

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, December 5, 2019
1:00 p.m.
Regular Meeting

Commissioners:

Myrna Melgar, President
Joel Koppel, Vice President
Sue Diamond, Frank Fung, 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:

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

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commissions.secretary@sfgov.org or (415) 558-6309 at least 48 hours in advance.

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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.

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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.

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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: Sue Diamond, Frank Fung, 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. 2013.0689CUA (M. GIACOMUCCI: (415) 575-8714)
2 HENRY ADAMS – located on the west side of Henry Adams Street between Division and Alameda streets, Lots 001 and 005 in Assessor’s Block 3910 (District 10). Request for a **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 210.3B to allow the conversion of 49,364 square feet of laboratory use to office use on the fourth and fifth floors of the subject property, located in a PDR-1-D (Production, Distribution & Repair-1-Design) Zoning District and 45-X Height and Bulk District. The subject property is Landmark No. 283, the Dunham, Carrigan, & Hayden Building, designated under Article 10 of the Planning Code. The proposal also includes façade restoration and establishment of a public plaza on the northwest corner of the property. 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
(Proposed for Continuance to January 9, 2020)
- 1b. 2013.1593B (M. GIACOMUCCI: (415) 575-8714)
2 HENRY ADAMS – located on the west side of Henry Adams Street between Division and Alameda streets, Lots 001 and 005 in Assessor’s Block 3910 (District 10). Request for an **Office Development Authorization** pursuant to Planning Code Sections 321 and 322 to allow the conversion of 49,364 square feet of laboratory use to office use on the fourth and fifth floors of the subject property, located in a PDR-1-D (Production, Distribution & Repair-1-Design) Zoning District and 45-X Height and Bulk District. The subject property is Landmark No. 283, the Dunham, Carrigan, & Hayden Building, designated under Article 10 of the Planning Code. The proposal also includes façade restoration and establishment of a public plaza on the northwest corner of the property. 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
(Proposed for Continuance to January 9, 2020)
2. 2017-012887DRP (D. WINSLOW: (415) 575-9159)
265 OAK STREET – between Gough and Octavia; Lot 024 in Assessor’s Block 0838 (District 5) – Request for **Discretionary Review** of Building Permit Application Nos. 2019.0618.3775 and 2019.0618.3782, proposing to demolish a one-story garage structure and construct a 4-story two- family home at the rear of a through-lot. The project also includes tenant improvements and reconfiguration of the existing ground floor unit to an existing 5-unit apartment building within a Hayes-NCT (Hayes-Neighborhood Commercial Transit) Zoning

District and 40-X Height and Bulk District. Planning Code Section 134 requires a 30' deep rear yard. The proposed building would encroach entirely into the rear yard; therefore, a variance is required to enable this construction. 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 for Continuance to January 16, 2020)*

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

3. [2019-006951CUA](#) (C. CAMPBELL: (415) 575-8732)
[1401 19TH AVENUE](#) – west corner of 19th Street between Judah and Kirkham Streets; Lot 037 of Assessor's Block 1834 (District 4) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 186, 187.1, 202.2, 209.1, and 303, to authorize the sale of beer and wine (ABC license Type 20, off-sale beer and wine) with motor vehicle fuel (DBA Chevron) and authorize a previously permitted non-conforming change of use from Automotive Service Station to Gas Station , Convenience Store, and Limited Restaurant (DBA Kal's) in a RH-3 (Residential-House, Three 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

C. COMMISSION MATTERS

4. Consideration of Adoption:
 - [Draft Minutes for November 21, 2019 – Closed Session](#)
 - [Draft Minutes for November 21, 2019 – Regular](#)
5. 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

6. Director's Announcements
7. 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.

8. [2019-014348PCA](#) (A. MERLONE: (415) 575-9129)
EXEMPTION FROM DENSITY LIMITS FOR AFFORDABLE AND UNAUTHORIZED UNITS [BOARD FILE NO. 190757] – **Planning Code Amendment** to provide an exception from density limit calculations for all affordable units in projects not seeking and receiving a density bonus, permit the legalization of all unauthorized dwelling units notwithstanding a history of no-fault evictions, and principally permit residential care facilities for seven or more persons in all RH (Residential, House) Zoning Districts; affirming the Planning Department’s determination under the California Environmental Quality Act; making findings of consistency with the General Plan and the eight priority policies of Planning Code, Section 101.1; and adopting findings of public necessity, convenience, and general welfare under Planning Code, Section 302.
Preliminary Recommendation: Approve with Modifications
(Continued from Regular hearing on November 21, 2019)
9. [2018-017235CWP](#) (M. SMALL: (415) 575-9160)
RETAINED ELEMENTS SPECIAL TOPIC DESIGN GUIDELINES – **Adoption**: design guidelines that apply at the discretion of the Planning and Historic Preservation Commissions to sites that propose to retain and incorporate existing building elements into new development. They work in concert with the Urban Design Guidelines and consistency with both sets of guidelines is mandatory in the approval process. These guidelines are not considered to meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties by the Planning Department and would not result in a less than significant impact to individual historic resources for the purposes of CEQA review.
Preliminary Recommendation: Adoption
10. [2019-022159CWP](#) (M. SMALL: (415) 575-9160)
JAPANTOWN SPECIAL AREA DESIGN GUIDELINES – **Informational Presentation** of the community-led Japantown Special Area Design Guidelines process, fulfilling a strategy outlined in the adopted Japantown Cultural Heritage and Economic Sustainability Strategy adopted in 2013. These would apply, in concert with the Urban Design Guidelines, in the Japantown NCD and on R-district parcels within the Japantown Cultural Heritage District

for projects with non-residential uses, a frontage of 150 feet or longer, or for residential projects with 25 units or more.

Preliminary Recommendation: None – Informational

11. [2016-013312GPA](#) (N. FOSTER: (415) 575-9167)
542-550 HOWARD STREET (TRANSBAY PARCEL F) MIXED-USE PROJECT – located on the north side of Howard Street between 1st and 2nd Streets; Assessor’s Block 3721, Lots 016,135, 136, and 138 (District 6) – **General Plan Amendment Initiation** to revise Figure 1 of the Transit Center District Subarea Plan and revise Maps 1 and 5 of the Downtown Area Plan in association with the Parcel F Mixed-Use Project (“Project”). The Project would construct a 750-foot-tall (800 feet inclusive of rooftop mechanical features), 61-story, mixed-use tower with a total of approximately 947,000 gross square feet of floor area. The Project would include 165 dwelling units, 189 hotel rooms, approximately 274,000 square feet of office use floor area, approximately 79,000 square feet of floor area devoted to shared amenity space, approximately 9,000 square feet of retail space, approximately 20,000 square feet of open space, four below-grade levels that would accommodate up to 183 vehicle parking spaces, and 177 Class 1 and 39 Class 2 bicycle parking spaces. The Project also would construct a pedestrian bridge providing public access to Salesforce Park located on the roof of the Salesforce Transit Center.
Preliminary Recommendation: Initiate and Schedule a hearing on or after December 5, 2019
(Continued from Regular hearing on October 17, 2019)
Note: On October 17, 2019, after hearing and closing public comment, continued to December 5, 2019 by a vote of +5 -0 (Koppel absent).

12. [2018-016625DNX](#) (A. PERRY: (415) 575-9017)
50 POST STREET – through-lot on the north side of Post Street and the south side of Sutter Street between Kearny and Montgomery Streets; Lots 015 and 016 in Assessor’s Block 0292 (District 3) – Request for a **Downtown Project Authorization**, pursuant to Planning Code Sections 309 and 137, to modify the existing Privately-Owned Public Open Space (POPOS) and renovate the existing structure located within a C-3-O (Downtown – Office) Zoning District and 250-S Height and Bulk District. The project proposes a design modification of the rooftop open space but does not propose any reduction in usable area. Additionally, the project proposes interior and exterior alterations to the Crocker Galleria that would reduce the amount of retail space from 49,520 square feet (sf) to 30,098 sf, add 14,158 sf of office space at the third floor, and create a new two-level stair and interior public seating area that helps enhance the connection to the modified rooftop open space. 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 October 17, 2019)

13. [2018-014774CUA](#) (X. LIANG: (415) 575-9182)
360 SPEAR STREET – south side of Spear Street between Folsom Street and Harrison Street; Lot 009 in Assessor’s Block 3745 (District 6) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 827.21, to establish a new non-residential use greater than 25,000 square feet at the site, involving a change of use of a portion of the Internet Services Exchange (ISE) use and its accessory vehicular parking area to Laboratory Use, within a RH-DTR (Rincon Hill Downtown Residential District) Zoning District and 105-X Height and Bulk District. The project would result in approximately 51,000 square feet of

Laboratory and 58,500 square feet of Internet Services Exchange (ISE) uses. No change is proposed to the existing 49,909 square feet of Office use. The building is also undergoing various tenant and streetscape improvements under separate permits. 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 October 17, 2019)

Note: On October 17, 2019, after hearing and closing public comment; a motion to approve with conditions as amended to include future tenants provide proof of laboratory use through a LoD failed +3 -2 (Fung, Moore against); Continued to December 5, 2019 by a vote of +4 -1 (Moore against; Koppel absent).

14. [2019-004451CUA](#) (M. CHRISTENSEN: (415) 575-8742)
2075 MISSION STREET – on a through lot between Mission and Capp Streets; Lot 048 in Assessor’s Block 3570 (District 9) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 202.2, 303, and 754 for the establishment a Cannabis Retail Use measuring 3,590 square feet at the ground and mezzanine levels of an existing three-story commercial building. The proposal will involve interior tenant improvements with no expansion of the existing tenant space or building envelope. The project includes a request for authorization of on-site consumption, including smoking and vaporizing cannabis products. The site is located within the Mission Street NCT (Neighborhood Commercial Transit) Zoning District, a Mission Alcoholic Beverage Special Use District, and 40-X and 80-B Height and Bulk Districts. 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 October 17, 2019)
Note: On July 25, 2019, after hearing and closing public comment, continued to October 17, 2019 by a vote of +5 -0 (Richards absent). On October 17, 2019, without hearing, continued to December +5 -0 (Koppel absent).

15. [2016-012773CUA](#) (C. FAHEY: (415) 575-9139)
146 GEARY STREET – north side of Geary Street between Stockton Street and Grant Avenue; Lot 007 in Assessor’s Block 0309 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.2 and 303 to allow the change of use from retail and to establish office use at the third and fourth floors exceeding 5,000 square feet the within a C-3-R (Downtown-Retail) Zoning District and 80-30-F 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 October 24, 2019)

16. [2017-014849CUA](#) (J. VIMR: (415) 575-9109)
220 POST STREET – northern side of Post Street between Stockton Street and Grant Avenue; Lot 007 in Assessor’s Block 0294 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.2 and 303 to establish a change of use from an existing Retail Sales and Service use to General Office use on the third, fourth, and fifth floors of the subject building, within a C-3-R (Downtown-Retail) Zoning District and 80-130-F Height and Bulk District. The overall Project also includes interior tenant improvements, storefront façade changes on Post Street and Compton Place, and the

addition of a roof deck. 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 October 24, 2019)

17. [2018-007267OFA](#) (J. VIMR: (415) 575-9109)

865 MARKET STREET – south side of Market Street immediately east of its intersection with Fifth Street; Lot 042 in Assessor’s Block 3705 (District 6) – Request for an **Office Development Authorization** pursuant to Planning Code Sections 320 through 325 to authorize up to 49,999 square feet from the Office Development Annual Limit. The proposal would convert existing retail use, accessory office use, and miscellaneous spaces at floors 7-8 of the subject building to General Office use. The subject property is located within a C-3-R (Downtown-Retail) Zoning District, 120-X/160-S Height and Bulk District, and Article 11 Kearny-Market-Mason-Sutter Conservation 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 November 7, 2019)

- 18a. [2018-011430CUA](#) (C. MAY: (415) 575-9087)

1776 GREEN STREET – north side of Green Street between Octavia and Gough Streets, Lot 006 in Assessor’s Block 0544 (District 2) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 209.1 and 303 to permit a two-story vertical addition and a change of use from an automobile repair garage to a residential building containing five new residential units within a RH-2 (Residential-House, Two-Family) Zoning District and 40-X Height and Bulk District. The Conditional Use Authorization request is to exceed the principally permitted dwelling unit density limit for the respective zoning 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 November 7, 2019)

Note: On November 7, 2019, after hearing and closing public comment; Continued to December 5, 2019 by a vote of +6 -0.

- 18b. [2018-011430VAR](#) (C. MAY: (415) 575-9087)

1776 GREEN STREET – north side of Green Street between Octavia and Gough Streets, Lot 006 in Assessor’s Block 0544 (District 2) – Request for **Variiances** from the front setback and rear yard requirements of Planning Code Sections 132 and 134, respectively, to permit a two-story vertical addition and a change of use from an automobile repair garage to a residential building containing five new residential units within a RH-2 (Residential-House, Two-Family) Zoning District and 40-X Height and Bulk District.

(Continued from Regular hearing on November 7, 2019)

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.

19. [2019-013201DRP](#) (M. CHRISTENSEN: (415) 575-8742)
[500 JONES STREET](#) – northeast corner of Jones and O’Farrell Streets; Lot 010A in Assessor’s Block 0317 (District 6) – Request for **Discretionary Review** of Building Permit Application No. 201906214145 which proposes to change the use of the ground floor of the subject property from retail to Cannabis Retail, within a RC-4 (Residential-Commercial, High Density) Zoning District and 80-T-130-T 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

20. [2019-013559DRP-02](#) (D. WINSLOW: (415) 575-9159)
[2517 PACIFIC AVENUE](#) – between Steiner and Pierce Streets; Lot 013 in Assessor’s Block 0586 (District 2) – Request for **Discretionary Review** of Building Permit Application No. 2019.0617.3611, proposing a drilled pier and grade beam retaining wall at the rear property line of an existing 3-story, one-family house within a RH-1 (Residential House, One-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

ADJOURNMENT

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.