

# 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, August 23, 2023

Session Begins at 9:30 A.M.

### Public Hearing

Corey A. Teague, Zoning Administrator

Suzy Parinas, Recording Secretary

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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>

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## **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: 2664 586 1336##**

**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: 082323**

**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, September 27, 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>

**To be continued to Thursday, October 19, 2023, during the weekly Planning Commission Hearing:**

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, December 14, 2023, during the weekly Planning Commission Hearing:**

3. **2022-009794VAR** (LAURA AJELLO)  
**1153-1155 GUERRERO STREET**, Lot 021 in Assessor's Block 3645, in an RH-3 Zoning District, and 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is to replace the rear porch and enclosed stair within the existing footprint.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 32 feet (45% of lot depth). The existing building has full lot coverage, and the project would reconstruct the rear porch within the same footprint, which is located 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=cd00e6f6ef3bb894e3a931d0d76b0e95887854172226867770869bfa5c445810&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

**B. CONSENT CALENDAR**

4. **2018-012920VAR** (MICHELLE LANGLIE)  
**270 6TH STREET**, Lot 010 in Assessor's Block 3731 in the P (Public) Zoning District and an OS Height and Bulk District

**SHOWER FACILITIES AND LOCKERS VARIANCES SOUGHT:** The proposal is to construct a new public recreation center.

PLANNING CODE SECTION 155.4 requires the installation of showers and lockers for employees. The proposal includes no employee showers or lockers. 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=02a46bd5f370a58ad51d1847ccc4c576f19ac59da2b3bf053a24997c0fd2cb7&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

5. **2022-007440VAR** (ELIZABETH GORDON-JONCKHEER)  
**9 EAGLE STREET**, Lot 001A in Assessor's Block 2713, in an RH-2 Zoning District, and 40-X Height and Bulk District and the Central Neighborhoods Large Residence SUD.

**FRONT SETBACK VARIANCE SOUGHT:** The proposal is to replace the front stairs and add a firewall encroaching 3 feet into the front setback and over the property line by 7 feet 1 inch (project also requires an encroachment permit).

PLANNING CODE SECTION 132 requires the subject property to maintain a front setback at the property line. 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=77dc019b3ea42eb1ca0596798c3ef91b02963e62fdc35442b91c4c3ae6fb0edc&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

## C. REGULAR CALENDAR

6. **2022-011046VAR** (MAGGIE LAUSH)  
**801 CRESCENT AVENUE**, Lot 016 in Assessor's Block 5739 in an RH-1 Zoning District, a 40-X Height and Bulk District, and the Bernal Heights Special Use District

**REAR YARD VARIANCE SOUGHT:** The proposal is to demolish the existing noncomplying 1-story detached garage, excavate and rebuild an expanded 2-story accessory structure in place, with roof deck and new exterior stairs.

PLANNING CODE SECTION 242 requires the subject property to maintain a rear yard of 24 feet 6 inches. The proposed accessory structure would encroach to the rear property line. 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=7fd9c18200474cc4db93024c7f9532d5040aacea288b9a1c0bc477a1278bc30b&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

7. **2022-010706VAR** (JORDAN HALLMAN)  
**1800 PACHECO STREET**, Lot 019, in Block 2112 in the RH-1 Zoning District and the 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The project proposes to legalize a dwelling unit on the ground floor and construct a spiral, fire-rated staircase in the rear yard to provide access to open space for the primary unit on the 2nd floor.

PLANNING CODE SECTION 134 requires the subject property to maintain a rear yard of 30 percent of the lot, or approximately 21 feet. The subject property has an existing noncomplying rear yard, reducing the rear yard to 17 feet 9 inches.

The proposed stair will encroach approximately 6 feet further 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=303c0b78219fcc32af9460d1188df4b9d4746e75f214e5c4d0ff8a41ea010d47&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

8. **2023-003134VAR** (JORDAN HALLMAN)  
**1201 43RD AVENUE**, Lot 001, in Assessor's block 1707 in an RH-2 Zoning District, in a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The project proposes to legalize a dwelling unit on the ground floor and the construction of a 75 square foot rear bathroom addition.

PLANNING CODE SECTION 134 requires the subject property to maintain a 45 percent rear yard, or approximately 26 feet. The existing noncomplying yard is approximately 15 feet. The proposal will encroach approximately 7 feet into the rear yard, leaving a rear yard of 8 feet. 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=11db00b0c64d327723fdbdaf2a60d000447f1dfb600dc264058d851b30806bc3&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

9. **2021-002010VAR** (VINCENT PAGE)  
**1439-1441 OAK STREET**, Lot 036 in Assessor's Block 1221, in an RH-3 (Residential-House, Three-Family) Zoning District and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The Project proposes a horizontal addition and dormer windows in a two-story over basement, four-unit residential building to allow the development pursuant to Planning Code Section 134(c)(4) of an ADU at the attic level. The building's legally existing fourth dwelling unit, which was removed by means of residential merger, would be reinstated in its original location on the building's 2nd level. The Project includes a second ADU at the basement level, and the development of a deck within the required rear yard to provide private open space for the attic level ADU.

PLANNING CODE SECTION 134 requires that properties in the RH-3 Zoning Districts maintain a rear yard equivalent to 45 percent of the total lot depth at grade level and at each succeeding story of the building, unless reduced to the average of qualifying adjacent rear building walls. The subject property, with a lot depth of 110 feet from Oak Street, has a minimum required rear yard of 49 feet and 6 inches but benefits pursuant to Subsection 134(e) from a reduced



rear yard of 34 feet. The proposed deck would extend by approximately 18 feet into the required rear yard. Therefore, a Rear Yard 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=ad23b50e1a1cbef1ce863920229fb4c3404806ccd62824b1369f680f5d861&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

10. 2022-001787VAR

(VINCENT PAGE)

**474 ARKANSAS STREET**, Lot 012 in Assessor's Block 4069, in an RH-2 (Residential-House, Two-Family) Zoning District and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The Project proposes an alteration and vertical addition to a one-story over basement, one-unit residential building. The existing gabled roof and attic would be developed into a full second story, with no change to the building's maximum height.

PLANNING CODE SECTION 134 requires that properties in the RH-2 Zoning Districts maintain a rear yard equivalent to 45 percent of the total lot depth at grade and at each succeeding story of the building, but in no case less than 25% of the total lot depth or 15 feet, whichever is greater. The subject property, with a lot depth of only 25 feet from Arkansas Street, has a minimum required rear yard of 15 feet, and the existing building is sited along the rear property line. The proposed addition would be located in 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=055b74c0bf4dae2952933a2123aec66edaf5755636698ec32473f540792625eb&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

11. 2023-000081VAR

(JIA HONG SITU)

**464 HILL STREET**, Lot 064 in Assessor's Block 3621, in an RH-1 Zoning District, the Central Neighborhoods Large Residence SUD, and a 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is to increase the roof height and modify to a flat roof of an existing non-conforming rear portion of the building.

PLANNING CODE SECTION 241 requires the subject property to maintain a rear yard depth equal to 45 percent of the lot depth. The required rear yard for the subject property is 51 feet 4 inches. The existing building encroaches at a maximum 16 feet 9 inches into the required rear yard. The proposed rear alteration remains within the existing building footprint but expands vertically 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=92d87b76e551327e420875cc373009cd839e2025cce79ca664d579d9fd607e&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

12. **2023-001819VAR** (EDGR OROPEZA)  
**109 PORTER STREET**, Lot 022 in Assessor's Block 5826 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 rear deck at the 2nd story of the existing 2-story single-family building.

PLANNING CODE SECTION 242 requires the subject property to maintain a rear yard of approximately 31 feet 6 inches measured from the rear property line. The existing house already encroaches roughly 8 feet into the required rear yard. The proposed deck will encroach approximately 5 feet 9 inches further into the required rear yard and result in a rear yard of 18 feet 9 inches. 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=0068bc7c023ea7da95854532ee2b3ea471563b4cdbc02a23217898819e8cacd2&VaultGUID=A4A7DACD-B0DC-4322-BD29-F6F07103C6E0>

13. **2023-001845VAR** (GABRIELA PANTOJA)  
**151 NEVADA STREET**, Lot 025 in Assessor's Block 5655, in an RH-1 Zoning District, Bernal Heights SUD, and 40-X Height and Bulk District

**REAR YARD VARIANCE SOUGHT:** The proposal is for an in-fill under an existing second story cantilevered deck, and for the construction of a deck and exterior stairs at the rear of the subject building. The stairs will provide a connection between the second and first floor decks, and from the first floor to the rear yard.

PLANNING CODE SECTION 242(e)(2)(A) requires a rear yard equal to 54 feet 6 inches. The proposed in-fill, deck, and stairs will project 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=d40240e0c723450cecec165aec27c0d4e7615e18d16d4c63f37c9f490364516e&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.