

Universal **P**lanning **N**otification **P**lanning Commission **I**nformational Presentation

August 13, 2009

SAN FRANCISCO
PLANNING DEPARTMENT



Presentation Overview

1. Universal Planning Notification (UPN) Project Goals
2. Requested Commission Action
3. Analysis of Current Notification Processes
4. Public Outreach
5. Draft Proposal
6. Next Steps



1: UPN Project Goals

- Consolidate the number of notification types – from more than 40 to approximately 3 – 4 primary types
- Standardize mailing and posting time periods and recipients
- Improve consistency between mailed and posted notices
- Transition to providing online plans and materials
- Simplify or eliminate outdated noticing provisions
- Create a streamlined notification process for small and minor projects



2: Requested Commission Action

The Department is seeking input regarding all elements of the draft proposal, including:

- The proposed notification timelines for building permits and hearings
- Providing an alternative building permit notification process for minor projects
- Eliminating Block Book Notations (BBN)
- The proposed formatting and content of notices and posters



3: Analysis of Current Notification Processes

- Summary of existing notification processes
- Number and types of cases filed requiring notification
- Radius Comparison
- Cost



3: Summary of Common Notification Processes

Project Type	Posting	Mailing	Newspaper
Building Permit Application (BPA)/Discretionary Review (DR)			
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
Environmental Review			
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
Preservation			
Landmark (Individual)	None	10-day – owner of property.	20 day
Certificate of Appropriateness	None	None	None
Public Hearing for Project Entitlement			
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
Text/Map Change			
Map Change - Greater Than ½ Acre	None	10 day - 300' owner. Map included.	20 day
Text Change/General Plan Amd.	None	None	20 day
Other			
BBN	None	10 day notice (no plans) or signature on plans or phone call	None



3: Radius Comparison

Two Components of Notification:

- Distance that materials must be mailed
- Recipients of notice materials

The Department surveyed 21 properties to determine the median number of owners and occupants within 150 and 300 feet of a property.

The following is a summary of this survey:

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



3: Cost

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

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

Current Costs:

- Hearing Notice (no plans included) = .57 cents (per notice)
- Section 312 (8.5 x 11 plans included) = \$67.50 (base fee) + \$1.13 (per notice)
- Section 311 (11 x 17 plans included) = \$67.50 (base fee) + \$3.26 (per notice)



4: Public Outreach

Website:

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

Community Outreach Meetings:

- May 19, 2009
- July 9, 2009

Online Survey:

- 10 questions regarding existing and preferred notification processes
- 15 responses since May 6, 2009



4: Online Survey Results

- Mailed notice with plans is the preferred distribution method
- Most people would refer to online plans
- Newspaper ads are the least useful distribution method
- Use plain language and avoid “Plannerese”



5: Draft UPN Proposal

The draft proposal is divided into two sections:

- **General Improvements to Notification Processes**
(streamline and improve consistency of all processes)
- **Issues for Planning Commission Consideration**
(proposed changes to notification process for which Department is seeking Commission input and direction)



5: Draft Proposal – General Improvements

■ Notification Content

- Highlight basic elements (i.e. property information)
- Add new fields (i.e. Plan Area, CEQA Status)

■ Format

- Create unified templates for notices and posters
- Summary table of existing/proposed conditions
- General procedural information



5: Current Hearing Notice



SAN FRANCISCO **PLANNING DEPARTMENT**

ZONING ADMINISTRATOR NOTICE OF HEARING ON VARIANCE APPLICATION

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2473

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

5: Current Hearing Poster



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.

5: Current 311/312 Notice and Poster



SAN FRANCISCO PLANNING DEPARTMENT

1850 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:

5: Draft Hearing Notice and Poster

Page 1 highlights project information



SAN FRANCISCO PLANNING DEPARTMENT

1850 Mission Street, Suite 400 • San Francisco, CA 94103 • Fax (415) 558-8409

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:	1799 Market Street	Case No.:	2009.9999V
Cross Street(s):	Octavia	Case Type:	Rear Yard Variance
Block /Lot No.:	3503/001	Filing Date:	April 1, 2009
Zoning District:	RH-3 / 85-X	Building Permit:	2009.01.01.0001
Area Plan:	Market-Octavia	Filing Date:	January 1, 2009
PLANNER CONTACT INFORMATION		APPLICANT CONTACT INFORMATION	
Planner:	Scott Sanchez	Applicant/Agent:	Pickup Andropov
Telephone:	(415) 558-6326	Telephone:	(650) 999-9999
E-Mail:	scott.sanchez@sfgov.org	E-Mail:	pickup@hotmail.com
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			
HORIZONTAL EXTENSION (REAR) - The proposal is to extend the existing 3-story over basement single-family dwelling approximately 40 feet towards the rear property line. PER SECTION 134 OF THE PLANNING CODE 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.			
ARCHITECTURAL PLANS			
ARCHITECTURAL PLANS (site plan and elevations) of the proposed project are available on the Planning Department's website at: http://upn.sfplanning.org/2009.9999V.pdf			
COMBINED NOTICE			
PER SECTION 311 OF THE PLANNING CODE 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.			
ENVIRONMENTAL REVIEW			
The proposed project has been found to be categorically exempt from CEQA Review as a categorical exemption.			

5: Draft Hearing Notice and Poster

Page 2 highlights procedural information

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 on 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).** 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.**

5: Draft Proposal – General Improvements

■ Recipients

- Public Hearings:
 - **Increase** recipient list from owners only to owners & occupants
 - Distance to remain at 300 feet
- Discretionary Review Hearings:
 - **Reduce** distance from 150 feet to adjacent owners and occupants (to reflect current practice)



5: Draft Proposal – General Improvements

■ Online plans and documents

- Entitlement Hearings: provide online plans for entitlement hearings (conditional use authorization, variances, etc.)

(Currently the Department does not provide plans with public hearing notifications)

- Building Permit Applications (Section 311/312): continue to provide mailed plans, with an eventual transition to online plans



5: Draft Proposal – General Improvements

- **Online list of application filings (bi-weekly)**
- **Update Community/Neighborhood Groups mailing list**
- **Include Community Advisory Committees (CACs) in notice (when requested)**
- **Coordinate with Department of Building Inspection (DBI) on notification standards**
- **Provide Guidelines and Training to Department Staff**



5: Draft Proposal – Issues for Consideration

- **Duration of Notice Periods (“30-20 Concept”)**
 - **Building Permit Applications (Section 311/312): *retain*** existing 30 day mailed and posted notice period with transition to online plans
 - **Public Hearings: *increase*** notification period to 20 days for mailed notice (from 10 days) and retain 20 day posting requirement
 - **Discretionary Review Hearings: *increase*** notification period to 20 days for both the mailed notice and poster (from 10 days)
 - **Minor Building Permit Applications (Section 311/312): *reduce*** notification for minor projects that are subject to 311/312 notification from 30 days to 20 days



5: Draft Proposal – Issues for Consideration

■ Duration of Notice Periods (“30-20 Concept”)

Issues for Consideration:

- Is 20 day hearing notice enough time for public review and input?
- Should the Department further consolidate notification periods between hearings and building permit applications?



5: Draft Proposal – Issues for Consideration

■ Newspaper Advertisements

- Eliminate newspaper ads where possible

Issues for consideration:

- Some members of the public rely on newspaper ads for notification



5: Draft Proposal – Issues for Consideration

■ Minor Projects

- Develop reduced Section 311/312 notification processes for minor projects
- **Reduce** notification period from 30 days to 20 days
- **Reduce** notification radius from 150 feet to adjacent properties

Issues for consideration:

- Is 20 days adequate time to provide for public review?
- What types of project should be subject to this policy?



5: Draft Proposal – Issues for Consideration

■ Block Book Notation (BBN)

- Eliminate Block Book Notation program
- Section 311/312 notification process has made BBN notifications obsolete/redundant

Issues for consideration:

- BBN may capture projects not subject to Section 311/312 notification



6: Next Steps

- Incorporate comments into draft proposal
- Community Outreach Meeting – tentatively scheduled for September 15, 2009
- Conduct trial of proposed notification procedures
- Develop capabilities for online distribution of plan and project materials
- Identify notification types that can be eliminated
- Review notification periods for environmental review
- Finalize formatting for notices and posters



Conclusion

“Ah, finally. I was always told this couldn't be done!”

-Comment from UPN Survey

