


# SAN FRANCISCO PLANNING 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

**Thursday, February 27, 2025**  
**12:00 p.m.**  
**Regular Meeting**

**Commissioners:**

Lydia So, President  
Kathrin Moore, Vice President,  
Derek Braun, Amy Campbell,  
Theresa Imperial,  
Sean McGarry, Gilbert Williams

**Commission Secretary**

Jonas P. Ionin

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

**Commission Hearing Broadcasts**

Live stream: <https://sfgovtv.org/planning>  
Live, Thursdays at 12:00 p.m., Cable Channel 78  
Re-broadcast, Fridays at 8:00 p.m., Cable Channel 26

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

## RAMAYTUSH OHLONE ACKNOWLEDGEMENT

The 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.

**Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available.** After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability. We anticipate having a functioning lift after the completion of construction in May 2025. There are elevators and accessible restrooms located on every floor.

**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.

**ROLL CALL**

President: Lydia So  
 Vice-President: Kathrin Moore  
 Commissioners: Derek Braun, Amy Campbell, Theresa Imperial,  
 Sean McGarry, Gilbert Williams

**A. 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.

- 1a. 2023-005187CUA (V. PAGE: (628) 652-7396)  
54 4TH STREET – west side between Market and Jessie Streets (District 6) – Request for **Conditional Use Authorization** pursuant to Planning Code Section 303(g) to allow the conversion of 72 of the 81 existing residential hotel rooms (Group Housing, a Residential Use) to tourist hotel rooms (Hotel, a Retail Sales and Services Use) within a C-3-R (Downtown Retail) Zoning District, Priority Equity Geographies Special Use District, and 160-S Height and Bulk District. The conversion of residential hotel rooms at the subject property (a.k.a., the “Mosser Hotel”) requires one-for-one replacement of units pursuant to Chapter 41 of the Administrative Code. Therefore, the Project also involves the conversion of 72 tourist hotel rooms located at 509 Minna Street (a.k.a., the “Minna Hotel”) to residential hotel rooms.  
*Preliminary Recommendation: Approve with Conditions*  
**(Proposed for Continuance to March 6, 2025)**
- 1b. 2023-005187VAR (V. PAGE: (628) 652-7396)  
509 MINNA STREET – south side between 6th and 7th Streets (District 6) – Request for **Variance** from the Planning Code’s requirements for rear yard (Section 134), residential open space (Section 135) and bicycle parking (Section 155.2) to allow the conversion of all 72 existing tourist hotel rooms (Hotel, a Retail Sales and Services Use) to residential hotel rooms (Group Housing rooms, a Residential Use) within the SOMA NCT (Neighborhood Commercial Transit) Zoning District, Priority Equity Geographies Special Use District, and 45-X and 85-X Height and Bulk Districts. The conversion of 72 tourist hotel rooms at the subject property (a.k.a., the “Minna Hotel”) to residential hotel rooms would satisfy the requirement of one-for-one replacement of units, pursuant to Chapter 41 of the Administrative Code. Therefore, the Project also involves the conversion of 72 residential hotel rooms located at 54 4<sup>th</sup> Street (a.k.a., the “Mosser Hotel”) to tourist hotel rooms.  
**(Proposed for Continuance to March 6, 2025)**
2. 2020-009915CUA (J. HORN: (628) 652-7366)  
237 SANCHEZ STREET – east side between 15th and 16th Streets; Lot 031 in Assessor’s Block 3558 (District 8) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 317 to demolish an existing 2,963 square-foot, two-story one-family dwelling with an unauthorized dwelling unit and to construct a new 8,933 gross-square-foot, four-story-over-basement five-unit residential building, with a 167-square-foot garage providing one-vehicle garage and five Class 1 bicycle parking spaces within a RTO (Residential Transit Oriented) 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 Canceled hearing on February 20, 2025)  
**(Proposed for Continuance to March 6, 2025)**
3. 2023-009469DRP (D. WINSLOW: (628) 652-7335)  
77 BROAD STREET – south side between Plymouth and San Jose Avenues; Lot 014A in Assessor’s Block 7112 (District 11) – Request for **Discretionary Review** of Building Permit Application No. 2023.0629.1225 for the construction of a two-story horizontal and vertical addition to add two dwelling units to a two-story, two-unit building 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: Do Not Take Discretionary Review and Approve*  
(Continued from Regular hearing on January 16, 2025)

**(Proposed for Continuance to March 20, 2025)**

4. 2019-017622ENV (R. SHUM: (628) 652-7542)  
570 MARKET STREET – north side between Sutter Street and Montgomery Street; Lot 013 in Assessor's Block 0291 (District 3) – **Appeal of Preliminary Mitigated Negative Declaration** for the proposed demolition of the existing two-story-over-basement buildings and construction of a 29-story, approximately 300-foot-tall building for hotel uses. The new building would provide approximately 3,400 gross square feet of retail space on the ground floor and mezzanine levels fronting Market Street and an approximately 123,000-square-foot hotel space that would accommodate approximately 210 guest rooms. The project site is in a C-3-O (Downtown Office) Zoning District, Priority Equity Geographies SUD (Special Use District), and 300-S Height and Bulk District.  
*Preliminary Recommendation: Uphold Preliminary Mitigated Negative Declaration*  
(Continued from Regular hearing on December 12, 2024)  
**(Proposed for Continuance to April 3, 2025)**
- 5a. 2019-017622DNX (J. VIMR: (628) 652-7319)  
570 MARKET STREET – north side between Sutter Street and Montgomery Street; Lot 013 in Assessor's Block 0291 (District 3) – Request for **Downtown Large Project Authorization** pursuant to Planning Code Sections 309 with exception from requirements for interior lot setbacks under Section 132.1, for off-street freight loading spaces under Sections 152.1 and 161, and for off-street tour bus loading spaces under Section 162 to allow the construction of a 29-story, approximately 300-foot-tall building for hotel uses. The new building would provide approximately 3,400 gross square feet of retail space on the ground floor and mezzanine levels fronting Market Street and an approximately 123,000-square-foot hotel space that would accommodate approximately 210 guest rooms. The project site is in a C-3-O (Downtown Office) Zoning District, Priority Equity Geographies SUD (Special Use District), and 300-S Height and Bulk District. The Planning Department issued a preliminary mitigated negative declaration pursuant to 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 December 12, 2024)  
**(Proposed for Continuance to April 3, 2025)**
- 5b. 2019-017622CUA (J. VIMR: (628) 652-7319)  
570 MARKET STREET – north side between Sutter Street and Montgomery Street; Lot 013 in Assessor's Block 0291 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 210.2 and 303, to allow the construction of a 29-story, approximately 300-foot-tall building for hotel uses. The new building would provide approximately 3,400 gross square feet of retail space on the ground floor and mezzanine levels fronting Market Street and an approximately 123,000-square-foot hotel space that would accommodate approximately 210 guest rooms. The project site is in a C-3-O (Downtown Office) Zoning District, Priority Equity Geographies SUD (Special Use District), and 300-S Height and Bulk District.  
*Preliminary Recommendation: Approve with Conditions*  
(Continued from Regular hearing on December 12, 2024)  
**(Proposed for Continuance to April 3, 2025)**
- 5c. 2019-017622VAR (J. VIMR: (628) 652-7319)  
570 MARKET STREET – north side with rear frontage along Sutter Street (a through lot); Lot 013 in Assessor's Block 0291 (District 3) – Request for **Variance** from the Zoning Administrator to consider a further height exemption for the elevator penthouse pursuant to Section 260(b)(1)(B). Such exemptions are normally limited

to 16 feet above the height limit, but the Zoning Administrator may, after conducting a public hearing, grant a further height exemption for the penthouse to the extent they determine such an exemption is required to meet state or federal laws or regulations. The project site is in a C-3-O (Downtown Office) Zoning District, Priority Equity Geographies SUD (Special Use District), and 300-S Height and Bulk District.  
**(Proposed for Continuance to April 3, 2025)**

## B. CONSENT CALENDAR

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Planning Commission, and may be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Commission, the public, or staff so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item at this or a future hearing.

6. [2024-011339CUA](#) (D. SPYCHER: (628) 652-7588)  
255 CALIFORNIA STREET – southeast corner of Battery Street; Lot 013 in Assessor's Block 0262 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 210.2 and 303 to establish a Non-Retail Sales & Service use (General Office use) within two vacant ground floor tenant spaces at the subject property located within a C-3-O (Downtown- Office) Zoning District and 400-S Height and Bulk District. The project proposes interior tenant improvements and no exterior improvements. 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 Canceled hearing on February 20, 2025)
7. [2024-010575CUA](#) (D. SPYCHER: (628) 652-7588)  
1463 HAIGHT STREET – south side between Ashbury Street and Masonic Avenue; Lot 025 in Assessor's Block 1244 (District 5) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303, 719, and 781.9 to allow a change of use from an existing Limited Restaurant use (d.b.a. Bizza) to Restaurant use, which will sell on-sale alcoholic beverages on the ground floor within the Haight Street NCD (Neighborhood Commercial District) Zoning District, Haight Street Alcohol Restricted Use Subdistrict and 40-X Height and Bulk District. No interior or exterior alterations are proposed. 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 Canceled hearing on February 20, 2025)
8. [2024-011113CUA](#) (M. LANGLEY: (628) 652-7410)  
401 COLUMBUS STREET – west side between Green, Stockton and Vallejo Streets; Lot 026 in Assessor's Block 0131 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303, 722 and 780.3 to allow for the transfer of a Type 47 (On-Sale General – Eating Place) ABC License to an existing Restaurant (dba Steps of Rome) within the North Beach NCD (Neighborhood Commercial District) Zoning District, North Beach and Telegraph Hill-North Beach SUD (Special Use Districts) and 401-X Height and Bulk District. The Restaurant located at the subject property previously held a Type 41 ABC license.  
*Preliminary Recommendation: Approve with Conditions*  
 (Continued from Canceled hearing on February 20, 2025)
9. [2024-010813CUA](#) (J. HORN: (628) 652-7366)  
2001 VAN NESS AVENUE, GROUND B – northwest corner of Jackson Street; Lot 002 in Assessor's Block 0594 (District 2) – Request for **Conditional Use Authorization** pursuant to the CB3P Program and Planning Code Sections 209.3 and 303 to establish a 7,210 gross-square-foot Retail Sales and Services use (dba Bay Breakers Boxing Gym) at the ground floor of a commercial building located within a RC-4 (Residential-Commercial, High Density) Zoning District, Van Ness SUD (Special Use District), and 80-D Height and Bulk District. No interior or



exterior alterations are proposed. 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 Canceled hearing on February 20, 2025)

10. [2024-010541CUA](#) (J. DACEY: (628) 652-7415)  
 1530-1542 HAIGHT STREET – north side between Clayton and Ashbury Streets; Lots 013 and 052 in Assessor's Block 1231 (District 5) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 121.2, 303 and 719, to allow an existing General Grocery use (d.b.a. Gus's Community Market) to expand into an adjacent, vacant retail space exceeding 2,499 square feet of floor area within the Haight Street NCD (Neighborhood Commercial District) Zoning District, Haight Street Alcohol Restricted Use Subdistrict and 40-X Height and Bulk District. There will be no expansion of the existing building envelope. 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*
11. [2024-004085DRM](#) (G. GUNTHER: (628) 652-7607)  
 1 LA AVANZADA – Sutro Tower; Lot 003 in Assessor's Block 2724 (District 7) – Request for **Mandatory Discretionary Review**, pursuant to Planning Code Section 306.9, of Building Permit Application No. 2024.0118.4187, proposing the voluntary removal of existing exterior horizontal cladding panels and replacement with new exterior horizontal cladding panels with non-lead paint on levels two, three, and four of the tower within a RH-1(D) (Residential, House – One-Family) Zoning District, the Family and Senior Housing Opportunity SUD (Special Use District), and 40-X Height and Bulk District.  
*Preliminary Recommendation: Take Discretionary Review and Approve with Conditions*  
 (Continued from Canceled hearing on February 20, 2025)

## C. COMMISSION MATTERS

12. LAND ACKNOWLEDGEMENT
13. CONSIDERATION OF ADOPTION:
- [Draft Minutes for February 6, 2025](#)
  - [Draft Minutes for February 13, 2025](#)
14. COMMISSION COMMENTS/QUESTIONS
- Inquiries/Announcements: Without discussion, at this time Commissioners may make announcements or inquiries of staff regarding various matters of interest to the Commissioner(s).
  - Future Meetings/Agendas: At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Planning Commission.

## D. DEPARTMENT MATTERS

15. DIRECTOR'S ANNOUNCEMENTS
16. REVIEW OF PAST EVENTS AT THE BOARD OF SUPERVISORS, BOARD OF APPEALS AND HISTORIC PRESERVATION COMMISSION

## E. 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. When the number of speakers exceed the 15-minute limit, General Public Comment may be moved to the end of the Agenda.

## F. REGULAR CALENDAR

The Commission Hearing Procedures provide for presentations by staff; when applicable, followed by a presentation of the project sponsor team; followed by public comment. Please be advised that the project sponsor team includes: the sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors.

17. [2024-009753PCA](#) (M. TAYLOR: (628) 652-7352)  
**WINDOW REPLACEMENT STANDARDS [BOARD FILE NO. 241021] – Planning Code Amendment** – Ordinance introduced by Supervisor Melgar amending the Planning Code to limit restrictions on window replacement projects in certain buildings; affirming the Planning Department’s determination under the California Environmental Quality Act; making findings of consistency with the General Plan and the eight priority policies of Planning Code Section 101.1; and making findings of public necessity, convenience, and welfare under Planning Code Section 302.  
*Preliminary Recommendation: Adopt a Recommendation for Approval with Modifications*  
(Continued from Regular hearing on February 6, 2025)
18. [2021-005878CWP](#) (M LEON-FARRERA: (628) 652-7474)  
**TENANT PROTECTIONS: REPLACEMENT UNITS & TENANT RIGHTS – Informational Presentation** – The purpose of this informational hearing is to provide an overview of forthcoming citywide tenant protection legislation that will be introduced in connection with the Housing Element rezoning program, Expanding Housing Choice. The draft legislation aims to codify and improve implementation of California Senate Bill 330 (SB330), including provisions for unit replacement and tenant protections for projects that propose to demolish existing housing units. The Planning Department is seeking feedback from the Commission to ensure that the proposal effectively balances housing production, housing preservation, tenant protections, and community needs.  
*Preliminary Recommendation: None – Informational*
19. (K. CONNER: (628) 652-7535)  
**STATE HOUSING LAWS – Informational Presentation** on State Housing Laws passed in the 2024 legislative session.  
*Preliminary Recommendation: None – Informational*

## ADJOURNMENT

## HEARING PROCEDURES

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

Public Comments: Persons attending a hearing may comment on any scheduled action 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 Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue(s) by the Director or a member of the staff.
2. A presentation of the proposal by the Project Sponsor(s) team (includes sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed 10 minutes, unless a written request for extension not to exceed a total presentation time of 15 minutes is received at least 72 hours in advance of the hearing, through the Commission Secretary, and granted by the President or Chair.
3. A presentation of opposition to the proposal by organized opposition for a period not to exceed 10 minutes (or a period equal to that provided to the project sponsor team) with a minimum of three (3) speakers. The intent of the 10 min block of time provided to organized opposition is to reduce the number of overall speakers who are part of the organized opposition. The requestor should advise the group that the Commission would expect the organized presentation to represent their testimony, if granted. Organized opposition will be recognized only upon written application at least 72 hours in advance of the hearing, through the Commission Secretary, the President or Chair. Such application should identify the organization(s) and speakers.
4. Public testimony from proponents of the proposal: An individual may speak for a period not to exceed three (3) minutes.
5. Public testimony from opponents of the proposal: An individual may speak for a period not to exceed three (3) minutes.
6. Director's preliminary recommendation must be prepared in writing.
7. Action by the Commission on the matter before it.
8. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
9. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
10. Public comment portion of the hearing shall be closed and deliberation amongst the Commissioners shall be opened by the Chair.
11. A motion to approve; approve with conditions; approve with amendments and/or modifications; disapprove; or continue to another hearing date, if seconded, shall be voted on by the Commission.

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

For Discretionary Review cases that are considered by the Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue by the Director or a member of the staff.
2. A presentation by the DR Requestor(s) team (includes Requestor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed five (5) minutes for each requestor.
3. Testimony by members of the public in support of the DR would be up to three (3) minutes each.
4. A presentation by the Project Sponsor(s) team (includes Sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period up to five (5) minutes but could be extended for a period not to exceed 10 minutes if there are multiple DR requestors.
5. Testimony by members of the public in support of the project would be up to three (3) minutes each.
6. DR requestor(s) or their designees are given two (2) minutes for rebuttal.
7. Project sponsor(s) or their designees are given two (2) minutes for rebuttal.
8. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.



The Commission must Take DR in order to disapprove or modify a building permit application that is before them under Discretionary Review. A failed motion to Take DR results in a Project that is approved as proposed.

**HEARING MATERIALS**

Advance Submissions: To allow Commissioners the opportunity to review material in advance of a hearing, materials must be received by the Planning Department eight (8) days prior to the scheduled public hearing. All submission packages must be delivered to 49 South Van Ness Ave, 14th Floor, by 5:00 p.m. and should include fifteen (15) hardcopies and a PDF copy must be provided to the staff planner. Correspondence submitted to the Planning Commission after eight days in advance of a hearing must be received by the Commission Secretary no later than the close of business the day before a hearing for it to become a part of the public record for any public hearing.

Correspondence submitted to the Planning Commission on the same day, must be submitted at the hearing directly to the Planning Commission Secretary. Please provide ten (10) copies for distribution. Correspondence submitted in any other fashion on the same day may not become a part of the public record until the following hearing.

Correspondence sent directly to all members of the Commission must include a copy to the [Commission Secretary](#) for it to become a part of the public record.

These submittal rules and deadlines shall be strictly enforced, and no exceptions shall be made without a vote of the Commission.

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

**APPEALS**

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

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

Case Type	Case Suffix	Appeal Period *	Appeal Body
Office Allocation	OFA (B)	15 calendar days	Board of Appeals **
Conditional Use Authorization and Planned Unit Development	CUA (C)	30 calendar days	Board of Supervisors
Building Permit Application (Discretionary Review)	DRP/DRM (D)	15 calendar days	Board of Appeals
EIR Certification	ENV (E)	30 calendar days	Board of Supervisors
Coastal Zone Permit	CTZ (P)	15 calendar days	Board of Appeals
Planning Code Amendments by Application	PCA (T)	30 calendar days	Board of Supervisors
Variance (Zoning Administrator action)	VAR (V)	10 calendar days	Board of Appeals
Large Project Authorization in Eastern Neighborhoods	LPA (X)	15 calendar days	Board of Appeals
Permit Review in C-3 Districts, Downtown Residential Districts	DNX (X)	15-calendar days	Board of Appeals
Zoning Map Change by Application	MAP (Z)	30 calendar days	Board of Supervisors

\* Appeals of Planning Commission decisions on Building Permit Applications (Discretionary Review) must be made within 15 days of the date the building permit is issued/denied by the Department of Building Inspection (not from the date of the Planning Commission hearing). Appeals of Zoning Administrator decisions on Variances must be made within 10 days from the issuance of the decision letter.

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

For more information regarding the Board of Appeals process, please contact the [Board of Appeals](#) at (628) 652-1150. 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).

Assembly Bill 1114 regulates review of post entitlement phase permits. Post entitlement phase permits include building permits for housing development projects (construction of one unit or more). Post entitlement phase permits may not be appealed unless the appeal is filed by the applicant.

## 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.

## PROTEST OF FEE OR EXACTION

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

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

## PROPOSITION F

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