

Cow Hollow Association Recommendations
Discretionary Review Workshop
11/19/08

Introductory Comments:

- CHA would consider supporting the newly proposed administrative procedures, provided that the Pre-Application process is strengthened as outlined below, and, a form checklist (to be provided) is used by both Planning and the project sponsor in the Pre-App process, which will provide notice to immediate neighbors and related Neighborhood Associations. We would also recommend that the Hearing Officer is selected from a current or past Commission member.
- Cow Hollow Association is supportive of Planning's desire to improve and streamline the DR process. However, we would be concerned if the role of the Residential Design Committee and proposed Hearing Officer served to deprive citizens of their right to learn about and comment on projects that slip through and are approved without adequate notice.
- Finally, there should be a method to appeal the decision of the Hearing Officer to the Planning Commission.

Pre-Application Meeting between the Project Sponsor and Affected Parties.

1. Standard invitation/envelope mailed 10 days prior to Pre-App Meeting - provide proof of mailing
2. Mechanism for neighbors to directly submit their comments and/or concerns to the Planning Department
 - a. Form/checklist included in the Pre-App notification
 - b. Key neighbors (adjacent/across/behind-min 150 feet) receive in addition a stamped envelope addressed to the Department
3. Planning Staff member present
4. Meeting at subject property

Neighborhood Association Review

1. Each neighborhood would use either a Department prepared form/checklist that follows the RDG, or if neighborhood design guidelines have been developed, a form/checklist that follows the specific elements of design – i.e. CHNDG
2. Neighborhood Association to complete the checklist, mails it into the Department, Department attaches it to the project submittal, and Planning responds to the specific points

Plan Modifications

If requested by a neighbor or Neighborhood Association, when plans are modified, interested parties are notified that revised plans are available at 1650 Mission, 4th Floor and at subject property. Interested parties are given 10 days to review plans at Planning and respond using an available form

311 Notice

Prepared in a standard format, showing measurements, square footage, and plans, and including a photo

Before Filing a DR

DR Applicant must demonstrate one of the following has been accomplished:

1. Attend Pre-App Meeting and or submitted checklist form
2. Set-up an appointment with the project sponsor
3. Set-up an appointment with the project's architect
4. Discuss project with the neighborhood association

DR Applicant Meeting with Planner

1. Planner familiar with the Planning Code, RDG, and neighborhood design guidelines and understands how to assess the DR Applicant's concerns
2. Planner has a strong familiarity with the project and understands how to assess the DR Applicant's concerns
3. Planner can discuss the DR Applicant's concerns with the project sponsor and architect

DR Application

1. Review by Planning Staff of the completeness of the application and its content
2. DR Applicant to demonstrate extraordinary and exceptional circumstances
 - a. Checklist of extraordinary and exceptional circumstances with explanation including:
 - historic resource
 - violates RDG
 - violates neighborhood design guidelines

Project Sponsor

Demonstrate Project Sponsor has accomplished one of the following:

1. Reach out to DR Applicant to discuss concerns and attempt to reach a compromise, thus drop the DR
2. Initiate Community Boards
3. Meet with neighborhood association to develop list of action items and demonstrate their accomplishment