

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 19, 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:

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 sotf@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

Personal information that is provided in communications to the Planning Department is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted.

Members of the public are not required to provide personal identifying information when they communicate with the Planning Department and its commissions. All written or oral communications that members of the public submit to the Department regarding projects or hearings will be made available to all members of the public for inspection and copying. The Department does not redact any information from these submissions. This means that personal information including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Department and its commissions may appear on the Department's website or in other public documents that members of the public may inspect or copy.

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.

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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: 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. 2018-010941DRP (D. WINSLOW: (415) 575-9159)
2028-2030 LEAVENWORTH STREET – east side of Leavenworth Street between Filbert and Union Streets, Lot 010 of Assessor’s Block 0098 (District 2) – Request for a **Discretionary Review** of Building Permit Application No. 2019.06.27.4546 which proposes to legalize the construction of 2nd and 3rd floor horizontal additions (approx. 60 sq. ft. total) at the rear of the building located within a RM-1 (Residential-Mixed, Low Density) Zoning District and 40-X Height and Bulk District. The project includes removing an interior stair that connected/merged the two units on site (under active enforcement). This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
(Proposed for Continuance to January 16, 2020)
- 1b. 2018-010941VAR (D. WINSLOW: (415) 575-9159)
2028-2030 LEAVENWORTH STREET – east side of Leavenworth Street between Filbert and Union Streets, Lot 010 of Assessor’s Block 0098 (District 2) – Request for **Variance** from the Zoning Administrator to legalize the construction of 2nd and 3rd floor horizontal additions (approx. 60 sq. ft. total) at the rear of the building located within the required rear yard. Section 134 requires a rear yard of 25% of the total lot depth (18 feet – 3 inches). The project proposes to legalize the additions on the noncomplying building, which already encroaches into the required rear yard. The subject property is located within a RM-1 (Residential-Mixed, Low Density) Zoning District and 40-X Height and Bulk District.
(Proposed for Continuance to January 16, 2020)
2. 2017-005154CUA (C. FAHEY: (415) 575-9139)
1300 COLUMBUS AVENUE – north side of Columbus Avenue between Leavenworth and North Point Streets; Lot 005 in Assessor’s Block 0023 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.1, 303, and 304 to expand an existing hotel use and allow a Planned Unit Development with minor deviations from the provisions for height measurement. The project would construct an 87,620 square-foot, 174 room addition with 8,100 square feet of ground floor retail within a C-2 (Community Business) 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\(h\)](#).
(Proposed for Continuance to January 16, 2020)

3. 2018-002124CUA (C. ALEXANDER: (415) 575-8724)
54 04TH STREET – west side of 4th Street and between Market and Mission Streets; Lot 034 in Assessor's Block 3705 (District 13) – Request for a **Conditional Use Authorization** for hotel use pursuant to Planning Code Sections 210.2 and 303. The Project proposes a conversion of the 68 vacant residential hotel rooms (SROs) to tourist use. The subject property (Mosser Hotel) currently contains 81 residential hotel rooms and 87 tourist hotel rooms for a total of 168 rooms within a C-3-R (Downtown-Retail) Zoning District and 160-S Height and Bulk District. 13 tenants currently reside in the 81 residential hotel rooms, with 68 of them vacant. None of the existing tenants are proposed to be evicted. The Project Sponsor proposes to satisfy the one-for-one residential room replacement required by Administrative Code Section 41.13(a)(4) and (a)(5) by paying an in-lieu fee "to a public entity or nonprofit organization, which will use the funds to construct comparable units, an amount at least equal to 80% of the cost of construction of an equal number of comparable units plus site acquisition costs." This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
(Proposed for Continuance to January 16, 2020)
4. 2019-016568CUA (J. HORN: (415) 575-6925)
2255 JUDAH STREET – southwest corner of intersection of Judah Street and 28th Avenue, Lot 036 in Assessor's Block 1826 (District 4) – Request for a **Conditional Use Authorization** pursuant to Planning Code Sections 303, 303.1, and 710 to establish a Formula Retail use (dba "Mathnasium", a tutoring service) within an existing 1,540 square foot retail-commercial space at the ground floor of the subject property within a NC-1 (Neighborhood Commercial Cluster District) 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
(Proposed for Continuance to January 23, 2020)
5. 2009.0885B (C. TEAGUE (415) 575-9081)
1100 VAN NESS AVENUE – located on the east side of Van Ness Avenue between Cedar and Geary Streets; Assessor's Block 0694, Lots 029 and 030 (District 6) – **Allocation Revocation** of square footage under the Annual Office Development Limitation Program set forth in Planning Code Sections 320 through 324. Pursuant to [1] the provisions of Planning Code Section 321(d)(2), [2] Conditions of Approval contained in Planning Commission Motion No. 18890, and [3] Planning Commission policy set forth in Planning Commission Resolution 17846A, the Planning Commission will consider revoking approximately 52,000 square feet of office space allocated in 2013 for a new office building. The proposal would not result in any physical changes to the subject property.
Preliminary Recommendation: Revoke Office Allocation
 (Continued from Regular hearing on November 21, 2019)
(Proposed for 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. [2019-013953CUA](#) (C. CAMPBELL: (415) 575-8732)
[196 STATES STREET](#) – northeast side of States Street between Castro and Levant Streets, Lot 012 in Assessor’s Block 2620 (District 8) – Request for a **Conditional Use Authorization** pursuant to Planning Code Sections 249.77 and 303 to construct a New 2-Unit 4-Story, Over Basement, Residential Structure, of approximately 5,579 square feet, fronting Museum Way on an existing vacant through-lot, within a RH-2 (Residential House, Two-Family) Zoning District, 40-X Height and Bulk District, and Corona Heights Large Residence Special Use 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

7. Consideration of Adoption:
- [Draft Minutes for December 5, 2019 – Closed Session](#)
 - [Draft Minutes for December 5, 2019 – Regular](#)
8. 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

9. Director’s Announcements
10. 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.

11. [2019-022159CWP](#) (M. SMALL: (415) 575-9160)
JAPANTOWN SPECIAL AREA DESIGN GUIDELINES – Adoption of the Japantown Special Area Design Guidelines, fulfilling a strategy outlined in the Japantown Cultural Heritage and Economic Sustainability Strategy adopted in 2013. These would apply, in concert with the Urban Design Guidelines, for all projects in the Japantown Neighborhood Commercial District (NCD), and for projects with 25 or more residential units, 150' or longer frontage, or non-residential uses in Residential districts within the Japantown Cultural District.
Preliminary Recommendation: Adopt
12. [2014-000362ENVGPAPCAMAPDNXSHD](#) (C. ALEXANDER: (415) 575-8724)
1500 MISSION STREET – north side of Mission Street between South Van Ness Avenue and 11th Street, Lots 006 and 007 in Assessor's Block 3506 (District 6) – **Informational Presentation** of the onsite 1% public art requirement.
Preliminary Recommendation: None – Informational
13. [2018-011717CUA](#) (S. CISNEROS: (415) 575-9186)
1369 SANCHEZ STREET – east side of Sanchez Street between Cesar Chavez and 27th Street, Lot 027, Assessor's Block 6579 (District 8) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317, to legalize a tantamount to demolition of an existing three-story, two-unit residence and garage and construct a new three-story, two-unit residence with garage. The subject property is located with 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 October 24, 2019)
Note: On October 24, 2019, after hearing and closing public comment; a motion to Approve with Conditions failed +2 -2 (Moore, Richards against; Melgar, Johnson absent), continued to December 19, 2019 by a vote of +4 -0 (Johnson, Melgar absent).
14. [2018-012392CUA](#) (J. HORN: (415) 575-6925)
37 SATURN STREET – between Lower Terrace and the Saturn Street Steps; Lot 045 in Assessor's Block 2646 (District 8) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections Planning Code Sections 249.77 and 303 for a vertical and a horizontal rear addition to an existing single-family home, resulting in a rear yard that is less than 45% of entire lot area within a RH-2 (Residential-House, Two Family) Zoning 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 November 21, 2019)
15. [2017-000140CUA](#) (C. CAMPBELL: (415) 575-8732)
2299 MARKET STREET – southeast side of Market Street between Noe and 16th Streets, Lot 162 in Assessor's Block 3564 (District 7) – Request a **Conditional Use Authorization**, pursuant to Planning Code Section 303, 303.1, and 764 to establish a Formula Retail Use (d.b.a. Dermalogica a.k.a Skin on Market, a skin care Retail Sales and Services use) within

an existing 339 square feet tenant space (previously unoccupied) within the Upper Market Neighborhood Commercial Transit District and 50-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 Canceled hearing on November 14, 2019)

16. [2019-001995CUA](#) (C. FAHEY: (415) 575-9139)
1 FRONT STREET – north side of Market Street between Front and Battery Streets; Lot 009 in Assessor’s Block 0266 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303, 210.2, and 145.4 to establish and legalize 5,200 square feet of Non-Retail Sales and Service use (dba First Republic Bank) located at the ground floor of the existing building. The space would function as First Republic’s employee café. An approximately 610 square foot area that fronts onto Market Street would remain Retail Sales and Service, accessible to the general public. The project is located within a Downtown-Office (C-3-O) Zoning District and 275-E 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
17. [2019-006086CUA](#) (A. WESTHOFF: (415) 575-9120)
40 12TH STREET – southwest corner of 12th Street at Stevenson Street, Lot 004 of Assessor’s Block 3505 (District 6) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 202.2 and 752 for the establishment of a Cannabis Dispensary on the first floor and Mezzanine of an existing two-story building. The proposal will involve interior tenant improvements with no expansion of the building envelope. The Project includes a request for authorization of on-site cannabis consumption, including the smoking and vaporizing of cannabis. 2,634 square feet is proposed for cannabis sales, 1,195 square feet is proposed for consumption, and 1,720 square feet is proposed for accessory office use. The site is located within a NCT-3 (Moderate Scale Neighborhood Commercial Transit District) Zoning District, and 85-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

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.

- 18a. [2018-009551DRP](#) (D. WINSLOW: (415) 575-9159)
3847-3849 18TH STREET – between Church and Sanchez Streets; Lot 077 in Assessor’s Block 3585 (District 8) – Request for **Discretionary Review** of Building Permit Application No. 2018.06.22.2714 proposing to legalize horizontal and -infill additions, the expansion of the garage with unpermitted property line walls, legalize an enlarged dormer, replacement of the front gable window to original size and legalize other unpermitted alterations to bring

the building into compliance with Planning Enforcement case no. 2018-002303ENF. The parcel is located within 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: Do Not Take Discretionary Review

(Continued from Regular hearing on October 24, 2019)

Note: On May 9, 2019, after hearing and closing public comment, continued to July 18, 2019 by a vote of +5 -0 (Johnson, Richards absent).

On July 18, 2019, adopted a Motion of Intent to Take DR and approve with two flats and a third ground floor unit, and Continued to August 29, 2019, by a vote of +5 -0 (Fung, Hillis absent). On August 29, 2019, after hearing and closing public comment; Continued October 24, 2019 with direction from the Commission by a vote of +4 -2 (Fung and Hillis against; Johnson absent). On October 24, 2019, without hearing, continued to December 19, 2019 by a vote of +4 -1 (Melgar absent).

- 18b. [2018-009551VAR](#) (D. WINSLOW: (415) 575-9159)
3847-3849 18TH STREET – between Church and Sanchez Streets; Lot 077 in Assessor’s Block 3585 (District 8) – Request for a **Variance** from the Planning Code for front setback requirements, pursuant to Planning Code Section 132 and rear yard requirements, pursuant to Planning Code Section 134. The subject property is located within a RH-3 (Residential – House, Three Family) Zoning District and 40-X Height and Bulk District. (Continued from Regular hearing on October 24, 2019)
19. [2018-011578DRP](#) (D. WINSLOW: (415) 575-9159)
2898 VALLEJO STREET – at the corner of Baker Street; Lot 017 in Assessor’s Block 0955 (District 2) – Request for **Discretionary Review** of Building Permit Application No. 2019.0213.2822, proposing to infill the existing side setback at the 4th story and a portion of the 5th story within the required five-foot side (east) yard to accommodate a new interior stair, closet space, ADA bathroom, and internal elevator to an existing 5-story, single family house within a RH-1(D) (Residential House, One Family - Detached) 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
20. [2018-010655DRP-03](#) (D. WINSLOW: (415) 575-9159)
2169 26TH AVENUE – between Rivera and Quintara Streets; Lot 008B in Assessor’s Block 2191 (District 4) – Request for **Discretionary Review** of Building Permit Application No. 2018.0703.3738, proposing a horizontal and vertical addition to an existing 3-story single family home and subdivision of the existing 50’ x 120’ lot into two equally sized 25’ x 120’ lots that result in two single-family homes 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

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.

Proposition F

Under Campaign and Governmental Conduct Code Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision or any appeal to another City agency from that decision has been resolved. For more information about this restriction, visit sfethics.org.

The Planning Commission will hold a passive gathering at **One Market Restaurant at 1 Market Street** on Thursday, December 19, 2019 at 7:00 p.m. Invited guests include Commissioners, Commission Secretary, City staff and their significant others. Members of the public shall be permitted to observe the event based on available space consistent with legal and practical restrictions on occupancy. (Administrative Code § 67.4(a)(2).) Refreshments will not be provided to members of the public. Any member of the public wishing to observe the event is requested to contact Jonas P. Ionin at (415) 558-6309 and accommodations will be made based on available space.