

# SAN FRANCISCO PLANNING COMMISSION



## Notice of Hearing & Agenda

Remote Hearing  
via video and teleconferencing

**Thursday, November 4, 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:**

[Planning Commission Packet and Correspondence](#)

**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: 2497 652 9473*

*The public comment call-in line number will also be provided on the Department's webpage <https://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.

- 2020-007481CUA (G. PANTOJA: (628) 652-7380)  
5367 DIAMOND HEIGHTS BOULEVARD (1900 DIAMOND STREET) – east side between Gold Mine Drive and Diamond Street; Lot 018 in Assessor’s Block 7535 (District 8) – Request for **Conditional Use Authorization** for a Planned Unit Development (PUD) pursuant to Planning Code Sections 209.2, 303, and 304 for the subdivision of an existing approximately 34, 714 square foot lot into six new lots and the construction of a detached parking garage and 14 residential buildings (10 duplexes and four single-family residences) for a total of 24 residential dwelling units, 36 off-street parking spaces, and 48 Class 1 bicycle-parking spaces within a RM-1 (Residential-Mixed, Low Density) Zoning District and 40-X Height and Bulk District. The dwelling units will range in size from 1,789 to 3,954 square feet in area and contain three to four bedrooms. Under the Planned Unit Development, the proposal is seeking exceptions from the lot area (Planning Code Section 121), front setback (Planning Code Section 132), and rear yard (Planning Code Section 134) requirements. The proposal is also seeking a Conditional Use Authorization required per interim controls Board File No. 201370 (Resolution No. 10-21) for the construction of a residential development that does not maximize the principally permitted residential density of the subject lot. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).  
 (Continued from Regular hearing on October 14, 2021)  
**(Proposed for Continuance to December 2, 2021)**
- 2021-000215CUA (L. HOAGLAND: (628) 652-7320)  
400 HYDE STREET – northeast corner of Ellis Street; Lot 006A in Assessor’s Block 0322 (District 6) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 209.3 and 303 to install a new rooftop Macro Wireless Telecommunications Services Facility consisting of the installation of twelve (12) antennas and ancillary equipment as part of the Verizon Wireless Telecommunications Network. The antennas will be screened within 30” diameter FRP vent pipes and the ancillary equipment will be screened behind an 8’ screen wall. The Project site is located within a R-C-4 (Residential-Commercial, High Density) Zoning District and 80-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: Approve with Conditions*  
**(Proposed for Continuance to December 9, 2021)**

- 3a. 2019-020031CUA (K. DURANDET: (628) 652-7315)  
2867 SAN BRUNO AVE (AKA 90-98 WOOLSEY STREET) – northeast corner of Woolsey Street; Lots 037 and 022 in Assessor’s Block 5457 (District 9) – Request for **Conditional Use Authorization** pursuant to Planning Code Section(s) 303, 317, 207(c)(4), and 207.7 for a significant modification to the project approved by Motion No. 18782, a dwelling unit mix modification, and a residential demolition to establish a total of 27 dwelling units on the site, within the San Bruno Avenue NCD (Neighborhood Commercial 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*

(Continued from Regular hearing on September 30, 2021)

**(Proposed for Indefinite Continuance)**

- 3b. 2019-020031VAR (K. DURANDET: (628) 652-7315)  
2867 SAN BRUNO AVE (AKA 90-98 WOOLSEY STREET) – northeast corner of Woolsey Street; Lots 037 and 022 in Assessor’s Block 5457 (District 9) – Request for **Variance** from the rear yard and usable open space and pursuant to Planning Code Section(s) 134 and 135 within the San Bruno Avenue NCD (Neighborhood Commercial District) Zoning District and 40-X Height and Bulk District.

(Continued from Regular hearing on September 30, 2021)

**(Proposed for Indefinite Continuance)**

## B. COMMISSION MATTERS

4. Consideration of Adoption:
- [Draft Minutes for October 21, 2021](#)
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.

## C. DEPARTMENT MATTERS

6. Director’s Announcements
7. Review of Past Events at the Board of Supervisors, Board of Appeals and Historic Preservation Commission
8. [2021-009977CRV](#) – Remote Hearings – Consideration of action to allow teleconferenced meetings and adopting findings under California government code section 54953(e) to allow remote meetings during the COVID-19 emergency; continue remote meetings for the next 30 days; direct the Commission Secretary to schedule a similar resolution [motion] at a commission meeting within 30 days.

## D. 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.

## E. 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.

9. [2018-004217GPA](#) (A. RODGERS: (628) 652-7471)  
OVERVIEW OF GENERAL PLAN AMENDMENTS – **Informational Presentation** – This presentation is to provide an overview of the pending amendments to the General Plan. The presentation will consist of a brief review of the state and local requirements for San Francisco's General Plan; a review of the status of the ten "Elements" of the General Plan; an overview of the four primary amendments in progress, namely the "Housing Element", the "Safety and Resilience Element", the "Environmental Justice Framework", and the "Transportation Element"; and a sequence for regular, rotating updates to ensure that the General Plan remains timely will be offered.  
*Preliminary Recommendation: None - Informational*
- 10a. [2019-011944OFA](#) (A. WESTHOFF: (628) 652-7314)  
660 03<sup>RD</sup> STREET – west side between Brannan and Townsend Streets; Lot 008 in Assessor's Block 3787 (District 6) – Request for **Office Development Authorization** pursuant to Planning Code Sections 321 and 322 to legalize approximately 40,212 square feet of office use from the 2020-2021 Office Development Annual Limit within an existing four-story former industrial building. The project site is located within a CMUO (Central SoMa Mixed-Use Office) Zoning District, Central SoMa SUD (Special Use District), and 65-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Code Section [31.04](#)(h).  
*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on October 14, 2021)
- 10b. [2019-011944VAR](#) (A. WESTHOFF: (628) 652-7314)  
660 03<sup>RD</sup> STREET – west side between Brannan and Townsend Streets; Lot 008 in Assessor's Block 3787 (District 6) – Request for **Variance** from the Zoning Administrator to address the Planning Code requirements for ground floor active use requirements pursuant to Planning Code Section 145.1 and 249.78(c)(1)(B). In the Central SoMa Special Use District, office use is not considered an active use on the ground floor. The project site is located within a CMUO (Central SoMa Mixed Use Office) Zoning District, Central SoMa SUD (Special Use District), and 65-X Height and Bulk District.  
(Continued from Regular hearing on October 14, 2021)



11. [2017-015678CUA](#) (C. ASBAGH: (628) 652-7329)  
425 BROADWAY – south side between Montgomery and Kearny Streets; Lot 002 in Assessor's Block 0163 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 121.1, 121.2, 253.1, 303 and 714, to develop on a large lot, exceed use size limits, and construct two buildings greater than 40 feet in height. The project would demolish the existing parking structure and construct two mixed-use buildings reaching heights of five-stories (56 feet) on Broadway and seven-stories (64 feet) on Montgomery Street with approximately 51,625 gross square feet of residential use, 4,940 gross square feet of retail use, and 18,735 gross square feet of design professional office use. The proposed project includes a total of 41 dwelling units, with a mix of 15 one-bedroom units, 21 two-bedroom units, and five three-bedroom units with five dwelling units provided as on-site affordable units. The Project would provide 17 off-street vehicle parking spaces, 46 Class 1 and seven Class 2 bicycle parking spaces, and one freight loading. The Project is utilizing the Individually Requested State Density Bonus Program to achieve a 20% density bonus thereby maximizing residential density on the Site pursuant to California Government Code Sections 65915-95918. The Project requests three (3) waivers from: Bulk (Section 270), Rear Yard (Section 134), and Dwelling Unit Exposure (Section 140). The Project Site is located within the Broadway NCD (Neighborhood Commercial District) Zoning District and 65-A-1 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 14, 2021)
12. [2021-000209CUA](#) (E. SAMONSKY: (628) 652-7417)  
733 TREAT AVENUE – east side between 20<sup>th</sup> Street and 21<sup>st</sup> Street; Lot 064 in Assessor's Block 3612 (District 9) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 209.1, 303 and 317 to allow dwelling unit density at a ratio of one unit per 1,000 square feet of lot area and to demolish a two-story, 7,581-square-foot commercial building containing an unauthorized dwelling unit and construct a four-story, 15,807-square-foot residential building containing six dwelling units and an accessory dwelling unit (ADU) 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 October 21, 2021)
- 13a. [2018-007380CUA](#) (A. PERRY: (628) 652-7430)  
1320 WASHINGTON STREET – north side between Jones and Leavenworth Streets; Lot 006 in Assessor's Block 0188 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 253, and 762, to demolish the existing two-story commercial public parking garage and construct a new six-story over basement residential building in excess of 40 feet in height on a lot with more than 50 feet of frontage within a RM-4 (Residential-Mixed, High Density) Zoning District and 65-A Height and Bulk District. The project will include 25 dwelling units (12 one-bedrooms, nine two-bedrooms, and four three-bedrooms) and provide 25 vehicle parking spaces and 25 Class 1 bicycle parking spaces at the basement garage level. The project includes private open space for seven units and provides a 1,780 square foot roof deck to satisfy the common open space

requirement for 18 units. 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*

- 13b. [2018-007380VAR](#) (A. PERRY: (628) 652-7430)  
1320 WASHINGTON STREET – north side between Jones and Leavenworth Streets; Lot 006 in Assessor's Block 0188 (District 3) – Request for **Variations** to address requirements for rear yards pursuant to Planning Code Section 134 and exposure requirements for eight dwelling units pursuant to Planning Code Section 140, in order to demolish the existing two-story commercial public parking garage and construct a new six-story over basement residential building within a RM-4 (Residential-Mixed, High Density) Zoning District and 65-A Height and Bulk District. The project will include 25 dwelling units (12 one-bedrooms, nine two-bedrooms, and four three-bedrooms) and provide 25 vehicle parking spaces and 25 Class 1 bicycle parking spaces at the basement garage level. The project includes private open space for seven units and provides a 1,780 square foot roof deck to satisfy the common open space requirement for 18 units.
14. [2016-013012CUA](#) (C. MAY: (628) 652-7959)  
478-484 HAIGHT STREET – north side between Fillmore and Webster Streets; Lot 019 in Assessor's Block 0849 (District 5) – Request to **Amend Conditions of Approval** of Planning Commission Motion No. 20976, adopted September 2, 2021, for the project proposing the demolition of the existing two-story building containing one dwelling unit above ground floor retail space and the construction of a new four-story building containing 9 principally-permitted dwelling units and 9 accessory dwelling units above two floors of child care uses totaling approximately 9,942 square feet within the Lower Haight Street Neighborhood Commercial Zoning District and 40-X Height and Bulk District. The project scope remains unchanged except it now proposes to satisfy its Inclusionary Affordable Housing Program requirements by paying an in-lieu fee rather than by providing on-site below market rate units. The approval action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#), was the Planning Commission's approval of the Conditional Use Authorization that occurred September 2, 2021.  
*Preliminary Recommendation: Approve with Conditions*
15. [2021-005183CUA](#) (S. JIMENEZ: (628) 652-7348)  
2040 CHESTNUT STREET – northeast corner of Mallorca Way; Lot 024B in Assessor's Block 0467A (District 2) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303, 303.1, and 711 to establish an approximately 3,485 square foot Formula Retail use (d.b.a. Sweetgreen) within the vacant ground floor space of an existing one-story commercial building within a NC-2 (Neighborhood-Commercial, Small 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: Approve with Conditions*



**F. DISCRETIONARY REVIEW CALENDAR**

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

16. [2018-003779DRP-02](#) (D. WINSLOW: (628) 652-7335)  
[619 22<sup>ND</sup> AVENUE](#) – west side between Cabrillo and Balboa Streets; Lot 002 in Assessor's Block 1622 (District 1) – Request for **Discretionary Review** of Building Permit 2018.0315.3729 to construct a rear horizontal addition at the first and second stories (totaling 266 square feet), and a two-story vertical addition (totaling 1,974 square feet) to create a new second unit to the existing single-family home 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: 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](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>.