

# PLANNING DEPARTMENT CITY AND COUNTY OF SAN FRANCISCO

## Notice of Hearing on Applications for Zoning Variance

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

Wednesday, June 28, 2023

Session Begins at 9:30 A.M.

### Public Hearing

Corey A. Teague, Zoning Administrator

Suzy Parinas, Recording Secretary

---

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

Any remaining questions concerning this application review process may be answered by the Planning Information Center at (628) 652-7300.

**Variance Calendars** and **Audio Recording of the Hearing** are available on the Internet at <http://www.sfplanning.org>

---

## Accessible Meeting Policy

Hearings are held at **City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, Fourth Floor**, San Francisco, CA 94103. The closest accessible BART Station is the Civic Center Station located at the intersection of Market, Hyde, and Grove Streets. Accessible curb side parking has been designated at points along McAllister Street. Accessible MUNI Lines serving City Hall are the 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, and the F Line. Accessible MUNI Metro Lines are the J, K, L, M, N, and T. For more information regarding MUNI accessible services, call **311 within San Francisco, (415) 701-2311 outside Bay Area, or TTY (415) 701-2323**. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting **Lulu Hwang at (628) 652-7318** at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities should call our accessibility **hotline at (628) 652-7550** to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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

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

### Know Your Rights under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact The Administrator by mail at 1 Dr. Carlton B. Goodlett Place, Room 244, by phone at (415) 554-7724, by fax at (415) 554-7854 or by E-mail at [sotf@sfgov.org](mailto:sotf@sfgov.org).

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

**ENGLISH:**

**For language assistance or to request an assistive device for a hearing, please call (628) 652-7550. Please make requests at least 48 hours in advance of the hearing.**

**SPANISH:**

Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al (628) 652-7550. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

**CHINESE:**

聽證會上如需要語言協助或要求輔助設備，請致電 (628) 652-7550。請在聽證會舉行之前的至少48個小時提出要求。

**TAGALOG:**

Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa (628) 652-7550. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

**RUSSIAN:**

За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру (628) 652-7550. Запросы должны делаться минимум за 48 часов до начала слушания.

## Instructions for Remote Public Comment

### PHONE

Phone number: +1 (415) 655-0001  
Access Code: 2482 978 6319##

*Note: the Access Code will change for each hearing.*

1. Call phone number, **enter Access Code, then press ##** (pound, pound).
2. When you hear "You are muted." Stop and **listen**.
3. Wait for **Public Comment** to be announced (by Item Number or for General Public Comment).
4. **To comment, press \* 3** (star 3) to "raise your hand."
5. Once you raise your hand, you will hear the prompt: **"You have raised your hand to ask a question. Please wait to speak until the host calls on you."**
6. Wait for your turn to speak.
7. When you hear **"you're unmuted"** that is your indication to begin speaking.

#### **IF YOU NO LONGER WANT TO COMMENT**

- Press \* 3 (star 3) to lower your hand

### ONLINE

[Link to WebEx](#)  
Password: 062823

*Note: the link and password will change for each hearing.*

1. Click on above hyperlink "Link to WebEx."
2. Enter your First and Last name, plus email address.
3. Enter Password and click ok.
4. Stop and **listen**.
5. Wait for **Public Comment** to be announced (by Item Number or for General Public Comment).
6. To comment click on **"raise hand"** icon.
7. You will hear a beep and see the prompt **"the host has unmuted you"** - that is your indication to begin speaking.

#### **IF YOU NO LONGER WANT TO COMMENT**

- Click "raise hand" icon again

### **PUBLIC COMMENT**

- You will receive instructions on how much time you have to provide your comments. You will receive an alert when you have only 30 seconds left.
- Once your public comment time has ended, you will move out of the speaker line and back to listening as a participant (unless you disconnect).
- Participants who wish to speak on other items on the Agenda, or for other comment periods, may stay on the meeting line and listen for the next prompt.

**A. CONSIDERATION OF AN ITEM PROPOSED FOR CONTINUANCE**

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

**To be continued indefinitely (Variance application was withdrawn):**

1. **2022-011104VAR** (KIMBERLY DURANDET)  
**108 VILLA TERRACE**, Lot 001, in Assessor's Block 2719A in an RH-2 Zoning District and a 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The proposal is to renovate the existing single family home, including adding a new deck on top of the existing single-story garage, infilling the sloped side yard area, adding a rear deck that will extend the yard area to connect to meet the new garage roof deck, adding a new cantilevered balcony at the top floor on the south side of the existing home, and adding a new southern property line fence located on top of the new retaining wall at the rear.

Planning Code Section 134 requires the subject property to maintain a rear yard of approximately 15 feet. The proposed infill of the rear yard is greater than 3 feet, the cantilevered balcony projects into the rear yard by approximately 5 feet, and the property line fence will have a maximum height of approximately 12 feet from existing grade. Therefore, the project requires a variance.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=abce622b9daa46c88436eee4ef59fe43f85c33d90f37cd7e894f10350082aeeb&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

**To be continued to Wednesday, July 26, 2023, during the regularly scheduled monthly Variance Hearing:**

2. **2014-003219VAR** (GABRIELA PANTOJA)  
**369 VALLEY STREET**, Lot 033 in Assessor's Block 6620, in an RH-2 Zoning District, and 40-X Height and Bulk District.

**REAR YARD VARIANCE SOUGHT:** The proposal is to relocate and expand an existing one-story single-family residence.

PLANNING CODE SECTION 134 requires the subject lot to maintain a minimum rear yard equal to 45 percent of the total lot's depth or a line representing the average rear yard of the adjacent properties, but no less than 25 percent or 15 feet, whichever is greater. The required rear yard for the subject property is approximately 36 feet 6 inches. The proposed expansion will project approximately 11 feet 6 inches into the required rear yard. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=b5a26fec4cf69ea179b863a27094daa81e00e09681692ed414056d7dc6b8d1&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

3. **2022-007060VAR** **(BRANDEN GUNN)**  
**10 SEACLIFF AVENUE**, Lot 013A in Block 1301 in an RH-1(D) Zoning District and 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is to construct rear decks that projects 27 feet into the Rear Yard.

PLANNING CODE SECTION 134 requires that the property maintain a 30% Rear Yard from the front property line. The proposal extends into the Rear Yard. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=bfd0000074bf66d02e23aed36b91dc5dc6e92d575236685a5f73bdd1e2b96a96&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

**To be continued to Thursday, September 7, 2023, during the weekly Planning Commission Hearing:**

4. **2022-005719VAR** **(CHRISTOPHER MAY)**  
**101 SEACLIFF AVENUE**, Lot 001 in Assessor's Block 1305 in an RH-1(D) Zoning District, and a 40-X Height and Bulk District

**REAR YARD AND SIDE YARD VARIANCES SOUGHT:** The proposal is to construct a second story vertical addition measuring approximately 278 square feet to an existing, legal, detached building located at the rear of the property that abuts a rear alley.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of approximately 34 feet 10 inches between the two existing buildings, as the subject property is a throughlot with frontages at both the front and the rear. The proposed vertical addition above the existing legal, noncomplying structure is located entirely within the required rear yard. Therefore, a variance is required.

PLANNING CODE SECTION 133 requires the subject property to maintain side yards of 5 feet along each side lot line. The proposed vertical addition above the existing legal, noncomplying structure extends 5 feet into the required west side yard. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=c9ec42ef738e1bd0e6f8c8248bc1eeb0b420deb05eed271600c74f74ae091a15&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

## B. CONSENT CALENDAR

5. **2022-001981VAR** (DAKOTA SPYCHER)  
**1270 PACIFIC AVENUE**, Lot 018 in Assessor's Block 0156, located within a Pacific Avenue NCD Zoning District and a 40-X Height and Bulk District.

**REAR YARD MODIFICATION VARIANCE SOUGHT:** The project proposes to demolish the existing one-story commercial structure along Pacific Avenue and construct a new four-story, two-unit residential building.

PLANNING CODE SECTION 134 requires the subject property to provide a rear yard equal to 45% of the lot depth at grade level and at each succeeding level or story. The subject property will maintain an average interior courtyard of approximately 20 feet in depth. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=09357f57b3320724a619ae9d2694fe79a6ac8852a1b6e58b29ad5adc5e55da54&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

6. **2022-008154VAR** (MATTHEW DITO)  
**301 LYON STREET**, Lot 008 in Assessor's Block 1207, in an RH-3 Zoning District, and 40-X Height and Bulk District.

**REAR YARD AND OPEN SPACE VARIANCES SOUGHT:** The existing building's previous uses are abandoned and the proposal is to establish 3 dwelling units as the legal use with a minor expansion of a small area of roof to create a mechanical platform.

PLANNING CODE SECTION 134 requires the subject lot to maintain a minimum rear yard equal to 45 percent of the total lot's depth or to match the depth of the adjacent building, but no less than 25 percent or 15 feet, whichever is greater. The required rear yard for the subject property is approximately 28 feet. The proposal will convert building space within the required rear yard to a residential use. Therefore, a variance is required.

PLANNING CODE SECTION 135 requires the subject property to provide a minimum amount of useable open space for each dwelling unit. The property does not include any useable open space. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=986810be95372e652003f354641166ab115091d612828a087f0a08ae51889d2f&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

7. **2022-007792VAR** (SYDNEY ATOYEBI)  
**701 BUENA VISTA AVENUE WEST**, Lot 019 in Assessor's Block 1256 in an RH-3 Zoning District and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The project proposes to demolish an existing one-story attached garage and replace it with a two-story addition that includes a two-car garage at the ground story and a new dining room at the second story. The project also proposes to horizontally and vertically expand the fourth floor penthouse.

PLANNING CODE SECTION 134 requires the property to maintain a rear yard that is 45% of the lot depth or average of adjacent neighbors, but in no case less than 25% or 15 feet, whichever is greater. As a portion of the penthouse falls within the required rear yard, and the proposed height increase will intensify the building's noncomplying condition. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=1899e4b71502d28179cfd80a87e9f4e87830388bf67d23b7a1f59820f7fd01fc&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

## C. REGULAR CALENDAR

8. **2023-000276VAR** (BRANDEN GUNN)  
**2919 WEBSTER STREET**, Lot 007 in Block 0533, in an RH-2 Zoning District and 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is to construct a vertical addition and deck at the rear of the existing building.

PLANNING CODE SECTION 134 requires that the property maintain a rear yard of 36 feet 3 inches based on the averaging of adjacent buildings. The proposed vertical addition and deck will encroach approximately 13 feet 7 inches into the required rear yard. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=9c982ae169727d758c18deb87b3e3158eb5613340a1cb425c5251dc16a903946&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>



## 9. 2023-000848VAR

(CHRISTOPHER MAY)

**674 BROADWAY**, Lot 009 in Block 0146 in a CCB Zoning District and 65-N Height and Bulk District t.

**REAR YARD, USABLE OPEN SPACE, AND BICYCLE PARKING**

**VARIANCES SOUGHT:** The project proposes to convert the second floor office space to a single-family dwelling containing 5 bedrooms, 4 full bathrooms, and 2 half-bathrooms.

PLANNING CODE SECTION 134 requires no more than 75% of lot coverage at the lowest level occupied by a dwelling. The existing building occupies the full lot. Therefore, the project requires a variance.

PLANNING CODE SECTION 135 requires the project to provide at least 48 square feet of usable open space, which must either face a street, face or be within a rear yard, or face or be within some other space which at the level of the private usable open space meets the minimum dimension and area requirements for common usable open space. The project proposes to expand an existing light well into a light court measuring approximately 55 square feet, but it does not face a street or other qualifying open space. Therefore, a variance is required.

PLANNING CODE SECTION 155 requires the project to provide one Class 1 bicycle space, which shall be located with direct access for bicycles without requiring use of stairs. The project does not propose bicycle parking. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=709bd8429f5b7853b7e5ea3775ebe5c58036430311b53f58508e3f940b72f29d&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

## 10. 2022-007788VAR

(SYDNEY ATOYEBI)

**1318 PAGE STREET**, Lot 015 in Assessor's Block 1221 in an RH-3 Zoning District and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The project proposes to construct a three-story expansion at the rear of the building and reconfigure the existing noncomplying decks and stairways in the rear yard.

PLANNING CODE SECTION 134 requires the property to maintain a rear yard that is 45% of the lot depth or average of adjacent buildings, but in no case less than 25% or 15 feet, whichever is greater. The proposed work encroaches into the required rear yard at the first, second and third level. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=4e10d6b61f986acef6e5f1560fbe137b277fe30309c6c8d299612ec6a08533f5&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

11. 2022-004825VAR

(MAGGIE LAUSH)

**840-844 SHOTWELL STREET**, Lot 041 in Assessor's Block 3638 in an RH-3 Zoning District, the Mission Alcohol RUD, the Calle 24 SUD, and a 40-X Height and Bulk District

**EXPOSURE VARIANCE SOUGHT:** The proposal is to construct three Accessory Dwelling Units (ADUs) per the Local ADU Program within the ground-floor of an existing four-story, six-unit building.

PLANNING CODE SECTION 140 requires each dwelling unit to provide qualifying windows onto a qualifying open area for adequate exposure, and ADUs are eligible for an administrative waiver for a smaller open area of at least 225 square feet, with no horizontal dimension being less than 9 feet. Proposed ADU 2 faces an open area only 8 feet 9 inches wide, and proposed ADU 3 does not face directly onto an open area. Therefore, a variance is required for both ADUs.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=0eaa9c3d1e95f77475f49d43fd64a9f9dcfcf52c4d7433d7e9a2a7d21a7d4fbd1&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

12. 2022-011044VAR

(KALYANI AGNIHOTRI)

**2099 QUESADA AVENUE**, Lot 026 in Assessor's Block 5335 in an RH-1 Zoning District, and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is to demolish an unpermitted garage structure built in the rear yard and install an open carport for one parking space. An approximately 90 square-foot storage shed will be retained within the required rear yard.

PLANNING CODE SECTION 134 requires the subject lot to maintain a minimum rear yard equal to 30 percent of the total depth of the lot or 15 feet, whichever is greater. The required rear yard for the subject property is approximately 25 feet. The proposed car port will project approximately 6 feet 5 inches into the required rear yard. Therefore, a variance is required.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=8f55f76562fc53f53bbdbf598c332a31c7952a7750df5d365dcdefda30deab0&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

## 13. 2021-006713VAR

(MATHEW CHANDLER)

**212 HEAD STREET**, Lot 022 in Assessor's Block 7135 in an RH-1 Zoning District and a 40-X Height and Bulk District

**REAR YARD, USABLE OPEN SPACE, AND EXPOSURE VARIANCES SOUGHT:** The proposal is to legalize three unpermitted dwelling units and an unpermitted multi-story fire escape at the back of the building, which is currently authorized for single-family use.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 30 feet in depth. The unpermitted multi-story fire escape exists in the required rear yard. Therefore, a variance is required.

PLANNING CODE SECTION 135 requires the standard dwelling units on the first and second floors to have access to a total of 798 square feet of common open space with a minimum dimension of 15 feet. The proposed common space in the rear yard does not meet either criteria. Therefore, a variance is required for those units.

PLANNING CODE SECTION 140 requires each dwelling unit to provide qualifying windows onto a qualifying open area for adequate exposure. The new dwelling unit on the ground floor will face a substandard rear yard that does not meet minimum dimensions for exposure (the basement level ADU may receive an administrative waiver for reduced exposure). Therefore, a variance is required for that unit.

**ARCHITECTURAL PLANS:** The site plan and elevations of the proposed project are available on the Planning Department's website at: <https://citypln-m-extnl.sfgov.org/SharedLinks.aspx?accesskey=f72e557929cc3dc59035a6480927db0ad7318795bf319a4069182f7621ae0bac&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

**D. PUBLIC COMMENT:**

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

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

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

## ADJOURNMENT

### Notice

The Planning Department has moved to a new office. Since August 17, 2020, the Planning Department is now located at **49 South Van Ness Avenue, Suite 1400**.

### Hearing Procedures

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

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

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

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

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

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

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

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

### Sound-Producing Devices Prohibited

The ringing of and use of mobile phones and other sound-producing electronic devices are prohibited at this meeting. Please be advised that the Zoning Administrator may order the removal of any person(s) responsible for the ringing or use of a mobile phone, pager, or other similar sound-producing electronic devices (*67A.1 Sunshine Ordinance: Prohibiting the use of cell phones, pagers and similar sound-producing electronic devices at and during public meetings*).

**Decision Letter and Appeal Process**

No decision is final until a **Variance Decision Letter** is issued. Due to current backlogs, decision letters may take **up to 2 months** to complete from the date of the hearing. The Zoning Administrator's action to grant or deny a variance application may be appealed to the Board of Appeals within **10 days** of the date of the Decision Letter. For more information on how to file an appeal, please contact the **Board of Appeals** in person at 49 South Van Ness Avenue, Suite 1475, call **(628) 652-1150**, or visit the [San Francisco Board of Appeals](#) website.

If any members of the public would like to receive a copy of the signed Variance Decision Letter via email, please send a request by email addressed to the Planner assigned to the case. The name of the Planner can be found in this Agenda, in the notice that you received in the mail, or in the poster posted on the subject property.

**Protest of Fee or Exaction**

You may protest any fee or exaction subject to Government Code Section 66000 imposed as a condition of approval in accordance with Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

The Zoning Administrator's approval or conditional approval of the development subject to the challenged fee or exaction as expressed in its Motion, Resolution, or Discretionary Review Action or the Zoning Administrator's Variance Decision Letter will serve as Notice that the 90-day protest period under Government Code Section 66020 has begun.

**Challenges**

Pursuant to Government Code Section 65009, if you challenge, in court, (1) the adoption or amendment of a general plan, (2) the adoption or amendment of a zoning ordinance, (3) the adoption or amendment of any regulation attached to a specific plan, (4) the adoption, amendment or modification of a development agreement, or (5) the approval of a variance, conditional-use authorization, or any permit, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Zoning Administrator or Planning Commission, at, or prior to, the public hearing.

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

If the Zoning Administrator's or Commission's action on a project constitutes the Approval Action for that project (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA determination prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. This appeal is separate from and in addition to an appeal of an action on a project. Typically, an appeal must be filed within 30 calendar days of the Approval Action for a project that has received an exemption or negative declaration pursuant to CEQA. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://www.sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

**Privacy Policy**

SF Planning is committed to protecting the privacy rights of individuals and security measures are in place to protect personally identifiable information (PII), i.e. social security numbers, driver's license numbers, bank accounts. Members of the public are not required to provide PII to the Commission or Department, as all written submittals and oral communications become part of the public record, which can be made available to the public for review and/or viewable on Department websites. Members of the public submitting materials containing PII are responsible for redacting said sensitive information prior to submittal of documents to Planning.