Commission, at, or prior to, the public hearing.

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

If the Zoning Administrator's or 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.

**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.