

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, July 26, 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.

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: 2661 750 9056##

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: 072623

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 to Wednesday, August 23, 2023, during the regularly scheduled monthly Variance Hearing:

1. **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=b5a26fec4fc69ea179b863a27094daa81e00e09681692ed414056d7dc6b8d1&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

2. **2022-007060VAR** (SLYVIA JIMENEZ)
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, November 9, 2023, during the weekly Planning Commission Hearing:

3. **2019-006995VAR** (SYLVIA JIMENEZ)
1128 LAKE STREET, Lot 005 in Block 1346 in the RH-2 Zoning District and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The project proposes to relocate the entire 2-story, 2-unit building towards the front of lot and the construct a 4-story horizontal rear addition and alter the front facade by adding a new garage door, removing of the front steps, and adding a new 2nd floor Juliet balcony.

PLANNING CODE SECTION 134 requires that the project provide a rear yard of 18 feet, however the project proposes little to no 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=84a284cbd102af5894690c61b0dd31299e23648f9262b62caec48ee698781baa&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

B. CONSENT CALENDAR

4. **2022-001805VAR** (SYLVIA JIMENEZ)
606 SANCHEZ STREET, Lot 100 in Assessor's Block 3601 in an RH-2 Zoning District and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The proposal is to expand the existing rear deck and add a storage room below.

PLANNING CODE SECTION 134 requires the subject lot to maintain a minimum rear yard equal to 45 percent of the total lot's depth the average rear yard of the adjacent properties, but no less than 25 percent or 15 feet, whichever is greater. The average rear yard for the subject property is approximately 26 feet 3 inches. The proposed expansion will fall entirely within 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=af9ffc79a1c82320b384c6ddd41c3bd9c4c87fe64a874bc4bcbd2b8d51221581&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

5. **2022-007936VAR** (ASHLEY LINDSAY)
338 SANCHEZ STREET, Lot 3564 in Assessor's Block 115, in an RH-3 Zoning District, and 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The project proposes to replace the existing noncomplying decks and stairway 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 neighbors, but in no case less than 25% or 15 feet, whichever is greater. The required averaged rear yard for the subject lot is 36 feet 1 inch. The replacement decks and stairway will fall within 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=2df3173d9712631e663082cd27a3c428122d578d2276f00029dd79ec18f5dfde&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

C. REGULAR CALENDAR

6. **2023-001745VAR** (JEFFREY HORN)
2135 VALLEJO STREET, Lot 056 in Assessor's Block 0565 located within the RH-2 Zoning District, and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The proposal is to construct a one-story, 22-foot deep, 4-foot 2 inch wide, 91-square-foot side addition at the 2nd floor of a three-story-over basement three-family building.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard equivalent to 45 percent of the lot depth, which is equal to 51 feet 1 inch for the subject property. The project proposes a side addition within 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=892c47ae27e3f599ed1020b9b282a6dad39e7601eeaed7382c32cc380453bd1&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

7. **2022-009581VAR** (SHARON YOUNG)
16 SHERWOOD COURT, Lot 063 in Assessor's Block 2993, in an RH-1(D) Zoning District and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The proposed project is to construct a new second-story deck approximately 5 feet to 12 feet deep by 27 feet wide and approximately 9 feet 6 inches above grade, plus exterior stairs at the rear and south side of the existing two story, single-family dwelling.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 15 feet. The proposed rear deck will extend approximately 2 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=371ca6c39ab34ba086ab3c6100ffd5c948a1502e6a2bfff30c694624cad2dd0&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

8. **2023-001765VAR** (KURT BOHN)
10 EL SERENO COURT, Lot 023 in Assessor's Block 2968A, in an RH-1 Zoning District and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The project proposes to rebuild an existing non-conforming deck within the required rear yard with an enclosed trellis and wind screens.

PLANNING CODE SECTION 134 requires that the project provide a rear yard of 23 feet 7.5 inches. However, the deck and trellis will be built within 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=b246ec46511003c987416e7ec004688ba49cce8e05bf41cdf125ffea978f57bd&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

9. **2022-010689VAR** (KIMBERLY DURANDET)
366 HILL STREET, Lot 101 in Assessor's Block 3620 in an RH-1 Zoning District, Dolores Heights and Central Neighborhoods Large Residence SUD, and 40-X Height and Bulk District

FRONT SETBACK VARIANCE SOUGHT: The project proposes demolition and excavation of existing front stairs, retaining walls and landscaping to provide a new garage and home studio.

PLANNING CODE SECTION 132 requires the subject property to maintain a front setback of approximately 17 feet 3 inches. The proposed home studio falls entirely within the required front setback. 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://cpc-m-web.sfgov.org/link/A4A7DACD-B0DC-4322-BD29-F6F07103C6E0/show?object=C3BC233B-A3C3-430B-B930-73A209C5A086&objid=0-1378958>

10. 2022-012955VAR

(EDGAR OROPEZA)

249 RICHLAND AVENUE, 249 Richland Ave, Lot 017 in Assessor's Block 5720 in an RH-2 Zoning District, the Bernal Heights SUD, and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The proposal is to construct a horizontal extension to the rear of the existing 2-story single-family building.

PLANNING CODE SECTION 242 requires the subject property to maintain a rear yard of approximately 36 feet inches measured from the rear property line. The proposed rear addition will encroach approximately 7 feet into the required rear yard. 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=b38160bd5806f5976cf2c89f7dcf229d568577bd33e061fa6a4924b7466ff17d&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

11. 2022-006502VAR

(EDGAR OROPEZA)

3369 CESAR CHAVEZ STREET, Lot 056 in Assessor's Block 5501 in an RH-2 Zoning District, the Bernal Heights SUD, and a 40-X Height and Bulk District

REAR YARD, FRONT SETBACK, AND SCREENING OF PARKING VARIANCES SOUGHT: The proposal is to legalize an expansion, to establish a residential use to the detached building located at the rear of the lot, and to legalize unscreened off-street parking located at the front of the property.

PLANNING CODE SECTION 242 requires the subject property to maintain a rear yard of approximately 37 feet. The proposal will encroach entirely into the required rear yard. Therefore, a variance is required.

PLANNING CODE SECTION 132 requires the subject property to maintain a front setback of 15 feet measure from the front property line. Off street parking is not permitted within the required front setback. Therefore, the project requires a variance.

PLANNING CODE SECTION 142 requires off-street parking to be screened from view from the street. The proposal includes an unscreened parking space within the front setback. 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=f6ab594ed8a4e9a32fbf0cb3a32a7378f0109d8c9072b97e0e300733f0734765&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

12. 2023-000190VAR

(CHARLES ENCHILL)

1318 YORK STREET, Lot 001B in Assessor's Block 4274 in an RH-3 Zoning District, and a 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The proposal is to construct a vertical addition and a horizontal addition at the rear of the existing single-family building.

PLANNING CODE SECTION 134 requires an averaged rear yard of 41 feet 5 inches. The proposed rear addition will project approximately 4 feet 10 inches within the required rear yard. 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=bfc83ef074525d27e9d814915f5ca0f326548b170a2aea799e7400d6fac4c97a&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

13. 2021-004146VAR

(ROGELIO BAEZA)

532-534 SHOTWELL STREET, Lot 034 in Assessor's Block 3594, in an RM-1 Zoning District, Mission Alcoholic Beverage SUD, and 40-X Height and Bulk District.

FRONT SETBACK AND REAR YARD VARIANCES SOUGHT: The proposal is to legalize the construction of a rear addition, new structures in the rear, and a noncomplying fence at the front.

PLANNING CODE SECTIONS 132 and 136 permit a solid fence in the required front setback up to 3 feet above grade. The proposal includes a solid fence that of approximately 6 feet in height. Therefore, a variance is required.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 55 feet 2 inches. The rear addition and other new structures are within the required rear yard beyond what is permitted by Planning Code Section 136. 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=5fd2f77dc0c108b64c4085143fb626cb5503eb1d436d2e9683717c32a80fa62a&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

14. 2021-005284VAR

(LAURA AJELLO)

566 KANSAS STREET, Lot 001H in Assessor's Block 4010, in an RH-3 Zoning District, and 40-X Height and Bulk District

REAR YARD VARIANCE SOUGHT: The project proposes to legalize the 3rd floor solarium conversion, create a second floor roof deck with 5-foot side setbacks, and relocate and extend spiral stairs located in the rear yard.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard depth of approximately 45 feet. The existing noncomplying building has a rear yard that measures 31 feet 8 inches. The proposed rear stairs will encroach approximately 6 additional feet 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=0e1c590be03d6b43198105f20aa6cc3c52b222926cf33d2277804a361d403b&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 **4th 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.