

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, July 31, 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 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. 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 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 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.

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.

1. [2025-001427CUA](#) (M. WOODS: (628) 652-7358)
1488 LOMBARD STREET – northeast corner of Franklin Street; Lot 017 in Assessor's Block 0498 (District 2) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 712 to permit a Kennel Use for the overnight boarding of pets on the ground floor of an existing commercial space (d.b.a. Lombard Doggy Daycare), located within a NC-3 (Neighborhood Commercial, Moderate Scale) Zoning District, Family and Senior Housing Opportunity SUD (Special Use District) and 40-X Height and Bulk District. No exterior alterations are proposed to the subject building. 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
2. [2025-002753CUA](#) (M. DITO: (628) 652-7358)
1499 WEBSTER STREET – southwest corner of Geary Boulevard; Lot 023 in Assessor's Block 0708 (District 5) – Request for **Conditional Use Authorization** pursuant to Planning Code Section 121.2 to exceed the non-residential use size limit of 6,000 square feet of gross floor area. The existing use is a dialysis clinic (dba Davita San Francisco Dialysis), classified as a Health Service use, that is proposing to increase use from 9,970 gross square feet to 11,123 gross square feet. Pursuant to Planning Code Section 178, the use is considered an existing Conditional Use because it is a legal use that exceeds the non-residential use size limit but requires a new Conditional Use Authorization to enlarge within the Fillmore Street NCT (Neighborhood Commercial Transit) Zoning District and 130-B/160-F 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
3. [2025-004852CUA](#) (J. HORN: (628) 652-7366)
2059 CHESTNUT STREET – south side between Steiner Street and Fillmore Street; Lot 025 in Assessor's Block 0491 (District 2) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303, 303.1, 703.4 and 711 to establish a Formula Retail Sales and Service use (dba "On") within a vacant 4,870 square-foot ground floor storefront of an existing four story, mixed-use building, located in a NC-2 (Neighborhood Commercial, Small Scale) Zoning District, Family Housing and Senior Housing Opportunity 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

4. [2025 003679CUA](#) (C. ALEXANDER: (628) 652-7334)
1720 FULTON STREET – north side between Masonic Avenue and Central Avenue; Lot 166 in Assessor's Block 1175 (District 2) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303, 303.1, and 713 to establish a Formula Retail Personal Services use (d.b.a. Club Pilates) on the ground floor of a three-story mixed-use building, located in a NC-S (Neighborhood Commercial, Shopping Center) Zoning District, Family Housing Opportunity 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
5. [2025-004536CUA](#) (M. LANGLIE: (628) 652-7410)
811 SANSOME STREET – west side between Broadway and Pacific Avenue; Lot 004 in Assessor's Block 0164 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 249.25 and 303 to establish Office use on the ground floor of the subject property within a C-2 (Community Business) Zoning District, Jackson Square SUD (Special Use District) and 65-A Height and Bulk District.
Preliminary Recommendation: Approve with Conditions
6. [2025-003645CUA](#) (E. OROPEZA: (628) 652-7416)
5299 03RD STREET – southeast corner of Van Dyke Avenue; Lot 001A in Assessor's Block 5385 (District 10) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303, 249.62 and 737, to establish a Bar use with a type 42 Liquor License (d.b.a. Gratta Wines), within an existing retail space at the ground floor of an existing two-story mixed-use building, within the Bayview NCD (Neighborhood Commercial District) Zoning District, Third Street Alcohol Restricted Use District, Priority Equity Geographies SUD (Special Use District), 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
7. [2025-004505CUA](#) (C. GROB: (628) 652-7532)
1303 LARKIN STREET – northwest corner of Pine Street; Lot 037 in Assessor's Block 0645 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Section 303(e), to amend Conditions of Approval of Motions No. 13189 (Conditional Use Authorization Application No. 90.807C), approved by the Planning Commission on October 17, 1991, and to amend Motion No. 13482 (Conditional Use Authorization Application No. 90.807C_2) approved by the Planning Commission on March 11, 1993. The proposed amendments would allow the owner to 1) remove a previous condition of approval that requires off-site parking, and 2) remove conditions that restrict the existing affordable units for senior citizens and/or disabled people. The project will remain 100% affordable, and no physical alterations are proposed as part of CUA Application No. 2025-004505CUA. The subject property is within the Polk Street NCD (Neighborhood Commercial District) Zoning District, Family and Senior Housing Opportunity SUD (Special Use District), and 80-A Height and Bulk District.
Preliminary Recommendation: Approve with Conditions
- 8a. [2019-023623ENX-02](#) (V. PAGE: (628) 652-7396)
130 TOWNSEND STREET – north side between 2nd and 3rd Streets; Lot 008 in Assessor's Block 3788 (District 6) – Request to extend by three years the performance period of a **Large Project Authorization** pursuant to Planning Code Section 329 for a Project that would construct a four-story vertical addition to an existing one-story double-height historic building ("the Townsend Building") for a total height of 65 feet with 34,737 square feet of office space and 1,759 square-feet of retail space and new construction of a five-story, 65-foot, separate and completely autonomous mixed-use building on the rear portion of the lot ("the Stanford Building") with 46,464 square-feet of Office space and 711 square-feet of Production, Distribution and Repair (PDR) space within the CMUO (Central SOMA Mixed Use Office) Zoning District, Central SOMA SUD (Special Use District), and

65-X Height and Bulk District. The Project has not changed since it was approved by the Planning Commission on September 2, 2021, through Motion No. 20972.

Preliminary Recommendation: Approve with Conditions

- 8b. [2019-023623OFA-03](#) (V. PAGE: (628) 652-7396)
130 TOWNSEND STREET – north side between 2nd and 3rd Streets; Lot 008 in Assessor's Block 3788 (District 6)
– Request to rescind Conditions of Approval Nos. 1 through 5 of **Office Development Authorization** Application No. 2019-023623OFA, originally approved by the Planning Commission on September 2, 2021 under Motion No. 20973 to establish 34,737 square-feet of Office Use within the CMUO (Central SOMA Mixed Use Office) Zoning District, Central SOMA Special Use District, and 65-X Height and Bulk District. The Project has not changed since it was approved by the Planning Commission on September 2, 2021, through Motion No. 20973. Conditions of Approval Nos. 1 through 5 of Motion No. 20973 are not applicable because the validity period for Office Development Authorizations is eighteen months, not three years, from the approval date of Motion No. 20973. Conditions of Approval Nos. 6 through 8 of Motion No. 20973 remain valid.

Preliminary Recommendation: Approve with Conditions

- 8c. [2019-023623OFA-04](#) (V. PAGE: (628) 652-7396)
130 TOWNSEND STREET – north side between 2nd and 3rd Streets; Lot 008 in Assessor's Block 3788 (District 6)
– Request to rescind Conditions of Approval Nos. 1 through 5 of **Office Development Authorization** Application No. 2019-023623OFA-02, originally approved by the Planning Commission on September 2, 2021 under Motion No. 20974 to establish 46,464 square-feet of Office Use within the CMUO (Central SOMA Mixed Use Office) Zoning District, Central SOMA Special Use District, and 65-X Height and Bulk District. The Project has not changed since it was approved by the Planning Commission on September 2, 2021, through Motion No. 20974. Conditions of Approval Nos. 1 through 5 of Motion 20974 are not applicable because the validity period for Office Development Authorizations is eighteen months, not three years, from the approval date of Motion No. 20974. Conditions of Approval Nos. 6 through 8 of Motion No. 20974 remain valid.

Preliminary Recommendation: Approve with Conditions

- 8d. [2019-023623VAR-02](#) (V. PAGE: (628) 652-7396)
130 TOWNSEND STREET – north side between 2nd and 3rd Streets; Lot 008 in Assessor's Block 3788 (District 6)
– Request for **Variations** from the strict requirements of the Planning Code related to façade articulation for buildings above 65 feet within the Central SOMA Special Use District (Section 132.4) and active uses at the ground level (Section 145.1) within the CMUO (Central SOMA Mixed Use Office) Zoning District, Central SOMA SUD (Special Use District), and 65-X Height and Bulk District.

C. COMMISSION MATTERS

9. LAND ACKNOWLEDGEMENT

10. 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

11. DIRECTOR'S ANNOUNCEMENTS

12. 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.

13. [2024-008053CRV](#) (T. GREENAN: (628) 652-7324)
SMALL PROJECT AMENDMENTS TO THE CITYWIDE DESIGN STANDARDS – **Informational Presentation** for amendments to the existing Citywide Design Standards to address small residential projects. Following adoption of the standards last year the Department has been developing new standards that address the sensitivity of implementing denser housing in lower-scale residential neighborhoods. The standards propose to allow flexibility on how a project sponsor can respond to the immediate context and address single and multiple building scenarios.
Preliminary Recommendation: None – Informational
- 14a. [2024-002799CUA](#) (M. LANGLEIE: (628) 652-7410)
906 BROADWAY – north side between Taylor and Mason Streets; Lot 009 in Assessor's Block 0149 (District 3) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 186.3, 209.2, 303, and 710, to convert a vacant church building (Landmark #204 – Our Lady of Guadalupe) from Institutional use to a multifunction event space, defined as a Nighttime Entertainment use. Pursuant to Planning Code Section 186.3, any use and use characteristic permitted on the ground floor in an NC-1 District may be established within a building designated under Article 10 of the Planning Code, provided that the specific use is essential to the feasibility of retaining and preserving the landmark. The proposal calls for events to be held during the daytime and nighttime hours and requests a Conditional Use Authorization, pursuant to Planning Code Section 710, to extend hours of operation from 11:00 pm to 2:00 am for intermittent evening events. The subject property is located within a RM-2 (Residential-Mixed, Moderate Density) Zoning District and 40-X Height and Bulk District. The Historic Preservation Commission approved a Certificate of Appropriateness on July 16, 2025 regarding the proposed exterior and interior work. 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
- 14b. [2024-002799VAR](#) (M. LANGLEIE: (628) 652-7410)
906 BROADWAY – north side between Taylor and Mason Streets; Lot 009 in Assessor's Block 0149 (District 3) – Request for **Variance** from Section 134 of the Planning Code, which requires a rear yard equal to 30% of the lot depth at the subject property. The proposed enclosed exterior stair required for secondary egress is located in the required rear yard. The subject property is located within a RM-2 (Residential-Mixed, Moderate Density) Zoning District and 40-X Height and Bulk District. The Historic Preservation Commission approved a Certificate of Appropriateness on July 16, 2025 regarding the proposed exterior and interior work.
15. [2025-004305CUA](#) (C. ENCHILL: (628) 652-7551)
863 CAROLINA STREET – east side between 20th and 22nd Streets; Lot 031 in Assessor's Block 4097 (District 10) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 178 and 303 to modify the approval of Motion No. 20099 to remove condition of approval number six, thereby allowing a new roof deck 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***G. DISCRETIONARY REVIEW CALENDAR**

The Commission Discretionary Review Hearing Procedures provide for presentations by staff; followed by the DR requestor team; followed by the project sponsor team; followed by public comment. Please be advised that the DR requestor and project sponsor teams include: the DR requestor and sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors.

16. [2024-011548DRP-02](#) (D. WINSLOW: (628) 652-7335)
2867 GREEN STREET – south side between Lyon and Baker Streets; Lot 024 in Assessor's Block 0956 (District 2) – Request for **Discretionary Review** of Planning Application No. 2024-011548PRJ to raise the height of the roof of a two-unit building within a RH-1 (Residential House- One 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 DR and Approve
(Continued from Regular hearing on June 26, 2025)

17. [2024-011261DRP-02](#) (D. WINSLOW: (628) 652-7335)
1025 ASHBURY STREET – west side between Downey Street and Clifford Terrace; Lot 038 in Assessor's Block 1269 (District 8) – Request for **Discretionary Review** of Planning Application No. 2024-011261PRJ to construct a new third story addition and roof deck to an existing two-story over basement single-family house 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: Take Discretionary Review and Approve as Modified

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 sfolanning.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.

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.