

Universal Planning Notification Public Outreach

May 19, 2009

SAN FRANCISCO
PLANNING DEPARTMENT



Universal Planning Notification (**UPN**) Project

- Action Plan Development and Objectives: Rise of the UPN
- Mission Statement
- Summary of Current Processes
- Examples of Current Processes
- Benefits of Current Processes
- Issues/Concerns with Current Processes
- Goals of UPN Project
- Next Steps



Action Plan – Development

- The Planning Commission engaged an external consultant to evaluate our business practices
- The study focused on the following major issues:
 - Consistent interpretation and implementation of regulations
 - Clear communication of regulations, requirements, and process
 - Predictability of the process and results
 - Accountability for the quality, timeliness, and consistency of decision making
 - Responsive staff and service for customers
- Staff also relied on other reviews: SPUR AIA report, DBI BPR, and other discussions to develop an Action Plan.



Action Plan - Objectives

As adopted by the Planning Commission:

- 1) Improve staff effectiveness and morale by providing needed tools, systems, and structures
- 2) Provide more comprehensive, consistent, and timely review of projects
- 3) Recognize and support preservation of significant resources while improving the efficiency and predictability of the preservation program
- 4) Enable the Planning Commission to focus on higher-level policy issues
- 5) *Improve the public experience of the Planning process through improved communication*
- 6) Improve Department effectiveness by providing appropriate management structures and oversight



Mission Statement: UPN

To create consistent notification standards of planning processes and improve opportunity for timely public review and input on land use decisions.



Summary of Current Processes

- 40+ Planning Department processes require notification
- Variety of distribution methods, including: mailed notices, posters and newspaper ads
- Variety of requirements, including: length of notices, content of notices and recipients
- Notification requirements are governed by Planning and Administrative Code as well as Planning Department/Commission policies



Summary of Current Processes

Most common notifications (2000-2008 averages)

Building Permit Applications - Section 311/312 (991)*

Environmental Review (263)

Discretionary Review (260)*

Variance (235)

Conditional Use (166)



Summary of Current Processes

Other common notifications (2000-2008 averages)

Downtown Exceptions (Section 309/309.1) (16)

Zoning Map Change (11)

Landmark or Historic District (7)

Institutional Master Plan (3)

Coastal Permit (3)

Designate or Re-Designate Building (1)



Section 311/312

Mailed notice and Poster
**SAN FRANCISCO
PLANNING DEPARTMENT**

1650 Mission Street Suite 400 San Francisco, CA 94103

NOTICE OF BUILDING PERMIT APPLICATION (SECTION 311)

On August 1, 2005, the Applicant named below filed Building Permit Application No. 2005.08.01.9085 (Alteration) with the City and County of San Francisco.

CONTACT INFORMATION		PROJECT SITE INFORMATION	
Applicant:	Gunther Gopp	Project Address:	1345 Montgomery Street
Address:	215 Vicksburg St.	Cross Streets:	Filbert
City, State:	San Francisco, CA 94114	Assessor's Block /Lot No.:	0105/001
Telephone:	(415) 550-3080	Zoning Districts:	RH-3 /40-X

Under San Francisco Planning Code Section 311, you, as a property owner or resident within 150 feet of this proposed project, are being notified of this Building Permit Application. You are not obligated to take any action. For more information regarding the proposed work, or to express concerns about the project, please contact the Applicant above or the Planner named below as soon as possible. If your concerns are unresolved, you can request the Planning Commission to use its discretionary powers to review this application at a public hearing. Applications requesting a Discretionary Review hearing must be filed during the 30-day review period, prior to the close of business on the Expiration Date shown below, or the next business day if that date is on a week-end or a legal holiday. If no Requests for Discretionary Review are filed, this project will be approved by the Planning Department after the Expiration Date.

PROJECT SCOPE		
☐ DEMOLITION	and/or	☐ NEW CONSTRUCTION or ☐ ALTERATION
☐ VERTICAL EXTENSION		☐ CHANGE # OF DWELLING UNITS ☐ FACADE ALTERATION(S)
☐ HORIZ. EXTENSION (FRONT)		☐ HORIZ. EXTENSION (SIDE) ☐ HORIZ. EXTENSION (REAR)

PROJECT FEATURES	EXISTING CONDITION	PROPOSED CONDITION
BUILDING USE	Restaurant	Single Family Dwelling
FRONT SETBACK	None	No Change
SIDE SETBACKS	None	No Change
BUILDING DEPTH	see plan	No Change
REAR YARD	see plan	No Change
HEIGHT OF BUILDING	34 feet	No Change
NUMBER OF STORIES	3 over basement	No Change
NUMBER OF DWELLING UNITS	0	1
NUMBER OF OFF-STREET PARKING SPACES	0	1

PROJECT DESCRIPTION

The proposal is convert the existing commercial building, most recently used as a restaurant, to a single family dwelling. The project includes extensive remodeling of the interior and several changes to the exterior, including the addition of two dormer windows on the Montgomery St. façade, the replacement of several windows on the Montgomery St. façade, the creation of a true garage door and curb cut on the Montgomery St. façade, and the addition of a roof deck with a glass guardrail. See attached plans.

PLANNER'S NAME: Kelley Amdur

PHONE NUMBER: (415) 558-6351

EMAIL: kelley.amdur@sfgov.org

DATE OF THIS NOTICE:

EXPIRATION DATE:



Environmental Review

Mailed notice



SAN FRANCISCO **PLANNING DEPARTMENT**

Notification of Project Receiving Environmental Review

Date: (notification date)
Case No.: 200X.XXXXXE
Project Address: (Project Address/Title)
Zoning: xxx (district name) Use District
 xxx Height and Bulk District
Block/Lot: (block)/(lot)
Lot Size: xxxxx square feet
Staff Contact: (name) – (415) xxx-xxxx
 (email address)

1650 Mission St.
 Suite 400
 San Francisco,
 CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
 Information:
415.558.6377

PROJECT DESCRIPTION:

(Brief description of proposed project)

PURPOSE OF NOTICE:

The project is being studied by the Planning Department's Major Environmental Analysis section to determine its potential environmental effects. No environmental documents have been issued for this project. Public comments concerning the potential environmental effects of this project are welcomed. In order for your concerns to be fully considered or to ensure your receipt of future environmental review documents for this project, **please contact the staff identified above by [2 weeks from date of notice]**. This notice is routinely sent to [for site-specific projects: community organizations, tenants of the affected property and properties adjacent to the project site, and those persons who own property within 300 feet of the project site.] [if project is larger than site-specific: potentially interested parties.] Anyone receiving this notice is encouraged to pass on this information to others who may have an interest in the project.

Environmental review provides information on physical environmental effects and does not make recommendations on the project itself. Other review or approval actions may be required for the project. These actions may involve further public notification and public hearings. If you have comments on the proposed project that pertain to matters other than physical environmental effects, please note the file number and call [neighborhood planner and # or PIC if no neighborhood planner yet].



Variance

Mailed notice

*(same format as
Conditional Use)*



SAN FRANCISCO PLANNING DEPARTMENT

ZONING ADMINISTRATOR NOTICE OF HEARING ON VARIANCE APPLICATION

Notice is hereby given to the general public and to owners of the subject property and other property within 300 feet that an application for a variance under the Planning Code as described below has been filed with the Zoning Administrator and will be considered at a **PUBLIC HEARING** to be held on **Wednesday, June 27, 2007** beginning at 9:30 a.m., City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408 as follows:

CASE NO. 2006.0390V: 200 Randall Street (98 Whitney Street), on the north side of Randall Street, at the corner of Whitney and Randall Streets; Lot 027 in Assessor's Block 6654 in an RH-2 (Residential, House, Two-Family) Zoning District and a 40-X Height and Bulk District.

Rear Yard Variance: The proposal is to remove the existing rear stairs and to construct a deck at the second story at the rear of the subject property.

Section 134 of the Planning Code requires that the subject property maintain a rear yard that measures 27' in length. The proposed new deck encroaches approximately 6' into the required rear yard.

Per Section 311 of the Planning Code, this proposal is also subject to a 30-day notification to occupants and owners within 150-feet of the subject property. The mailing of such notification will be done separately.

This notice has been mailed to you because the subject site is within 300 feet of your property. While it is not required that you appear or send a written communication on this matter, you are most welcome to do so. Any comments you may wish to make will be appreciated.

Persons who are unable to attend the public hearing may submit written comments regarding this application to the Zoning Administrator, Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103, by 5:00pm the day prior to the hearing. These comments will be made a part of the official public record, and will be brought to the attention of the person or persons conducting the public meeting or hearing.

Pursuant to Government Code Section §65009, if you challenge, in court, the approval of a variance, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Zoning Administrator, at, or prior to, the public hearing.

The case may be heard at any time **after 9:30 AM**. Questions concerning this notice or the application for variance described above should be directed to **Jonas P. Ionin** at (415) 558-6309, or e-mail at jonas.ionin@sfgov.org.

Author Initials/filepath

Lawrence B. Badiner
Zoning Administrator

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377



Variance

Poster

*(same format as
Conditional Use)*



NOTICE OF PUBLIC HEARING

A ZONING VARIANCE WILL BE CONSIDERED BY THE ZONING ADMINISTRATOR ON WEDNESDAY March 25, 2009, BEGINNING AT 9:30 AM, AT CITY HALL, ROOM 400, DR. CARLTON B. GOODLETT PLACE.

CASE NO. 2008.0283V

AN APPLICATION TO: Construct an addition at the rear of the building on the ground and first floors only and to construct a new rear deck within the required rear yard. The subject property is within an RH-2 (Residential, Two-Family) District within a 40-X Height and Bulk District and within the Bernal Heights Special Use District.

FOR THE PROPERTY AT: 41-43 Mirabel Street, LOT 034 IN ASSESSOR'S BLOCK 5517.

THIS CASE MAY BE HEARD AT ANY TIME AFTER 9:30AM. FOR A MORE SPECIFIC HEARING TIME FOR THIS CASE OR IF YOU HAVE QUESTIONS OR COMMENTS YOU CAN CALL 575-9084 BETWEEN 9 AM TO 5 PM, OR COMMENTS IN WRITING CAN BE MAILED TO THE ZONING ADMINISTRATOR AT 1650 MISSION STREET S.F. CA 94103. *PLEASE INCLUDE THE CASE NUMBER*

PERSONS WHO ARE UNABLE TO ATTEND THE PUBLIC HEARING MAY SUBMIT WRITTEN COMMENTS TO THE ZONING ADMINISTRATOR AT: PLANNING DEPARTMENT, 1650 MISSION STREET, SUITE 400, SAN FRANCISCO, CA 94103. BY THE TIME THE PROCEEDING BEGINS, WRITTEN COMMENTS REGARDING THIS CASE WILL BE MADE PART OF THE PUBLIC RECORD AND WILL BE BROUGHT TO THE ATTENTION OF THE ZONING ADMINISTRATOR.



**Variance/Conditional
Use (combined)***Poster*

NOTICE OF PUBLIC HEARING

THE PLANNING COMMISSION AND THE ZONING ADMINISTRATOR WILL HOLD JOINT PUBLIC HEARINGS ON THURSDAY May 7, 2009, BEGINNING AT 1:30 PM, AT CITY HALL, ROOM 400, DR. CARLTON B. GOODLETT PLACE.

CASE NO. 2008.1401CV

AN APPLICATION FOR: A Request for Conditional Use approval to allow the construction of a building over 40-feet within a residential zoning district. The project is to construct a 5-story, 3-unit mixed-use development on the existing surface parking lot. The Zoning Administrator will hear a variance request from the rear yard and exposure requirements. The subject property is within the Lower Nob Hill Apartment Hotel National Register District, the RC-4 (Residential-Commercial, High Density) District, and an 130-E Height and Bulk District.

FOR THE PROPERTY AT: 995-999 Sutter Street, LOT 012
IN ASSESSOR'S 0300.

THIS CASE MAY BE HEARD AT ANY TIME AFTER 1:30PM. FOR A MORE SPECIFIC HEARING TIME FOR THIS CASE OR IF YOU HAVE QUESTIONS OR COMMENTS YOU CAN CALL PLANNER TIM FRYE AT 575-6822 BETWEEN 9 AM TO 5 PM, OR COMMENTS IN WRITING CAN BE MAILED TO THE ZONING ADMINISTRATOR AT 1650 MISSION STREET S.F. CA 94103. *PLEASE INCLUDE THE CASE NUMBER*

PERSONS WHO ARE UNABLE TO ATTEND THE PUBLIC HEARING MAY SUBMIT WRITTEN COMMENTS TO THE ZONING ADMINISTRATOR AT: PLANNING DEPARTMENT, 1650 MISSION STREET, SUITE 400, SAN FRANCISCO, CA 94103. BY THE TIME THE PROCEEDING BEGINS, WRITTEN COMMENTS REGARDING THIS CASE WILL BE MADE PART OF THE PUBLIC RECORD AND WILL BE BROUGHT TO THE ATTENTION OF THE ZONING ADMINISTRATOR.



Benefits of Current Processes

- Variety of distribution methods
- Summarizes key information related to a project, including project description, entitlement process and hearing information (if applicable)
- Section 311 – plans included to facilitate understanding of proposal
- Each notification requirement was drafted to deal with unique entitlement standards of each process
- ???



Issues/Concerns with Current Processes

- Inconsistent notification standards
- Overlapping requirements (one project may trigger several unique notification processes)
- Non-synchronized timing standards
- Dissimilar notice and poster formats (across application types)
- Lack of predictable notification standards confuses staff and public alike
- Resource consumption
- Cost to City and Applicant
- ???



Goals of Universal Planning Notification

- Maintain benefits of current processes
- Consolidate notification processes
- Improve consistency of notification standards, including: timing, content/format and type
- Improve staff productivity and reduce waiting time for other projects in the pipeline
- Create more predictable and consistent notification processes
- Reduce resource consumption and manage costs



Next Steps

- Additional community outreach meetings
– July 2009
- Informational hearing at Planning
Commission – July 2009
- Proposal to Planning Commission for
initiation – August 2009



Staff Contacts

Website: <http://upn.sfplanning.org>

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