

# SAN FRANCISCO PLANNING COMMISSION



## Notice of Hearing & Agenda

Remote Hearing  
via video and teleconferencing

**Thursday, April 22, 2021**

**1:00 p.m.**

**Regular Meeting**

Commissioners:

Joel Koppel, President

Kathrin Moore, Vice President

Deland Chan, Sue Diamond, Frank Fung,

Theresa Imperial, Rachael Tanner

Commission Secretary:

Jonas P. Ionin

**Hearing Materials are available at:**

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

Planning Department

49 South Van Ness, Ste 1400

San Francisco, CA 94103

**Commission Hearing Broadcasts:**

Live stream: <https://sfgovtv.org/planning>

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](mailto:commissions.secretary@sfgov.org) or (628) 652-7589 at least 48 hours in advance.

### **Ramaytush Ohlone Acknowledgement**

The Planning Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone, who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

### **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 [soft@sfgov.org](mailto:soft@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](http://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.

### **Accessible Meeting Information**

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

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

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

Disability Accommodations: To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (628) 652-7589, or [commissions.secretary@sfgov.org](mailto: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 (628) 652-7589, or [commissions.secretary@sfgov.org](mailto: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 (628) 652-7589. 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(628) 652-7589。請在聽證會舉行之前的至少48個小時提出要求。

**FILIPINO:** 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 (628) 652-7589. 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 (628) 652-7589. Запросы должны делаться минимум за 48 часов до начала слушания.

## Remote Access to Information and Participation

*In accordance with Governor Newsom's statewide order for all residents to Shelter-in-place - and the numerous preceding local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus.*

*On April 3, 2020, the Planning Commission was authorized to resume their hearing schedule through the duration of the shelter-in-place remotely. Therefore, the Planning Commission meetings will be held via videoconferencing and allow for remote public comment. The Commission strongly encourages interested parties to submit their comments in writing, in advance of the hearing to [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org). Visit the SFGovTV website (<https://sfgovtv.org/planning>) to stream the live meetings or watch on a local television station.*

*Public Comment call-in: (415) 655-0001 / Access code: ~~187-744-4056~~ 187 461 8544*

*The public comment call-in line number will also be provided on the Department's webpage [www.sfplanning.org](http://www.sfplanning.org) and during the live SFGovTV broadcast.*

*As the COVID-19 emergency progresses, please visit the Planning website regularly to be updated on the current situation as it affects the hearing process and the Planning Commission.*

## ROLL CALL:

President: Joel Koppel  
 Vice-President: Kathrin Moore  
 Commissioners: Deland Chan, Sue Diamond, Frank Fung,  
 Theresa Imperial, Rachael Tanner

## 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.

1. 2019-022661CUA (C. FEENEY: (628) 652- 7313)  
628 SHOTWELL STREET – west side of Shotwell Street between 20th and 21st Street, Lot 026 of Assessor’s Block 3611 (District 9) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 209.1 and 303 and Board of Supervisors File No. 210157 to allow the change in use of a Residential Care Facility to two dwelling units 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: Approve with Conditions*  
 (Continued from Regular hearing on March 18, 2021)  
**(Proposed for Continuance to May 20, 2021)**

## 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

2. [2018-007267OFA-02](#) (J. VIMR: (628) 652-7319)  
865 MARKET STREET – southeast corner of Market Street and Fifth Street, Lot 042 on Assessor’s Block 3705 (District 6) – Request for the extension of an **Office Development Authorization**, pursuant to Planning Code Sections 321 and 322, to authorize up to 49,999 square feet from Office Development Annual Limit. The proposed extension is for an additional two years to the previously approved Office Development Authorization, and contemporaneous extension of the building/site permit performance period. The subject property is located within a C-3-R (Downtown Retail) Zoning District and the 120-X/160-S Height and Bulk District.  
*Preliminary Recommendation: Approve with Conditions*

## C. COMMISSION MATTERS

3. 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

4. Director's Announcements
5. 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.

6. [2018-004047CWP-02](#) (M. LITTLEFIELD: (628) 652-7435)  
HOUSING INVENTORY REPORT, HOUSING BALANCE REPORT, AND UPDATE ON MONITORING REPORTS – Informational Presentation – Staff will present the 2020 Housing Inventory, which describes San Francisco's housing production trends on new housing construction, demolitions and alterations as well as progress on meeting the City's regional housing needs allocation (RHNA) for different income levels. Findings of the State-mandated annual Housing Element Progress Report on how housing production trends advance the Housing Element's policies and goals will also be presented. Housing Balance Report Nos. 11 and 12, which cover the ten-year period from July 1, 2010 through June 30, 2020, and January 1, 2011 through December 31, 2020, respectively, will also be presented. The Housing Balance Report monitors the housing balance between market rate and new affordable housing production. An update will also be provided on the estimated completion of various monitoring reports.  
*Preliminary Recommendation: None – Informational*
7. [2019-016230CWP](#) (K. HADDADAN: (628) 652-7436)  
HOUSING ELEMENT 2022 UPDATE – Informational Presentation – The Planning Department is launching the Phase II of outreach and engagement for the Housing Element of the General Plan. This update is San Francisco's first housing plan, centered in racial and social equity. The update is due late 2022 and will include policies and programs that express the city's collective vision and values for the future of housing in San

Francisco. This plan will identify priorities for decision makers, guide resource allocation for housing programs and services, and define how and where the city should create new homes for San Franciscans, or those who want to call this city home. This plan will need to accommodate the creation of 82,000 units by 2031, a target set by State and Regional Agencies that has been tripled compared to the city's current targets.

*Preliminary Recommendation: None – Informational*

8. [2021-003010PRJ](#) (R. ABAD: (628) 652-7456)  
**TRANSITIONING THE SHARED SPACES TO A PERMANENT CITY PROGRAM – Informational Presentation** – The Shared Spaces Program has been a critical part of the City's crisis response strategy to sustain the locally owned small business sector in San Francisco. In addition to stabilizing neighborhood commercial corridors, merchants, and jobs, the Program has contributed positively to walkability, social and psychological wellbeing during the COVID-19 pandemic. Due to widespread success throughout the City's neighborhoods, on Friday, March 12, Mayor Breed announced legislation to transition Shared Spaces from an emergency response into a permanent program through and after the pandemic. The legislation was officially introduced on Tuesday, March 16. The permanent version of the program will carry forward the streamlined permit process; encourage arts and culture; and better balance commercial activities with public space and transportation demands of the recovering economy.  
*Preliminary Recommendation: None – Informational*
9. [2021-002933PCA](#) (S. NICKOLOPOULOS: (628) 652-7442)  
**SIMPLIFY RESTRICTIONS ON SMALL BUSINESSES [BOARD FILE NO. 210285] – Adoption of Planning Code Amendments** to 1) delete separate definitions of "Cat Boarding," "Gym," "Trade Shop," and "Services, Instructional"; 2) allow permitted conditional uses to continue after three years of abandonment; 3) allow the continuation of longstanding places of entertainment without requiring a permit; 4) allow outdoor activity areas on rooftops; 5) temporarily require a conditional use authorization for uses replacing Nighttime Entertainment uses; 6) allow accessory Catering uses in Restaurants; 7) allow accessory dwelling units on the ground floor in Neighborhood Commercial, Chinatown Business, and Chinatown Visitor districts; 8) allow temporary outdoor entertainment, arts and recreation activities; 9) delete certain conditional use finding requirements for nighttime entertainment use; 10) delete conditional use findings related to formula retail concentrations in certain districts; 11) require expedited permit processing for commercial uses on the ground floor; 12) shorten the time for the Historic Preservation Commission to request review of Minor Alteration Permits and Certificates Of Appropriateness, affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.  
*Preliminary Recommendation: Approve with Modifications*
10. [2019-006114PRJ](#) (M. CHRISTENSEN: (628) 652-7567)  
**300 5<sup>TH</sup> STREET** – southwest corner of Folsom and 5<sup>th</sup> Streets; Lot 001 in Assessor's Block 3753 (District 6) – An **Informational Hearing** on the new construction of a 160' tall, 16-story residential building (measuring 112,219 gross square feet) with 130 dwelling units, 108 Class One bicycle parking spaces, and zero off-street auto parking spaces. The Project is requesting approval through the ministerial review process provided under the Central

SOMA Housing Sustainability District (Planning Code Section 343). The site is located within a MUR (Mixed Use Residential) Zoning District, Central SoMa Special Use District (SUD), SOMA Youth and Family SUD, and 85-X Height and Bulk District.

*Preliminary Recommendation: None – Informational*

11. [2013.0614ENX-02](#) (M. CHRISTENSEN: (628) 652-7567)  
[600 SOUTH VAN NESS](#) – southeast corner of South Van Ness Avenue at 17<sup>th</sup> Street; Lots 139-168 of Assessor's Block 3575 (District 9) – Request for **Large Project Authorization**, pursuant to Planning Code Sections 329 and 843, for a Project which requests to amend Condition of Approval Numbers 22-27 of Planning Commission Motion No. 19378 to authorize the recently-constructed five-story, 27-unit residential project to comply with the inclusionary housing requirements of Planning Code Section 415 through the payment of an in-lieu fee rather than by providing four on-site Below Market Rate units. The Project Site is located within a UMU (Urban Mixed Use) Zoning District and 58-X Height and Bulk District. On April 9, 2015 the originally approved project received a Community Plan Evaluation and was deemed exempt from CEQA (case number 2013.0614ENV). The proposed project change does not result in a physical change to the environment and the original exemption applies.  
*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on April 1, 2021)
12. [2020-003042AHB](#) (C. FEENEY: (628) 652-7313)  
[4712-4720 3<sup>RD</sup> STREET](#) – west side of Third Street between Newcomb and Oakdale Avenues, Lot 035 of Assessor's Block 5311 (District 10) – Request for a HOME-SF Project Authorization pursuant to Planning Code Section 206.3, 328, and 737 to allow modifications from the rear yard requirement of Planning Code Section 134 and construct a four-story, 40-foot tall residential building (measuring 18,348 gross square feet (GSF)) with 21 dwelling units and a ground floor commercial space (measuring approximately 760 square feet (SF)), within the Bayview Neighborhood Commercial District Zoning District, Third Street Special Use District, and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).  
*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on March 18, 2021)
13. [2020-010729CUA](#) (V. PAGE: (628) 652-7396)  
[1215 29<sup>TH</sup> AVENUE](#) – west side of 29<sup>th</sup> Avenue between Lincoln Way and Irving Street, Lot 002 of Assessor's Block 1721 (District 4) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317, to remove two Unauthorized Dwelling Units from the ground floor of an existing three-story, single-family residence. The two Unauthorized Dwelling Units have a path to legalization under the Planning Code and are currently subject to the Rent Stabilization and Arbitration Ordinance. Both Unauthorized Dwelling Units are currently occupied by tenants. The Project was filed in response to the Board of Appeals' Notice of Decision and Order for Appeal No. 20-027 (Planning Enforcement Case No. 2018-008429ENF). The Project Site is located 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: Disapprove*

14. [2020-009148CUA](#) (M. CHRISTENSEN: (628) 652-7567)  
353 DIVISADERO STREET – southwest corner of Divisadero and Oak Streets; Lot 001 in Assessor’s Block 1218 (District 5) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 202.2, 303, and 759, for a change of use from Restaurant to Cannabis Retail within the existing 1,300 square foot commercial space on the ground floor of the existing three-story mixed-use building. The Project does not propose an on-site smoking or vaporizing room. The site is located within the Divisadero Street NCT (Neighborhood Commercial Transit) 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*

## 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.

15. [2020-006525DRP](#) (D. WINSLOW: (628) 652-7335)  
1990 LOMBARD STREET – at Webster and Magnolia Streets; Lot 015 in Assessor’s Block 0493 (District 2) – Request for **Discretionary Review** of Building Permit Application no. 2018.0327.4744 to convert the two upper floors of an existing office and commercial building to residential use (to a total of six units), including a new roof deck and stair penthouse to an existing three-story building within a NC-3 (Neighborhood Commercial, Moderate Scale) 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*  
(Continued from Regular hearing on March 4, 2021)
16. [2020-002333DRP](#) (D. WINSLOW: (628) 652-7335)  
2814 CLAY STREET – between Scott and Divisadero Streets; Lot 013 in Assessor’s Block 1002 (District 2) – Request for **Discretionary Review** of Building Permit Application no. 2020.0203.3400 to construct a two-story horizontal rear addition to the existing two-unit, three-story over-basement building within a RH-2 (Residential House, Two-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).  
*Preliminary Recommendation: Take Discretionary Review and Approve with Modifications*  
(Continued from Regular hearing on March 25, 2021)

## 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](http://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 49 South Van Ness Ave, 14<sup>th</sup> Floor, 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](mailto: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, 49 South Van Ness Ave, 14<sup>th</sup> Floor, 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](mailto: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](http://sfethics.org).

**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>.