


# SAN FRANCISCO HISTORIC PRESERVATION COMMISSION

## Notice of Hearing & Agenda



This Meeting will be held in  
Commission Chambers, Room 400  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**Wednesday, December 6, 2023**  
**12:30 p.m.**  
**Regular Meeting**

### **Commissioners**

Diane Matsuda, President  
Ruchira Nageswaran, Vice-President  
Amy Campbell, Chris Foley,  
Robert Vergara, Jason Wright

### **Commission Secretary**

Jonas P. Ionin

**Hearing Materials Are Available At**  
[Historic Preservation Commission Packet and Correspondence](#)

**Commission Hearing Broadcasts**  
Live stream: <https://sfgovtv.org/planning>  
Live, Wednesdays at 12:30 p.m., Cable Channel 78

Disability and language accommodations available upon request to  
[commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) or (628) 652-7589 at least 48 hours in advance.

## RAMAYTUSH OHLONE ACKNOWLEDGEMENT

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

## KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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

For more information on your rights under the [Sunshine Ordinance](#) (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 409; phone (415) 554-7724; fax (415) 554-7854; or e-mail at [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force or the San Francisco Library.

## PRIVACY POLICY

Personal information that is provided in communications to the Planning Department is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted.

Members of the public are not required to provide personal identifying information when they communicate with the Planning Department and its commissions. All written or oral communications that members of the public submit to the Department regarding projects or hearings will be made available to all members of the public for inspection and copying. The Department does not redact any information from these submissions. This means that personal information including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Department and its commissions may appear on the Department's website or in other public documents that members of the public may inspect or copy.

## ACCESSIBLE MEETING INFORMATION

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

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

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

**DISABILITY ACCOMMODATIONS:** To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (628) 652-7589, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 72 hours in advance of the hearing to help ensure availability.

**LANGUAGE ASSISTANCE:** To request an interpreter for a specific item during the hearing, please contact the Commission Secretary at (628) 652-7589, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 48 hours in advance of the hearing.

**ALLERGIES:** In order to assist the City in accommodating persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, please refrain from wearing scented products (e.g., perfume and scented lotions) to Commission hearings.

**ESPAÑOL:** Agenda para la Comisión de Planificación. Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al (628) 652-7589. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

**中文:** 規劃委員會議程。聽證會上如需要語言協助或要求輔助設備，請致電 (628) 652-7589。請在聽證會舉行之前的至少 48 個小時提出要求。

**FILIPINO:** Adyenda ng Komisyon ng Pagpapalano. Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa (628) 652-7589. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

**РУССКИЙ:** Повестка дня Комиссии по планированию. За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру (628) 652-7589. Запросы должны делаться минимум за 48 часов до начала слушания.

## INSTRUCTIONS FOR REMOTE PUBLIC COMMENT

### PHONE

**Phone number: +1 (415) 655-0001**

**Access Code: 2662 926 7836##**

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 you 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: HPC2023**

Note: the link 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

### PROVIDE YOUR PUBLIC COMMENT

- The Commission Secretary will indicate how much time you have to provide your comments – you will be alerted when you have 30 seconds remaining.
- Once your public comment time have ended, you will be moved 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 Commission / Hearing Secretary's next prompt.

**ROLL CALL**

President: Diane Matsuda  
 Vice-President: Ruchira Nageswaran  
 Commissioners: Amy Campbell, Chris Foley, Robert Vergara, Jason Wright

**A. GENERAL PUBLIC COMMENT**

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

The Brown Act forbids a commission from taking action or discussing any item not appearing on the posted agenda, including those items raised at public comment. In response to public comment, the commission is limited to:

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

**B. DEPARTMENT MATTERS**

1. DEPARTMENT ANNOUNCEMENTS

**C. COMMISSION MATTERS**

2. CONSIDERATION OF ADOPTION:

- [Draft Minutes for November 1, 2023](#) – Architectural Review Committee hearing
- [Draft Minutes for November 1, 2023](#) – Regular hearing
- [Draft Minutes for November 8, 2023](#) – Special hearing
- [Draft Minutes for November 15, 2023](#) – Regular hearing

Adoption of Commission Minutes – Charter Section 4.104 requires all commissioners to vote yes or no on all matters unless that commissioner is excused by a vote of the Commission. Commissioners may not be automatically excluded from a vote on the minutes because they did not attend the meeting.

3. COMMISSION COMMENTS/QUESTIONS

- Disclosures.
- Inquiries/Announcements: Without discussion, at this time Commissioners may make announcements or inquiries of staff regarding various matters of interest to the Commissioner(s).
- Future Meetings/Agendas: At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Historic Preservation Commission.

4. ARCHITECTURAL REVIEW COMMITTEE

5. [2024 HEARING SCHEDULE](#)

**D. CONSIDERATION ITEMS PROPOSED FOR CONTINUANCE**

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

6. 2019-017325COA (M. MATHUR: (628) 652-7355)  
109 LIBERTY STREET – south side between Dolores and Guerrero Streets ; Lot 075 in Assessor’s Block 3607 (District 8) – Request for **Certificate of Appropriateness** pursuant to Article 10 of the Planning Code for alterations related

to the addition of a one-story garage with a roof deck in the required front setback per Section 144 (b), replacement of the existing front staircase, in-kind replacement of concrete stairs and asphalt shingled roof, fenestration changes, infill at rear, and interior remodel. The subject property is an Italianate style residence within the Liberty Street Landmark District, RH-3 (Residential -House-Three family) Zoning District, Central Neighborhood Large Residence SUD (Special Use District), and 40-X Height and Bulk District. The Planning Department found that the project is exempt from the California Environmental Quality Act (CEQA). The Commission's action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code section [31.04](#) (h).

*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on October 18, 2023)  
**(Proposed for Continuance to January 17, 2024)**

7. [2023-001148COA](#) (M. GIACOMUCCI: (628) 652-7414)  
[945-947 MINNESOTA STREET](#) – east side between 20th and 22nd Streets; Lot 018 in Assessor's Block 4107 (District 10) – Request for **Certificate of Appropriateness** pursuant to Article 10 of the Planning Code, to legalize work completed beyond the scope that was previously approved under Historic Preservation Commission Motion No. 0422, including removal and re-framing of the rear portion of the first and second floors of the building. This work resulted in the Project exceeding removal thresholds for landmark buildings pursuant to Planning Code Section 1005(f) when reviewed cumulatively and is defined as a demolition. The Project also proposes a rear addition that is reduced in size from the previous approval. The project would abate Planning Enforcement Case No. 2022-005853ENF. The subject property is located within a RH-3 (Residential- House, Three Family) Zoning District and 40-X Height and Bulk District. The Planning Department found that the project is exempt from the California Environmental Quality Act (CEQA). The Commission's action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code section [31.04](#) (h).
- Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on October 18, 2023)  
**(Proposed for Continuance to February 21, 2024)**

## E. REGULAR CALENDAR

- 8a. [2023-010582LBR](#) (E. MOORE: (628) 652-7322)  
[113 SACRAMENTO STREET](#) – southwest corner of Drumm Street; Lot 001 in Assessor's Block 0235 (District 3) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. Orale Orale has served San Francisco for 34 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a C-3-O (Downtown-Office) Zoning District and 300-S Height and Bulk District.
- Preliminary Recommendation: Adopt a Recommendation for Approval*
- 8b. [2023-010580LBR](#) (E. OROPEZA: (628) 652-7416)  
[828 VALENCIA STREET](#) – west side between 19th Street and Cunningham Place; Lot 073 in Assessor's Block 3597 (District 9) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. City Art Gallery 2.0 has served San Francisco for 25 years. Although City Art Gallery 2.0 is not yet 30 years old, the business has operated in San Francisco for more than 20 years and, if not included in the Registry, would face a significant risk of displacement. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within the Valencia Street NCT (Neighborhood Commercial Transit) Zoning District and 55-X Height and Bulk District.
- Preliminary Recommendation: Adopt a Recommendation for Approval*

- 8c. [2023-010583LBR](#) (E. MAU: (628) 652-7583)  
469 BRYANT STREET – southeast side between 2nd and 3rd Streets; Lot 081 in Assessor’s Block 3775 (District 6) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. Lamplighters Music Theatre has served San Francisco for 71 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within the CMUO (Central SoMa Mixed Use-Office) Zoning District, Central SoMa SUD (Special Use District), and 45-X Height and Bulk District.  
*Preliminary Recommendation: Adopt a Recommendation for Approval*
- 8d. [2023-010585LBR](#) (H. SAMUELS: (628) 652-7545)  
647 IRVING STREET – south side between 7th and 8th Avenues; Lot 044 in Assessor’s Block 1762 (District 7) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. San Francisco Women Artists has served San Francisco for 96 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within the Inner Sunset NCD (Neighborhood Commercial District) Zoning District and 40-X Height and Bulk District.  
*Preliminary Recommendation: Adopt a Recommendation for Approval*
- 8e. [2023-010588LBR](#) (M. DONG: (628) 652-7426)  
3138 NORIEGA STREET – northeast corner of 39th Avenue; Lot 017 in Assessor’s Block 2011 (District 4) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. Polly Ann Ice Cream has served San Francisco for 68 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within an NC-1 (Neighborhood Commercial, Cluster) Zoning District and 40-X Height and Bulk District.  
*Preliminary Recommendation: Adopt a Recommendation for Approval*
- 8f. [2023-010589LBR](#) (W. MCCALLUM: (628) 652-7338)  
4288 24TH STREET – northeast corner of Douglass Street; Lot 025 in Assessor’s Block 2830 (District 8) – Consideration of **Adoption of a Resolution** recommending Small Business Commission approval of a Legacy Business Registry application. Firefly Restaurant has served San Francisco for 30 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within an NC-1 (Neighborhood Commercial, Cluster) Zoning District and 40-X Height and Bulk District.  
*Preliminary Recommendation: Adopt a Recommendation for Approval*
9. [2023-006996PCA](#) (M. TAYLOR: (628) 652-7353)  
PERMITS TO INSTALL BUSINESS SIGNS TO HISTORIC BUILDINGS OR BUILDINGS IN CONSERVATION DISTRICTS IN THE C-3 (DOWNTOWN) AREA [BOARD FILE NO. 230834] – **Planning Code Amendment** – Ordinance, sponsored by Supervisor Peskin, to amend the Planning Code to require compliance with the procedures of Planning Code, Article 10 for certain work involving a business sign on a designated landmark site or in a designated historic district, and to require a hearing before the Historic Preservation Commission rather than an administrative review by Planning Department staff of applications for a permit to install business signs to a Significant or Contributory building or a building in a Conservation District in the C-3 (Downtown) area, provided that the permit is for a Major Alteration; affirming the Planning Department’s determination under the California Environmental Quality Act; and making public necessity, convenience, and welfare findings under Planning Code,

Section 302, and findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

*Preliminary Recommendation: Approve*

(Continued from Regular Hearing on November 1, 2023)

10. [2023-000799COA](#) (G. GUNTHER: (628) 652-7607)  
740 TENNESSEE STREET – west side between 18th and 19th Streets; Lot 006 in Assessor's Block 4043 (District 10)  
– Request for **Certificate of Appropriateness** to legalize work completed beyond the scope of work that was previously approved under Historic Preservation Commission Motion No. 0414, including installation of mechanical equipment, façade alterations, and interior work. The Project also proposes new work including additional façade alterations, installation of new 6' tall fences and gates, and a new mechanical equipment enclosure. The project would abate Planning Enforcement Case No. 2019-004570ENF. The wood-frame, vernacular corner building was constructed c. 1881 by an unknown architect as the Kentucky Street Methodist Episcopal Church. The subject property is a contributor to the Dogpatch Landmark District and is located within a RH-2 (Residential-House, Two-Family) Zoning District and 40-X Height and Bulk District. The Planning Department found that the project is exempt from the California Environmental Quality Act (CEQA). The Commission's action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code section [31.04](#) (h).  
*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular Hearing on November 15, 2023)  
**NOTE: On September 6, 2023, after hearing and closing public comment, continued to November 15, 2023 by a vote of +5 -0. On November 15, 2023, without hearing, continued to December 6, 2023 by a vote of +6 -0.**
- 11a. [2022-001043COA](#) (M. TAYLOR: (628) 652- 7352)  
1737 WEBSTER STREET – west side between Sutter and Bush Streets; Lot 146 in Assessor's Block 0677 (District 5)  
– Request for **Certificate of Appropriateness** pursuant to Planning Code Sections Article 10 for a proposal to rehabilitate an existing residential building, including a vertical fourth-story addition, horizontal rear and side additions, modification of the rear and side elevations, and addition one residential unit to an existing single-family residence. 1737 Webster Street is a contributing property to the Bush Street Cottage Row Historic District and is within a RM-1 (Residential - Mixed, Low Density) Zoning District and 40-X Height and Bulk District. The Planning Department found that the project is exempt from the California Environmental Quality Act (CEQA). The Commission's action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code section [31.04](#) (h).  
*Preliminary Recommendation: Approve*  
(Continued from Regular Hearing on November 15, 2023)
- 11b. [2022-001043VAR](#) (M. TAYLOR: (628) 652- 7352)  
1737 WEBSTER STREET – west side between Sutter and Bush Streets; Lot 146 in Assessor's Block 0677 (District 5)  
– Request for Variance pursuant to Planning Code Sections 134 and 140 for a proposal to construct a fourth story vertical addition, a rear horizontal extension on the second level, a bay window at a south-facing side elevation, and a second dwelling unit on the ground floor of an existing three-story, single-family building. Planning Code Section 134 requires a rear yard of 45% of the total lot depth or the average depth of the adjacent buildings. The existing rear yard is 24 feet 9 inches, and the required rear yard (based on averaging) is 33 feet. As the proposed rear horizontal extension will encroach into the required rear yard, a variance is required. Planning Code Section 134(e) requires that the last 10 feet of the building depth shall be limited to a height of 30 feet when there is an average rear yard reduction. The proposed vertical addition will measure 40 feet in height. Therefore, a variance is required. Planning Code Section 140 requires that all dwelling units face a code complying rear yard. The proposed new dwelling on the ground floor would face onto the existing noncomplying rear yard. Therefore, a variance is required. 1737 Webster Street is within a RM-1 (Residential- Mixed, Low Density) Zoning District and 40-X Height and Bulk District.  
(Continued from Regular Hearing on November 15, 2023)

12. [2022-010002COA](#) (M. TAYLOR: (628) 652- 7352)  
1942 SUTTER STREET – north side between Fillmore and Webster Streets; Lot 013 in Assessor's Block 0677 (District 5) – Request for **Certificate of Appropriateness** pursuant to Article 10 of the Planning Code and to abate violations and comply with enforcement case No. 2021-01126ENF. The project scope includes legalization of work performed without permits including, removal and infill of existing windows, removal of exterior siding, removal of wood entry stairs, and removal and reconstruction of front concrete steps. Proposed new work will include repair and limited replacement of front windows, removal and replacement of additional siding, reconstruction of wood entry stairs, and replacement of concrete pillars at front steps. The building is located within Bush Street-Cottage Row Landmark District, a RM-3 (Residential- Mixed, Medium Density) Zoning District, and 40-X Height and Bulk District. The Planning Department found that the project is exempt from the California Environmental Quality Act (CEQA). The Commission’s action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code section [31.04](#) (h).  
*Preliminary Recommendation: Approve with Conditions*
  
13. [2023-010813OTH](#) (C. TEAGUE: (628) 652-7328)  
ENFORCEMENT PENALTY GUIDELINES – **Informational Presentation** – Historic Preservation Commission adoption of definitions, factors, and criteria for consideration, to be updated from time to time, to provide guidance to the Zoning Administrator when determining specified Planning Code violations and appropriate penalty amounts, pursuant to Planning Code Section 176(c)(1)(C).  
*Preliminary Recommendation: None – Informational*
  
14. (K. CONNER: (628) 652-7535)  
STATE LEGISLATION – **Informational Presentation** on State Housing Laws including AB-2011, SB-4, SB-423, AB-1287, and AB-1114.  
*Preliminary Recommendation: None – Informational*

## ADJOURNMENT



## HEARING PROCEDURES

The Historic Preservation Commission holds public hearings regularly, on the first and third Wednesday, of most months. The [full hearing schedule](#) for the calendar year and the [Commission Rules & Regulations](#) may be found online at [sfplanning.org](http://sfplanning.org).

Public Comments: Persons attending a hearing may comment on any scheduled item.

- ❖ When speaking before the Commission, please note the time. Speakers will hear two alarms. The first soft sound indicates the speaker has 30 seconds remaining. The second louder sound indicates that the speaker's opportunity to address the Commission has ended.

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

For most cases (CU's, PUD's, 309's, etc.) that are considered by the Historic Preservation Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. Presentation by Staff
2. Presentation by the Project Sponsor's Team (which includes: the sponsor, representative, legal counsel, architect, engineer, expeditor and/or any other advisor) for a period not to exceed ten (10) minutes, at the discretion of the Chair
3. Public testimony from supporters of the Project not to exceed three (3) minutes, at the discretion of the Chair
4. Presentation by Organized Opposition recognized by the Commission President through written request prior to the hearing for a period not to exceed ten (10) minutes, at the discretion of the Chair
5. Public testimony from opponents of the Project not to exceed three (3) minutes, at the discretion of the Chair
6. Staff follow-up and/or conclusions
7. Public comment portion of the hearing shall be closed and deliberation amongst the Commissioners shall be opened by the Chair
8. A motion to approve; approve with conditions; approve with amendments and/or modifications; disapprove; or continue to another hearing date, if seconded, shall be voted on by the Commission

Every Official Act taken by the Commission must be adopted by a majority vote of all members of the Commission, with a minimum of four (4) votes. A failed motion results in the disapproval of the requested action unless a subsequent motion is adopted. Any Procedural Matter, such as a continuance, may be adopted by a majority vote of members present, as long as the members present constitute a quorum (four (4) members of the Commission).

## HEARING MATERIALS

Each item on the Agenda may include the following documents:

- Planning Department Case Executive Summary
- Planning Department Case Report
- Draft Motion or Resolution with Findings and/or Conditions
- Public Correspondence

Materials submitted to the Historic Preservation Commission prior to a scheduled hearing will become part of the public record only when the materials are also provided to the Commission secretary and/or Project Planner. Correspondence may be emailed directly to the Commission Secretary at: [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org).

Persons unable to attend a hearing may submit written comments regarding a scheduled item to: Historic Preservation Commission, 49 South Van Ness, 14<sup>th</sup> Floor, San Francisco, CA 94103-2414. Written comments received by the closed of the business day prior to the hearing will be brought to the attention of the Historic Preservation Commission and made part of the official record.

Advance Submissions: To allow Commissioners the opportunity to review material in advance of a hearing, materials must be received by the Planning Department eight (8) days prior to the scheduled public hearing. All submission packages must be delivered to 49 South Van Ness Ave, 14th Floor, by 5:00 p.m. and should include fifteen (15) hardcopies.

Day-of Submissions: Material related to a calendared item may be distributed at the hearing. Please provide ten (10) copies for distribution.

## APPEALS

The following is a summary of appeal rights associated with the various actions that may be taken at a Historic Preservation Commission hearing.

*Table 1- Case types and number of days in which to appeal.*

Case Type	Case Suffix	Appeal Period	Appeal Body
Certificate of Appropriateness	COA (A)	30 calendar days	Board of Appeals *
CEQA Determination	ENV (E)	30 calendar days	Board of Supervisors
Permit to Alter/Demolish	PTA (H)	30 calendar days	Board of Appeals *

\* An appeal of a Certificate of Appropriateness or Permit to Alter/Demolish may be made to the Board of Supervisors if the project requires Board of Supervisors approval or if the project is associated with a Conditional Use Authorization appeal. An appeal of an Office Allocation may be made to the Board of Supervisors if the project requires a Conditional Use Authorization.

For more information regarding the Board of Appeals process, please contact the [Board of Appeals](#) at (415) 575-6880. For more information regarding the Board of Supervisors process, please contact the [Clerk of the Board of Supervisors](#) at (415) 554-5184 or [board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org).

## 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 Commission, at, or prior to, the public hearing.

## CEQA APPEAL RIGHTS UNDER CHAPTER 31 OF THE SAN FRANCISCO ADMINISTRATIVE CODE

If the Commission’s action on a project constitutes the Approval Action for that project (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA determination prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. This appeal is separate from and in addition to an appeal of an action on a project. Typically, an appeal must be filed within 30 calendar days of the Approval Action for a project that has received an exemption or negative declaration pursuant to CEQA. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department’s Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and [can be obtained online](#). 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.

## PROPOSITION F

Under Campaign and Governmental Conduct Code Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision or any appeal to another City agency from that decision has been resolved. The [San Francisco Ethics Commission](#) has more information about this restriction.

## SAN FRANCISCO LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign and Governmental Conduct Code Section 21.00-2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the [San Francisco Ethics Commission](#) at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, by phone (415) 252-3100 or fax (415) 252-3112.