



# SAN FRANCISCO PLANNING DEPARTMENT

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## Planning Commission Memorandum

HEARING DATE: AUGUST 13, 2009

**Date:** August 6, 2009  
**To:** Members, Planning Commission  
**From:** Lawrence B. Badiner, Zoning Administrator  
**Staff Contact:** Scott Sanchez – (415) 558-6326  
[scott.sanchez@sfgov.org](mailto:scott.sanchez@sfgov.org)  
**Re:** Universal Planning Notification (UPN) Project – Draft Concepts  
**Recommendation:** **Informational Presentation Requesting Feedback on Department's Proposal**

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### UNIVERSAL PLANNING NOTIFICATION PROJECT

The Universal Planning Notification Project ("UPN") is part of the Planning Department's ("Department") 2008-2010 Action Plan. One of the goals stated in the Action Plan was "to improve the public experience of the Planning process through improved communication."

In response to this objective, an internal working group consisting of representatives from each division<sup>1</sup>, has been formed to analyze current notification processes, review best-practices of other jurisdictions and conduct community outreach to develop improved notification standards.

#### Goals of the UPN Project:

The goal of the UPN Project is to streamline the notification standards for building permits, environmental documents, and public hearings and provide improved opportunity for timely public review and input on land use decisions.

The UPN Project has the following overarching goals:

1. Consolidate the number of notification types (to approximately 3 – 4 types);
2. Standardize mailing and posting time periods and recipients;
3. Improve consistency between mailed and posted notices;
4. Transition to providing on-line plans and materials;
5. Simplify or eliminate outdated noticing provisions; and
6. Create a streamlined notification process for small and minor projects.

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<sup>1</sup> **UPN Project Working Group** - *Director's Office/Administration:* Lawrence Badiner, Zoning Administrator/Assistant Director, Tara Sullivan, Lisa Chau, and Alton Chinn. *Neighborhood Planning:* Kelley Amdur, Director of Neighborhood Planning, Kate Conner, Sharon Lai, Edgar Oropeza, Cecilia Jaroslawsky, Cathy Thai, Michael Smith, and Scott Sanchez. *Citywide:* Mat Snyder, Scott Dowdee, and Maria Oropeza. *Major Environmental Analysis:* Sarah Jones.

## **REQUESTED COMMISSION ACTION**

The Department has prepared the following report and presentation to provide the Planning Commission ("Commission") with an introduction to the UPN Project, overview of current notification processes, outline of proposed changes and to receive input about the proposal. In particular, the Department is seeking input from the Commission on the following:

1. The proposed notification timelines for building permits and hearings;
2. Providing an alternative building permit notification process for minor projects;
3. Eliminating Block Book Notations (BBN); and,
4. The proposed formatting and content of notices/posters.

## **ANALYSIS OF CURRENT NOTIFICATION PROCESSES**

In addition to compiling and analyzing existing notification types and standards, the Department reviewed a variety of notification statistics to inform development of the draft proposal. These included a comparison of notification radii to determine the median number of owner and occupants, average cases filed with the Department requiring notification, and summary of notification costs.

### **The Way it is Now: Over 40 Types of Notification Processes**

Currently, the Department implements more than 40 different notification processes that are required by the Planning Code, Administrative Code, and/or Planning Commission/Planning Department/Zoning Administrator Policies (see Attachment I: *Summary of Planning Department Notification Requirements*). These notification processes differ in content, distribution method, duration, and audience, and often contain conflicting or duplicative requirements. Over time, the Department has formatted notices to suit a particular notice type. The result is a system that is confusing for both planners and the public, and, more importantly, notices that do not serve their true purpose – to give the public clear information about a project and/or public hearing.

To highlight the variety of notifications, the chart on the following page contains examples of *commonly used notifications* and their requirements.

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*Commonly used notifications* and their requirements:

PROJECT TYPE	EXISTING STANDARDS		
	Posting	Mailing	Newspaper
<b>Building Permit Application (BPA)/Discretionary Review (DR)</b>			
Building Permit Application Notice (Section 311/312)	30 day - 11x17	30 day - 150' owner/occupant. Plans included.	None
Discretionary Review - Standard Hearing Notice	10 day - 30" x 30"	10 day - 150' owner/occupant (practice is to notify adjacent properties). No plans included.	None
<b>Environmental Review</b>			
Notice of Availability of Negative Declaration	20 day - 11x17	20 day - 300' owner	20 day
Notice of Preparation of Environmental Impact Report (EIR)	30 day - 11x17	30 day - 300' owner	30 day
<b>Preservation</b>			
Landmark (Individual)	None	10-day - owner of property.	20 day
Certificate of Appropriateness	None	None	None
<b>Public Hearing for Project Entitlement</b>			
Office Allocation	20 day - 30" x 30"	None	None
Conditional Use (CU)	20 day - 30" x 30"	10 day - 300' owner. No plans included.	20 day
Variance	20 day - 30" x 30"	10 day - 300' owner. No plans included.	None
<b>Text/Map Change</b>			
Map Change - Greater Than ½ Acre	None	10 day - 300' owner. Map included.	20 day
Text Change/General Plan Amd.	None	None	20 day
<b>Other</b>			
BBN	None	10 day notice (no plans) or signature on plans or phone call	None

As the chart demonstrates, there is little consistency among the notification processes. For public hearings, there is little detail about the entitlement/project and no plans are provided to the public. Lastly, the notices and posters themselves are not written in a manner that is user-friendly to the public.

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**Number and Type of Cases Filed at the Department:**

The Department reviewed caseload trends from 2001-2008 to develop an annual average for the most common cases that require notification.

The following is a summary of the most common cases filed with the Department requiring notice:

Type	Annual Number of Filings (Average)	Mailed Notice Requirement
Building Permit Applications (Section 311/312)	991	150 feet – owner/occupant
Environmental Review Applications	274	300 feet – owner
Discretionary Review Applications	270	Adjacent properties
Variance Applications	246	300 feet - owner
Conditional Use Applications	163	300 feet - owner
Section 309 Applications (Downtown/Rincon Hill)	16	300 feet - owner

Utilizing the median number of owners and occupants within the 150 and 300 foot notification radii (see below) and the average annual cases, the Department estimates that more than 225,000 notices are issued on an annual basis for planning projects and cases.

**Radius Comparison:**

One common aspect of notifications is the distance (radius) from the subject property that any mailed notices and materials must be sent out. For example, public hearings for Variances and Conditional Use Authorizations capture properties within 300 feet, while Section 311 & 312 notices capture properties within 150 feet.

In addition to radius, mailed notices have a recipient requirement (i.e. owners of property, occupants and/or interested parties). For example, public hearings for Variances and Conditional Use Authorizations are limited to owners, while Section 311 & 312 include both owners and occupants of property. Additionally, notices may also be sent to neighborhood organizations, government agencies and/or other interested parties.

The Department surveyed 21 properties in a variety of zoning districts (Residential-House, Residential-Commercial, Neighborhood Commercial, Downtown and Mixed-Use) using in-house GIS tools to determine the median number of owners and occupants within 150 feet and 300 feet of a property (Attachment II: *Radius Comparison*).

The following is a summary of this survey:

Radius	Owners	Occupants	Total
150 feet	40	106	152
300 feet	114	243	353

This chart indicates that if the Section 311 & 312 distance requirement of 150 feet were to be extended to 300 feet and retained notice to both owners and occupants, the number of notices issued would increase

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by 132%. Conversely, if public hearing distance requirement were to be reduced to 150 feet, but extended to both owners and occupants, the number of notices issued would increase by only 33%.

**Cost:**

The Department also reviewed costs associated with current notification processes, including materials, postage and processing. Currently, the Department staff processes most public hearing notifications while contracting with the City's Reproduction and Mail Services ("ReproMail") for Building Permit Application (Section 311/312) notifications. Costs for mailed hearing notices, posters and newspaper ads<sup>2</sup> are included in the application fee, while costs for mailed Section 311/312 notifications and posters are assessed to the Project Sponsor independently of the building permit application fee.

The following is a summary of the current base costs for the most common mailed notification types (NOTE: this does NOT include costs for staff time):

Type	Cost	Comments
Hearing Notice (No Plans Included)	.57 cents (per notice)	.44 cents (postage) + .10 cents (1 sheet of paper) + .03 cents (envelope)
Section 312 (8.5 x 11 plans included)	\$67.50 + \$1.13 (per notice)	\$45 (base fee) + \$22.50 (Board of Appeals Surcharge) + \$1.13 (postage/processing per notice)
Section 311 (11 x 17 plans included)	\$67.50 + \$3.26 (per notice)	\$45 (base fee) + \$22.50 (Board of Appeals Surcharge) + \$3.26 (postage/processing per notice)

The Department, utilizing the median number of owners and occupants within the 150 and 300 foot notification radii and the current notification costs, deduced typical costs for notification.

The following is a summary of notification costs by notification type (NOTE: **BOLD** indicates current average fees for Hearing Notice and Section 311/312):

Radius	150 feet (owner/occupant)	300 feet (owner)	300 feet (owner/occupant)
Hearing Notice (No plans included)	\$127.28	<b>\$64.98</b>	\$201.21
Section 312 (8.5 x 11 plans included)	<b>\$239.26</b>	\$342.09	\$466.39
Section 311 (11 x 17 plans included)	<b>\$563.02</b>	\$859.68	\$1,218.28

Please note that in addition to the costs summarized above, the applicant is required to provide notification materials, including radius map (150 or 300 feet), mailing list and labels (of either owners or owners & occupants). These materials are either prepared by the applicant or a notification service

<sup>2</sup> The Department's annual budget for newspaper advertising (including notice of conditional use, Section 309, text amendment and rezoning hearings and environmental notices) is \$96,769.

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professional. Typical fees for this service are as follows: 150 feet (owner/occupant) = \$185 -\$200; 300 feet (owner) = \$180; and, 300 feet (owner/occupant) = up to \$600.

## **PUBLIC OUTREACH**

As a part of the UPN effort, the Department reached out to neighborhood groups and interested parties to solicit comment on the benefits and issues with the existing processes. The Department created a website (<http://upn.sfplanning.org>), which has an online survey that has been available since May 6, 2009. In addition, there have been two Community Outreach Meetings (May 19, 2009 and July 9, 2009). Approximately 8-10 individuals attended each meeting, providing comments which were incorporated into the draft proposal outlined below.

### **Survey Results:**

On May 6, 2009, the Department commenced an online survey (available from the UPN website – <http://upn.sfplanning.org>) consisting of 10 questions regarding existing and preferred notification processes (Attachment III: *UPN Survey*).

To date, the Department has received 15 responses, yielding the following insights:

- Mailed notice with plans is the preferred distribution method – 2/3 of respondents listed mailed notice with plans as “the most useful” distribution method, with an overall ranking of 4.5/5 (5 being the most useful).
- Most people would refer to online plans if available - More than 90% of respondents stated they were extremely likely or likely to review plans online; however, several expressed concerns regarding accessibility of online plans for those without internet access.
- Newspaper ads are the least useful distribution method - Slightly more than ½ of respondents listed newspaper ads as “the least useful” distribution method, with an overall ranking of 1.6/5 (one being the least useful).
- Use plain language and avoid “Plannerese” – Respondents report concerns that content is too complex. The notices should be clear and concise, with key project and contact information.

## **DRAFT PROPOSAL**

The draft proposal presented below is intended to improve the notification process for the public, project sponsors, the Commission and the Department. The proposal is divided into two sections: *General Improvements to the Notification Process* and *Issues for Consideration*. The first section identifies proposed changes to all notifications processes, with the overall goal of streamlining the existing system and improving consistency. The second section contains changes to the notification processes for which the Department is requesting Commission input and direction.

### **Proposed General Improvements to Notification Processes:**

1. **Notification Content.** Revise content so that information is easier to understand. Emphasize critical details and include additional details, such as property information (project address, cross street, block/lot, zoning, height/bulk district), project information (existing/proposed use, project/entitlement description), contact information (applicant and planner), hearing information (date, time, location and hearing body), environmental review status (including,

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where applicable, historic resource determination) and relevant plan area designation (i.e. Bayview Hunters Point, Market-Octavia, etc.). (See Attachments IV: *Current Hearing Notice* & Attachment V: *Draft Hearing Notice*)

2. **Format.** Create templates for mailed notices and hearing posters which will be similar in appearance (currently mailed notices and posters have differing formats). Items such as including a clear title bar that states the notification type and period (i.e. 20-Day Notice of Hearing – Variance), summary table of existing and proposed conditions (where appropriate), text description of project/entitlement and general procedural information. (See Attachments IV: *Current Hearing Notice* & Attachment V: *Draft Hearing Notice*)
3. **Recipients.** The Department is proposing the following changes to recipient requirements:
  - a. Public Hearings: *increase* recipient list from owners only to owners & occupants;
  - b. Discretionary Review Hearings: *reduce* recipient list to adjacent owners and occupants (to reflect longstanding practice).
4. **Online plans and documents.** The Department wants to transition to providing online plans for projects (where appropriate). The following is proposed:
  - a. Entitlement Hearings: provide online plans for entitlement hearings (conditional use authorization, variances, etc.). Currently the Department does not provide plans with public hearing notifications.
  - b. Building Permit Applications (Section 311/312): continue to provide mailed plans, with an eventual transition to online plans.

Ultimately, the notices and posters will contain a web address of relevant plans and documents (available as required by project type and scope). Online documents will be in .pdf format, and will include elevations and site plan only (no floor plans). For those without internet access, plans and documents will be available to review at the Planning Department or can be mailed upon request.

5. **List of Project Applications (Cases) that have been Submitted to the Department.** The Department is interested in providing a list of entitlement project filings to the public. This list would be updated bi-weekly and available on our website. The Department is investigating the feasibility of this project.

**Community/Neighborhood Groups.** Current Department policy is to add relevant community and neighborhood groups to project mailing lists. While the Department will maintain this policy, the community/neighborhood group will be reviewed and updated to improve accuracy and groups will be queried regarding what notices they would like to receive (including option for emailed notices in-lieu of mailed notice where possible). Additionally, the Department has submitted a Friends of City Planning (FOCP) grant request for the development of a GIS-based community/neighborhood group mailing list database to allow groups ability to customize boundaries by block (rather than current 35+ neighborhood boundaries that were established in 1988).

6. **Community Advisory Committees (CAC).** Current Department policy is to add CACs to community/neighborhood mailing lists upon request. The Department will maintain this policy.

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7. **Department of Building Inspection (DBI).** The Department will coordinate with DBI to investigate improved/consolidated notification processes.
8. **Guidelines/Training.** Procedures for new notification requirements will be developed and staff will be regularly trained in notification procedures.

**Issues for Consideration:**

1. **Duration of Notice Periods - "30-20 Concept":** The Department proposes to consolidate the number of notification processes to 3-4 types. Below is the Department's initial proposal:
  - a. Building Permit Applications (Section 311/312): retain the existing 30 day mailed and posted notice period. Plans will continue to be included in the mailings, with the eventual transition to online plans.
  - b. Public Hearings: *increase* the notification period to 20 days for both the mailed notice. Currently, there is a 20 day posting requirement, and a 10 day mailing requirement.  
*This will include Variances, Conditional Use Authorizations, Certificate of Appropriateness, Office Allocations, Section 309 projects, and IMP Hearings.*
  - c. Discretionary Review Hearings pursuant to (Section 311/312): *increase* the notification period to 20 days for both the mailed notice and poster. Currently, there is a 10 day posting and mailing requirement.
  - d. Minor Building Permit Applications (Section 311/312): *reduce* the notification for minor projects that are subject to 311/312 notification (see below) from 30 days to 20 days.

*Issues for Consideration:*

At the July 9, 2009 Community Outreach Meeting, several attendees expressed concerns regarding this proposal and called for 30-day notification period for all notices, citing the need for additional time to adequately review a project (considering the complexity of projects, vacation/work schedules and ability for community/neighborhood groups to review projects at regularly scheduled meetings). The Department maintains that "30-20" provides adequate time for public review, but acknowledges the benefits inherent in a further simplification of notification timelines provided that a shorter notification period is available for DR Hearings and an alternative building permit notification process for minor projects.

2. **Newspaper Ads.** The Department would like to eliminate newspaper advertisements where possible. Feedback received to date indicates that newspaper ads are the least useful distribution method. In addition, they are a large cost for the Department (the Department's budget for newspaper advertising is \$96,769). Newspaper advertisements will continue to be used for certain types of projects, such as text and general plan amendments. Newspaper ads for projects that also provide mailed notice (i.e. conditional use authorizations) should be discontinued and provided via the Department's website. The Department maintains an online posting of the current newspaper ad; however, this can be expanded to include other project notifications/announcements and past ads can be archived on the website.

*Issues for Consideration:*

Some members of the public may not have access to the Department's website and rely on the public newspaper noticing.



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3. **Minor Projects.** The Department would like to streamline the notification period for small projects that are subject to Section 311 & 312 notice. The current 311/312 notification system, which has expanded since inception<sup>3</sup>, may provide *over*-notification of minor projects. For example, the addition of a deck requiring a firewall of more than 10 feet in height on the side property line triggers a Section 311 notification (30-day notice with posting on subject property and mailed notice/plans to all owners/occupants within 150 feet of the subject property). Notification of all owners/occupants within 150' of a project for which the impacts are arguably limited to the adjacent properties is inefficient and wasteful for the project sponsor, the Department and the public.

The goal of an alternative notification process is to identify minor projects (such as the aforementioned deck) and perform a notification tailored to the impacted parties. Minor projects could be identified through the DR Reform group, Department Brown-Bag discussion and listed in a Zoning Administrator Bulletin. The concept for notification includes 20-day posted and mailed notice to adjacent property owners/occupants. Additional project types under consideration for the status of minor projects currently include: deck on non-complying structure and lightwell infill that is visible from an offsite location.

*Issues for Consideration:*

At the July 9, 2009 Community Outreach Meeting, attendees generally expressed support for tailoring notifications to affected parties; however, several people expressed concerns regarding the 20-day notice period, citing the need for additional time to adequately review a project and the process by which minor projects would be identified. The Department maintains that 20 days provides adequate time to review a project, which by definition will be minor, and that the identification process can be flexible and publicly-accessible.

4. **Block Book Notation (BBN).** Since the 1970's members of the public, for a nominal fee<sup>4</sup>, have been able to receive notice of projects that are under review by the Department prior approval. Despite the 30+ year history of the BBN process, it is an uncoded process (with the exception of a fee provision and passing reference in Sections 311/312). The Department believes that the Section 311 & 312 notification process, which established standards for requiring notice of code-complying projects, has made the BBN process obsolete/redundant. For these reasons, the Department recommends that the BBN process be gradually eliminated as current subscriptions expire.

*Issues for Consideration:*

At the July 9, 2009 Community Outreach Meeting, attendees expressed concern at the loss of the BBN process, as they felt that it captured projects that were not subject to Section 311 & 312.

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<sup>3</sup> Section 311 was adopted February 2, 1996, and subsequently amended on five occasions. Section 312 was adopted on December 15, 2000, and subsequently amended on six occasions. Additionally, Sections 311 and 312 are the subject of more than eleven published Zoning Administrator interpretations.

<sup>4</sup> Section 351(g)(1) and (2) establishes the following annual fees for BBNs – individual requests are \$30 for the first lot (\$12/lot thereafter) and neighborhood organization requests are \$30 for the first block (\$12/block thereafter).

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**Summary Chart of Proposed Notification Processes:**

The following is a draft summary of proposed notification standards reflecting the draft UPN concepts (NOTE: **BOLD** indicates *proposed* changes from existing standards):

PROJECT TYPE	DRAFT UPN CONCEPTS		
	Posting	Mailing	Newspaper
<b>Building Permit Application (BPA)/Discretionary Review (DR)</b>			
Building Permit Application Notice (Section 311/312)	30 day - 11x17	30 day - 150' owner/occupant with plans (transition to online plans)	None
Alternative Building Permit Application Notice ("Reduced 311")	10 day - 11x17	10 day - adjacent properties	None
DR - Standard Hearing Notice	20 day - 30" x 30"	10 day - adjacent properties	None
<b>Environmental Review</b>			
Notice of Availability of Negative Declaration	Under Review	Under Review	Under Review
Notice of Preparation of Environmental Impact Report (EIR)	Under Review	Under Review	Under Review
<b>Preservation</b>			
Landmark (Individual)	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
Certificate of Appropriateness	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
<b>Public Hearing for Project Entitlement</b>			
B - Office Allocation	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
C - Conditional Use (CU)	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
V - Variance	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
X - Downtown Project Exception	20 day - 30" x 30"	20 day - 300' owner/occupant with online plans	None
<b>Text/Map Change</b>			
General Plan Amendments	None	None	20 day
Map Change Less Than 1/2ac	None	20 day - 300' owner	20 day
Map Change - Greater than 1/2 Acre	None	20 day - 300' owner	20 day
Text Change	None	None	20 day
<b>Other</b>			
BBN	Discontinue BBN Notices		
Coastal Zone	30 day - 11x17	30 day - 150' owner/occupant with plans (transition to online plans)	None
IMP Hearing Notice	20 day - 30" x 30"	20 day - 300' owner/occupant	None
X - Downtown Project Application Filing	Provide bi-weekly online reports of all case applications.		

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**NEXT STEPS**

1. Review Commission and public comments and incorporate them into the proposed changes to the notification system.
2. Conduct another Community Outreach Meeting, which is tentatively scheduled for Tuesday, September 15, 2009 at 6:00 p.m. at the Planning Department.
3. Conduct a trial of the proposed notification procedures, including online plans and revised notice forms, for a future variance hearing.
4. Develop capabilities for online distribution of plans and project materials.
5. Continue to review the existing notification types and identify those that may be redundant and can be eliminated.
6. Review notification periods for environmental documents.
7. Finalize formatting for notices and posters.

<b>RECOMMENDATION: Informational Presentation Requesting Feedback on Department's Proposal</b>
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**ATTACHMENTS**

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|-----------------|--|
| Attachment I:   | Summary of Planning Department Notification Requirements, May 2009 |
| Attachment II:  | Radius Comparison, July 2009                                       |
| Attachment III: | Sample of UPN Survey, May 2009                                     |
| Attachment IV:  | Current Hearing Notice, July 2009                                  |
| Attachment V:   | Draft Hearing Notice, August 2009                                  |

Summary of Planning Department Notification Requirements (7/9/09)										
PROJECT TYPE	Code Reference	EXISTING STANDARDS								
		Posting		Mailing				Newspaper		Comment
		Type	Length	Type	Recipients	Radius	Length	Type	Length	
Building Permit Application (BPA)/Discretionary Review (DR)										
BPA notice in NC District	PC §312	[per ZA requirement s] practice is 11"x17"	30 days	notice along with plans [practice is 8.5x11"; no specifications ; no floorplans]	owners and occupants	150'	30 days	none	none	Western SoMa subject to Section 312 controls per 803.7. uncodified practice is to use orange paper?
BPA Notice in R District	PC § 311	[per ZA requirement s] practice is 11"x17"	30 days	notice along with 11"x17" plans (inc. floor plans)	owners and occupants	150'	30 days	none	none	uncodified practice is to use orange paper
DR - Standard Hearing Notice	PC § 311(d) and 312(e)	30" x 30"	10 days	notice	owners and occupants	150'	10 days	none	none	longstanding practice has been to notify only adjacent neighbors via mail
DR - Mandatory Hearing (MCD)	PC § 217(k), 312(e), 790.141 and 890.133	notice [unspecified ]	30 days	notice	owners and occupants	300'	30 days	none	none	Subsequent DR hearing notice under Section 312(e) required.
DR - Staff-Initiated Hearing with 311/312	PC § 311(d)	30" x 30"	10 days	notice	owners and occupants	150'	10 days	none	none	Regular DR Notice performed after completion of Section 311/312 notice.
DR - Staff-Initiated Hearing without 311/312	PC § 311(d)	[per ZA requirement s] practice is 11"x17"	30 days	notice along with 11"x17" plans (inc. floor plans)	owners and occupants	150'	30 days	none	none	
DR - Mandatory Hearing	PC § 317 and 311/312 (if required)	30" x 30"	10 days	notice	owners and occupants	150'	10 days	none	none	Regular DR Notice performed after completion of Section 311/312 notice (if required)
Sutro Tower	PC § 306.9	none	none	notice	owners (and occupants?), neighborhood organizations and interested parties.	1,000'	none specified	none	none	
Environmental Review										
MEA - Notification of Project Receiving Environmental Review (all but Class 1 or 3 catex)	Not required - Department policy	none	none	notice	owners	300'	14 days	none	none	practice is to include adjacent occupants and nbhd groups as well
MEA - Notice of Availability of NegDec	Admin. Code Chapter 31.11, CEQA	11x17 onsite	20 days	notice	owners	300'	20 days	notice	20 days	practice is to include adjacent occupants/ nbhd groups as well
MEA - Notice of Availability of NegDec Involving Regional Agencies & State Clearinghouse	Admin. Code Chapter 31.11, CEQA	11x17 onsite	30 days	notice	owners	300'	30 days	notice	30 days	practice is to include adjacent occupants/ nbhd groups as well
MEA - Notice of Preparation of EIR	Admin. Code Chapter 31.11, CEQA	11x17 onsite	30 days	notice	owners	300'	30 days	notice	30 days	practice is to include adjacent occupants/ nbhd groups as well
MEA - Publication of DEIR	Admin. Code Chapter 31.11, CEQA	11x17 onsite	45 days	notice	owners	300'	45 days	notice	45 days	practice is to include adjacent occupants/ nbhd groups as well
MEA - Notice of Appeal of PMND	Admin Code Chapter 31.11	none	none	notice	owner, appellant and interested parties	none	up to 30 days	none	up to 30 days	practice is to include adjacent occupants/ nbhd groups as well
Preservation										
Certificate of Appropriateness (LPAB Only)	PC § 1006.2	none	none	none	none	none	none	none	n/a	
Certificate of Appropriateness (with CPC Review)	PC § 1006.3	none	none	notice	applicant, owner of subject property	subject property	10 days	notice	20 days	
Certificate of Appropriateness (with CPC Review) AND in Historic District	PC § 1006.3	none	none	notice	applicant, owner of subject property AND all property owners in historic district	subject property	10 days	notice	20 days	
Historic Survey	Policy	none	none					none	none	
Landmark (District)	PC § 1004.3	none	none	notice	all property owners in district	district	10 days	notice	20 days	
Landmark (Individual)	PC § 1004.3	none	none	notice	owner of subject property	subject property	10 days	notice	20 days	
Notice of Designation	PC § 1104	posting "in a conspicuou s place"	not specified	notice	owner of subject property	none	not specified	"publicatio n" pursuant to California Governme nt Code 6064	not specified	
Notice of Change of Designation	PC § 1106	none	none	notice	owner of subject property	none	not specified	none	none	
Public Hearing for Project Entitlement										
B - Office Allocation Hearing	PC § 322, PC § 306.8	notice 30" x 30"	20 days	none	none	none	none	none	none	
C - Conditional Use (CU)	PC § 306.3	30" x 30"	20 days	notice	owners	300'	10 days	notice	20 days	

Summary of Planning Department Notification Requirements (7/9/09)										
PROJECT TYPE	Code Reference	EXISTING STANDARDS								
		Posting		Mailing				Newspaper		Comment
		Type	Length	Type	Recipients	Radius	Length	Type	Length	
CU for Planned Unit Development (PUD)	PC § 306.8	30" x 30" must include map	20 days	notice	owners	300'	10 days	notice	20 days	
CU for PUD in NC or SoMa District	PC § 316.3	[size not specified] must include map	20 days	notice	owners	300'	20 days	notice	20 days	
CU in NC or SoMa District	PC § 316.3	[not specified] practice is 30" x 30"	20 days	notice	owners	300'	20 days	notice	20 days	
CU for Wireless Telecommunications (WTS) Facility (within C-3 & RC-4 Districts)	WTS Guidelines	30" x 30"	20 days	notice	owners AND residential tenants of subject building AND residential tenants within 25 feet of subject building	300'	10 days	notice	20 days	
CU for WTS Facility (all other Districts)	WTS Guidelines	30" x 30"	20 days	notice	owners and occupants	300'	10 days	notice	20 days	
Gas Station Conversion	PC § 228.4	[unspecified]	20 days	notice	owners	300 feet	10 days	none	none	
V - Variance	PC § 305, PC § 306.3, PC § 306.8	30" x 30"	20 days	notice	owners	300'	10 days	none	none	
X - Downtown Project Exception Hearing	PC § 309, PC § 306.8	30" x 30"	20 days	notice	owners	300'	10 days	none	none	
X - Hearing on Downtown Project Proposed Approval (no exceptions sought and sponsor accepts any additional requirements)	PC § 309(g)(2)	none	none	notice	owners and any person who has submitted request for additional requirements	adjacent properties	none specified	none	none	
Text/Map Change										
General Plan Amendments	PC § 306.3	none	none	none	none	none	none	notice along with map, if applicable	20 days	
Map Change Greater Than 1/2ac but Less Than 30ac	PC § 306.3	none	none	notice	owners	300'	10 days	notice	20 days	
Map Change Greater than 30ac	PC § 306.3	none	none	notice	owners	300'	10 days	notice along with map	20 days	practice is to include a map in mailed notice if appropriate
Map Change Less Than 1/2ac	PC § 306.3	8 1/2" by 11" posting at every street intersection w/in 300' radius of subject lot(s)	none	notice	owners	300'	10 days	notice along with map	20 days	
Text Change	PC § 306.3	none	none	none	none	none	none	notice	20 days	
Other										
BBN	PC § 351(f)	none	none	not specified	BBN Requestor	not specified	not specified	none	none	Practice is 10 day notice, signature on plans or phone call.
Child Care Exaction Determination Notice	PC § 314.4(a)(2), PC § 306.3	none	none	notice	owners	300'	10 days	notice	20 days	
Coastal Zone Application Filing	PC § 330.6	none	none	notice	California Coastal Commission	none	10 days	none	none	notice to CC given within 10 days of filing.
Coastal Zone Determination	PC § 330.6	none	none	notice	California Coastal Commission	none	7 days	none	none	notice to CC given within 7 days of decision.
Coastal Zone Appeal (to Board of Appeals)	PC § 330.6	none	none	notice	California Coastal Commission	none	10 days	none	none	notice to CC given within 10 days of appeal filing.
Coastal Zone	PC § 330.7	none	none	notice	occupants	100'	none specified	none	none	notice of coastal zone permit application
IMP Hearing Notice	304.5, 306.3	none	none	notice	owners	300'	10 days	notice	20 days	
Jobs-Housing Exaction Determination Notice	PC § 313.4(b), PC § 306.3	none	none	notice	owners	300'	10 days	notice	20 days	
X - Downtown Project Application Filing	PC § 309(c )	none	none	notice	owners	adjacent properties only	none specified	notice	none specified	
X - Downtown Project Proposed Approval (no exceptions sought and sponsor accepts any additional requirements)	PC § 309(d)	none	none	notice	owners	adjacent properties only	10 days	notice	none specified	

Notification Radius Comparison											
Property Information						150'			300'		
ST NO	ST NAME	CROSS	BLOCK	LOT	ZONING	OWN.	OCC.	TOTAL	OWN.	OCC.	TOTAL
3902	24th Street	Sanchez	3654	040	24th/Noe NCD	56	82	<b>138</b>	140	241	<b>381</b>
618	Broadway	Columbus	0146	004	Broadway NCD	31	245	<b>276</b>	138	855	<b>993</b>
377	Bay		0041	039	C-2	69	106	<b>175</b>	193	189	<b>382</b>
53	Stevenson	1st/2nd Streets	3708	039	C3O	12	70	<b>82</b>	22	101	<b>123</b>
408	Clement	5th/6th Avenues	1428	051	Inner Clement NCD	35	81	<b>116</b>	99	254	<b>353</b>
935	Folsom		3753	140	MUR	80	125	<b>205</b>	225	325	<b>550</b>
301	Cortland	Bocana	5667	018	NC-2	41	56	<b>97</b>	135	171	<b>306</b>
2600	Mission	22nd Street	3636	001	NC-3	26	126	<b>152</b>	58	282	<b>340</b>
2514	3rd Street		4172	002	NCT-2	34	168	<b>202</b>	86	261	<b>347</b>
1640	Market	Rose	0854	003	NCT-3	141	156	<b>297</b>	166	243	<b>409</b>
1735	Van Ness	Sacramento/Clay	0623	001A	RC-4	70	378	<b>448</b>	107	687	<b>794</b>
655	Geary	Jones/Leavenworth	0318	020	RC-4	27	563	<b>590</b>	74	1462	<b>1536</b>
152	Avila	Francisco/Capra	0464A	022	RH-1	45	144	<b>189</b>	94	346	<b>440</b>
1460	Shafter	Keith/Jennings	4789	006B	RH-1	38	44	<b>82</b>	117	131	<b>248</b>
2366	29th Avenue	Taraval/Santiago	2357	020A	RH-1	61	41	<b>102</b>	104	154	<b>258</b>
2743	Steiner	Broadway/Vallejo	0562	001C	RH-1	30	54	<b>84</b>	97	172	<b>269</b>
698	Los Palmos Drive	Hazlewood	3005C	015	RH-1(D)	30	30	<b>60</b>	89	89	<b>178</b>
2500	Turk (USF)	Parker	1107	008	RH-2	230	412	<b>642</b>	402	710	<b>1112</b>
109	Brazil	Persia/London	6015	020	RH-2	40	60	<b>100</b>	131	172	<b>303</b>
3530	Judah	40th/41st Avenues	1795	016	RH-2	36	43	<b>79</b>	114	134	<b>248</b>
743	Clayton	Frederick/Waller	1253	011	RH-3	62	109	<b>171</b>	151	324	<b>475</b>
Median						<b>40</b>	<b>106</b>	<b>152</b>	<b>114</b>	<b>243</b>	<b>353</b>

## San Francisco Planning Department - Universal Planning Notification Project [Exit this survey](#)

### 1. Notification Survey

Welcome to the survey for the San Francisco Planning Department's Universal Planning Notification (UPN) Project. The UPN project seeks to consolidate, simplify and improve the Planning Department's public notification processes, which currently number more than 40.

Examples of Planning Department notifications include: PUBLIC HEARINGS before the Planning Commission (i.e. Conditional Use and Rezoning), Historic Preservation Commission (i.e. Landmark Designation and Certificate of Appropriateness) and Zoning Administrator (i.e. Variance); BUILDING PERMIT APPLICATIONS for demolition, new construction and alteration pursuant to Planning Code Sections 311 and 312; and, ENVIRONMENTAL REVIEW (i.e. preparation of Environmental Impact Report - EIR).

Your participation in this survey will provide valuable input to the Department and assist in development of improved notification standards.

To keep informed of updates on the UPN project, please visit our website at <http://upn.sfplanning.org>.

**Within the past year, have you received or viewed any of the following Planning Department notifications?**

Yes/No

If yes, how many?

Did the notification materials help you understand the project?

MAILED NOTICE  
OF PUBLIC  
HEARING

MAILED NOTICE  
OF BUILDING  
PERMIT  
APPLICATION  
WITH PLANS  
("Section  
311/312")

MAILED NOTICE  
OF  
ENVIRONMENTAL  
REVIEW

POSTED NOTICE  
OF PUBLIC  
HEARING

POSTED NOTICE  
OF BUILDING  
PERMIT  
APPLICATION  
("Section  
311/312")

NEWSPAPER AD


BLOCK BOOK  
NOTATION (BBN)

If any of the above notification types did not help you understand the project, please describe what you feel was missing from the notice.

**\* For notifications of PUBLIC HEARINGS, did the notice help you understand the ACTION or DECISION that was to be made on the project by the Planning Commission/Historic Preservation Commission/Zoning Administrator?**

 Yes

 No

 N/A - I did not receive notice of a PUBLIC HEARING

If the notification did not help you understand the ACTION or DECISION that was to be made, please describe what you feel was missing from the notice.

**\* For notifications of BUILDING PERMIT APPLICATIONS WITH PLANS ("Section 311/312"), what was the most useful element (NOTICE or PLANS)?**

 Notice

 Plans

 N/A - I did not receive notice of a BUILDING PERMIT APPLICATIONS WITH PLANS

Please describe why this element was more useful.

**\* Did you contact staff assigned to the project or submit any materials to the Planning Department?**































 Yes

 No




If you answered yes to this question, how did you contact staff or submit materials (i.e. telephone, fax, mail, email, in person or at hearing)?

★ Please rate the usefulness/helpfulness of the following notification elements (1 being least useful and 5 being most helpful):

	1	2	3	4	5	N/A
MAILED NOTICE – written description on notice						
MAILED NOTICE – plans included with notice						
POSTED NOTICE – written description on poster						
POSTED NOTICE – location and size of poster						
NEWSPAPER AD – written description						

Comments

★ For PUBLIC HEARINGS, what would be your preferred method of viewing Planning Department notifications? (choose one)

 MAILED NOTICE

 POSTED NOTICE

 NEWSPAPER AD

 MAILED POSTCARD WITH LINK TO NOTICE ON PLANNING DEPARTMENT WEBSITE

 ALL OF THE ABOVE

 NONE - I WOULD PREFER NOT TO RECEIVE NOTIFICATIONS

Please explain why this form of notification is your preferred option.

**\* For BUILDING PERMIT APPLICATIONS ("Section 311/312"), what would be your preferred method of viewing Planning Department notifications? (choose one)**

☒ MAILED NOTICE

☒ POSTED NOTICE

☒ NEWSPAPER AD

☒ MAILED POSTCARD WITH LINK TO NOTICE ON PLANNING DEPARTMENT WEBSITE

☒ ALL OF THE ABOVE

☒ NONE - I WOULD PREFER NOT TO RECEIVE NOTIFICATIONS

Please explain why this form of notification is your preferred option.

**\* If plans were available online (via the Planning Department website) rather than mailed, how likely would you be to review them electronically (recognizing the environmental benefits of reduced paper usage)?**

☒ Extremely Likely

☒ Likely

☒ Not Likely

☒ Never - I don't have a computer, but I would like to view plans

☒ Never - I don't care to view plans

**Please provide any additional suggestions regarding potential improvements to our notification process.**

**Thank you for your interest in, and help to improve, our public notification processes.**

**If you would like to be added to the contact list for the UPN project, please provide the following information.**

**Name:**

**Company:**

**Address:**

**Address 2:**

**City/Town:**

**State:**

**ZIP/Postal Code:**

**Country:**

**Email Address:**

**Phone Number:**



# SAN FRANCISCO PLANNING DEPARTMENT

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## ZONING ADMINISTRATOR NOTICE OF HEARING ON VARIANCE APPLICATION

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

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

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**.

Lawrence B. Badiner  
Zoning Administrator



# SAN FRANCISCO PLANNING DEPARTMENT

1650 Mission Street, Suite 400 • San Francisco, CA 94103 • Fax (415) 558-6409

## 20-DAY NOTICE OF PUBLIC HEARING – VARIANCE

Hearing Date: **Wednesday, July 22, 2009**  
 Time: **Beginning at 9:30 AM**  
 Location: **City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408**  
 Hearing Body: **Zoning Administrator**

PROPERTY INFORMATION		APPLICATION INFORMATION	
Project Address:	<b>1799 Market Street</b>	Case No.:	<b>2009.9999V</b>
Cross Street(s):	<b>Octavia</b>	Case Type:	<b>Rear Yard Variance</b>
Block /Lot No.:	<b>3503/001</b>	Filing Date:	<b>April 1, 2009</b>
Zoning District:	<b>RH-3 / 85-X</b>	Building Permit:	<b>2009.01.01.0001</b>
Area Plan:	<b>Market-Octavia</b>	Filing Date:	<b>January 1, 2009</b>
PLANNER CONTACT INFORMATION		APPLICANT CONTACT INFORMATION	
Planner:	<b>Scott Sanchez</b>	Applicant/Agent:	<b>Pickup Andropov</b>
Telephone:	<b>(415) 558-6326</b>	Telephone:	<b>(650) 999-9999</b>
E-Mail:	<a href="mailto:scott.sanchez@sfgov.org">scott.sanchez@sfgov.org</a>	E-Mail:	<a href="mailto:pickup@hotmail.com">pickup@hotmail.com</a>
PROJECT FEATURES		EXISTING CONDITION	PROPOSED CONDITION
BUILDING USE .....		Single-Family Dwelling .....	No Change
FRONT SETBACK .....		None .....	No Change
SIDE SETBACKS .....		None .....	No Change
BUILDING DEPTH .....		55 feet .....	95 feet
REAR YARD .....		45 feet .....	5 feet
HEIGHT OF BUILDING .....		34 feet .....	No Change
NUMBER OF STORIES .....		3 over basement .....	No Change
NUMBER OF DWELLING UNITS .....		1 .....	No Change
NUMBER OF OFF-STREET PARKING SPACES .....		0 .....	No Change
PROJECT/ENTITLEMENT DESCRIPTION			
<p><b>HORIZONTAL EXTENSION (REAR)</b> - The proposal is to extend the existing 3-story over basement single-family dwelling approximately 40 feet towards the rear property line.</p> <p><b>PER SECTION 134 OF THE PLANNING CODE</b> the subject property is required to maintain a rear yard of approximately 40 feet. The proposed rear addition would encroach approximately 35 feet into the required rear yard and result in a rear yard of 5 feet; therefore, the project requires a variance from the rear yard requirement (Section 134) of the Planning Code.</p>			
ARCHITECTURAL PLANS			
<p><b>ARCHITECTURAL PLANS</b> (site plan and elevations) of the proposed project are available on the Planning Department's website at: <a href="http://upn.sfplanning.org/2009.9999V.pdf">http://upn.sfplanning.org/2009.9999V.pdf</a></p>			
COMBINED NOTICE			
<p><b>PER SECTION 311 OF THE PLANNING CODE</b> the building permit application associated with this project requires notification to property owners and occupants within 150 feet of the subject property. This notice also serves to satisfy the notification requirements of Planning Code Section 311.</p>			
ENVIRONMENTAL REVIEW			
<p>The proposed project has been found to be categorically exempt from CEQA Review as a categorical exemption.</p>			

中文詢問請電: **415.558.5956**

Para información en Español llamar al: **415.558.5952**

# GENERAL INFORMATION ABOUT PROCEDURES

## VARIANCE HEARING INFORMATION

Under Planning Code Section 306.3, you, as a property owner or resident within 300 feet of this proposed project or interested party on record with the Planning Department, are being notified of this Variance Hearing. **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/Agent or Planner listed on this notice as soon as possible.** Additionally, you may wish to discuss the project with your neighbors and neighborhood association or improvement club, as they may already be aware of the project.

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.

## BUILDING PERMIT APPLICATION INFORMATION

Under Planning Code Section 311, the building permit application associated with this project requires notification to property owners and occupants within 150 feet of the subject property. This notice also serves to satisfy the notification requirements of Planning Code Section 311. **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/Agent or Planner listed on this notice as soon as possible.** Additionally, you may wish to discuss the project with your neighbors and neighborhood association or improvement club, as they may already be aware of the project.

If your concerns are not resolved and you believe that exceptional and extraordinary circumstances exist, you can request the Planning Commission to use its discretionary powers to review this building permit application at a public hearing (see below).

## DISCRETIONARY REVIEW

The Planning Commission may exercise its discretionary powers to review a building permit application when exceptional and extraordinary circumstances exist. Exceptional and extraordinary circumstances occur where the standard application of adopted design standards to a project does not enhance or conserve neighborhood character, or balance the right to develop the property with impacts on nearby properties or occupants. These circumstances may arise due to complex topography, irregular lot configuration, unusual context or other conditions not addressed in the design standards.

If you believe the project warrants Discretionary Review by the Planning Commission, **you must make such request within the 20-day Variance Hearing Notification Period, prior to the Variance Hearing date shown on the reverse side**, by completing an application (available at the **Planning Department, 1660 Mission Street, 1st Floor**, or **on-line at [www.sfgov.org/planning](http://www.sfgov.org/planning)**). You must submit the application to the **Planning Information Center during the hours between 8:00 a.m. and 5:00 p.m.**, with all required materials, and a check for \$300.00, for each Discretionary Review request payable to the Planning Department. If the project includes multiple building permits, i.e. demolition and new construction, a separate request for Discretionary Review must be submitted, with all required materials and fee, for each permit that you feel will have an impact on you. **Incomplete applications will not be accepted.**

## BOARD OF APPEALS

An appeal of the approval (or denial) of a **variance application** by the Zoning Administrator may be made to the **Board of Appeals within 10 days** after the **Variance Decision Letter** is issued by the Zoning Administrator.

An appeal of the approval (or denial) of a **building permit application** by the Planning Department or Planning Commission may be made to the **Board of Appeals within 15 days** after the **building permit** is issued (or denied) by the Director of the Department of Building Inspection.

Appeals must be submitted in person at the **Board's office at 1650 Mission Street, 3rd Floor, Room 304**. For further information about appeals to the Board of Appeals, including current fees, **contact the Board of Appeals at (415) 575-6880**.

中文詢問請電: **415.558.5956**

Para información en Español llamar al: **415.558.5952**