

SAN FRANCISCO PLANNING COMMISSION



Notice of Hearing & Agenda

Commission Chambers, Room 400
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Thursday, January 11, 2018
1:00 p.m.
Regular Meeting

Commissioners:

Rich Hillis, President
Dennis Richards, Vice President
Rodney Fong, Christine Johnson, Joel Koppel,
Myrna Melgar, Kathrin Moore

Commission Secretary:

Jonas P. Ionin

Hearing Materials are available at:

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

Planning Department, 1650 Mission Street, 4th Floor, Suite 400
Planning Information Center, 1660 Mission Street, 1st Floor
Voice recorded Agenda only: (415) 558-6422

Commission Hearing Broadcasts:

Live stream: <http://www.sfgovtv.org>

Live, Thursdays at 1:00 p.m., Cable Channel 78
Re-broadcast, Fridays at 8:00 p.m., Cable Channel 26

Disability and language accommodations available upon request to:
commissions.secretary@sfgov.org or (415) 558-6309 at least 48 hours in advance.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Members of the public are not required to provide personal identifying information when they communicate with the Commission or the Department. All written or oral communications, including submitted personal contact information, may be made available to the public for inspection and copying upon request and may appear on the Department's website or in other public documents.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244; phone (415) 554-7724; fax (415) 554-5163; or e-mail at sotf@sfgov.org.

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Library and on the City's website at www.sfbos.org/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign and Governmental Conduct Code Section 21.00-2.160] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; phone (415) 252-3100; fax (415) 252-3112; and online <http://www.sfgov.org/ethics>.

Accessible Meeting Information

Commission hearings are held in Room 400 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is open to the public Monday through Friday from 8:00 a.m. to 8:00 p.m. and is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances. A wheelchair lift is available at the Polk Street entrance.

Transit: The nearest accessible BART station is Civic Center. Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness stations). MUNI bus routes also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information regarding MUNI accessible services, call (415) 701-4485 or call 311.

Parking: Accessible parking is available at the Civic Center Underground Parking Garage (McAllister and Polk), and at the Performing Arts Parking Garage (Grove and Franklin). Accessible curbside parking spaces are located all around City Hall.

Disability Accommodations: To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (415) 558-6309, or commissions.secretary@sfgov.org at least 48 hours in advance of the hearing to help ensure availability.

Language Assistance: To request an interpreter for a specific item during the hearing, please contact the Commission Secretary at (415) 558-6309, or commissions.secretary@sfgov.org at least 48 hours in advance of the hearing.

Allergies: In order to assist the City in accommodating persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, please refrain from wearing scented products (e.g. perfume and scented lotions) to Commission hearings.

SPANISH:

Agenda para la Comisión de Planificación. Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al 415-558-6309. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

CHINESE:

規劃委員會議程。聽證會上如需要語言協助或要求輔助設備，請致電415-558-6309。請在聽證會舉行之前的至少48個小時提出要求。

TAGALOG:

Adyenda ng Komisyon ng Pagpapalano. Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa 415-558-6309. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

RUSSIAN:

Повестка дня Комиссии по планированию. За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру 415-558-6309. Запросы должны делаться минимум за 48 часов до начала слушания.

ROLL CALL:

President: Rich Hillis
 Vice-President: Dennis Richards
 Commissioners: Rodney Fong, Christine Johnson, Joel Koppel,
 Myrna Melgar, Kathrin Moore

A. CONSIDERATION OF ITEMS PROPOSED FOR CONTINUANCE

The Commission will consider a request for continuance to a later date. The Commission may choose to continue the item to the date proposed below, to continue the item to another date, or to hear the item on this calendar.

- 1a. 2015-015846DRM (E. GORDON-JONCKHEER: (415) 575-8728)
520 28TH STREET - north side of 28th Street between Castro and Diamond Streets; Lot 008 in Assessor's Block 6604 (District 8) - **Staff-Initiated Discretionary Review**, pursuant to Planning Code Section 311(c)(1), of Building Permit Application No. 2015.11.12.2431, proposing vertical and horizontal additions to the existing one-story single-family home, including a new second floor, a new two-car garage, and two new basement levels within a RH-1 (Residential, House, One-Family) Zoning District and 40-X Height and Bulk District. In addition, the Zoning Administrator will consider a Variance from the requirements for rear yard (per Planning Code Section 134). This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
 Staff Analysis: Full Discretionary Review
Preliminary Recommendation: Take Discretionary Review and Approve with Modifications
 (Continued from Regular Meeting of November 16, 2017)
(Proposed for Continuance to February 22, 2018)
- 1b. 2015-015846DRP (E. GORDON-JONCKHEER: (415) 575-8728)
520 28TH STREET - north side of 28th Street between Castro and Diamond Streets; Lot 008 in Assessor's Block 6604 (District 8) - Request for **Discretionary Review** of Building Permit Application No. 2015.11.12.2431, proposing vertical and horizontal additions to the existing one-story single-family home, including a new second floor, a new two-car garage, and two new basement levels within a RH-1 (Residential, House, One-Family) Zoning District and 40-X Height and Bulk District. In addition, the Zoning Administrator will consider a Variance from the requirements for rear yard (per Planning Code Section 134).
 Staff Analysis: Full Discretionary Review
Preliminary Recommendation: Take Discretionary Review and Approve with Modifications
 (Continued from Regular Meeting of November 16, 2017)
(Proposed for Continuance to February 22, 2018)
- 1c. 2015-015846VAR (E. GORDON-JONCKHEER: (415) 575-8728)
520 28TH STREET - north side of 28th Street between Castro and Diamond Streets; Lot 008 in Assessor's Block 6604 (District 8) - Request for a Rear Yard **Variance** from the Zoning Administrator pursuant to Planning Code Section 134 to allow the demolition and replacement of the roof of the existing noncomplying structure constituting an increase in the volume of the building within the required rear yard. The project is located in a RH-1 (Residential, House, One-Family) Zoning District and 40-X Height and Bulk District.
 (Continued from Regular Meeting of November 16, 2017)

(Proposed for Continuance to February 22, 2018)

2. 2015-018225DRP (S. JIMENEZ: (415) 575-9187)
171 JUDSON AVENUE – south side between Edna Street and Circular Avenue; Lot 032 in Assessor’s Block 3182 (District 7) - Request for **Discretionary Review** of Building Permit Application No. 2015.11.09.2182, proposing to alter an existing two-story, single family residence by legalizing and constructing a rear horizontal addition at the first and second floors and a third story vertical addition located within a RH-1 (Residential, One-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
 Staff Analysis: Abbreviated Discretionary Review
Preliminary Recommendation: Do Not Take Discretionary Review and Approve
 (Continued from Regular Meeting of December 7, 2017)
Note: On December 7, 2017, after hearing and closing public comment, Continued to January 11, 2018 by a vote of +6-0 (Johnson absent)
(Proposed for Continuance to March 1, 2018)
- 3a. 2017-005881PCA (C. ASBAGH: (415) 575-9165)
FORMULA RETAIL GROCERY STORE IN FULTON STREET GROCERY STORE SPECIAL USE DISTRICT [BOARD FILE 170514] - **Planning Code Amendment**, Section 249.35A, to allow a grocery store that may be defined as a formula retail use in the Fulton Street Grocery Store Special Use District, and adding criteria for approval; extending the duration of the controls; and making environmental findings, findings of consistency with the General Plan and the eight priority policies of Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.
Preliminary Recommendation: Approve
 (Continued from Regular Meeting of October 19, 2017)
(Proposed for Continuance to March 15, 2018)
- 3b. 2017-005881CUA (C. ASBAGH: (415) 575-9165)
555 FULTON STREET - southeast corner of Fulton and Laguna Street; Lot 058 in Assessor’s Block 0794 (District 5) - Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303(c), 303.1, 703.4, and 249.35A to establish a formula retail sales and services establishment (d.b.a. New Seasons Market) as would be permitted under Planning Code Amendments proposed under Board File No. 170514. The project is located within a RTO (Residential Transit Oriented) and Hayes Valley NCT (Neighborhood Commercial Transit) Zoning Districts and 40-X/50-X Height and Bulk District, and the Fulton Street Grocery Store Special Use District. Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it does not result in a physical change in the environment. No CEQA review is required pursuant to San Francisco Administrative Code Section 31.04(h).
Preliminary Recommendation: Approve with Conditions
 (Continued from Regular Meeting of October 19, 2017)
(Proposed for Continuance to March 15, 2018)

B. CONSENT CALENDAR

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Planning Commission, and may be acted upon by a single roll call vote of the Commission. There will be no separate discussion of these items unless a member of the Commission, the public, or staff so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item at this or a future hearing

4. [2017-005067CUA](#) (E. JARDINES: (415) 575-9144)
245 VALENCIA STREET – east side of Valencia Street, Lot 091 in Assessor’s Block 3532 (District 9) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections: 121.2, 303, and 752, to allow the temporary conversion of an existing parking garage (currently accessory to a church “Annunciation Cathedral”) into a commercial parking garage open to the general public (DBA Comb Parking) and to allow a non-residential use size larger than 4,000 square feet within a NCT-3 (Moderate Scale Neighborhood Commercial Transit) Zoning District and 50-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Approve with Conditions
(Continued from Regular Meeting of December 14, 2017)

C. COMMISSION MATTERS

5. Consideration of Adoption:
- [Draft Minutes for December 7, 2017](#)
6. Commission Comments/Questions
- Inquiries/Announcements. Without discussion, at this time Commissioners may make announcements or inquiries of staff regarding various matters of interest to the Commissioner(s).
 - Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Planning Commission.

D. DEPARTMENT MATTERS

7. Director’s Announcements
8. Review of Past Events at the Board of Supervisors, Board of Appeals and Historic Preservation Commission

E. GENERAL PUBLIC COMMENT

At this time, members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission except agenda items. With respect to agenda items, your opportunity to address the Commission will be afforded when the item is reached in the meeting. Each member of the public may address the Commission for up to three minutes.

F. REGULAR CALENDAR

The Commission Hearing Procedures provide for presentations by staff; followed by the project sponsor team; followed by public comment for and against the proposal. Please be advised that the project sponsor team includes: the sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors.

9. [2007.0456EBKXV](#) (N. FOSTER: (415) 575-9167)
181 FREMONT STREET – located on the east side of Fremont Street between Mission and Howard Streets, Lot 450 in Assessor’s Block 3719 (District 6)– **Informational Presentation** for the onsite 1% public art requirement.
Preliminary Recommendation: None – Informational

10. (M. SMALL: (415) 575-9160)
[URBAN DESIGN GUIDELINES](#) – **Informational Presentation** providing an overview and update of the Department’s proposed Urban Design Guidelines, community engagement process and input, revisions incorporated into last draft, and introduction to proposed Special Area Design Guidelines.
Preliminary Recommendation: None – Informational

11. [2016-010340ENV](#) (J. POLING: (415) 575-9072)
500 TURK STREET – northwest corner of Turk Street and Larkin Street, (Assessor’s block/lot 0741/002) (DISTRICT 6) – Public Hearing on the **Draft Environmental Impact Report**. The project site is occupied by a one- to two-story, 20- to 30-foot-tall, 7,315-square-foot concrete tire and automobile service building and associated surface parking. The project would demolish the existing building and surface parking and construct an eight-story, 79-foot-tall, 106,000-square-foot building that would contain 107 affordable residential units and one manager’s residential unit. Constructed in 1935, the building is individually eligible for listing on the California Register. The project site is located in a Residential-Commercial, High Density (RC-4) District, the North of Market Residential Special Use District No. 1, and 80-T Height and Bulk District.
NOTE: Written comments will be accepted at the Planning Department until 5:00 p.m. on January 16, 2018.
Preliminary Recommendation: Review and Comment

12. [2017-014892PCA](#) (C. GROB: (415) 575-9138)
INCLUSIONARY AFFORDABLE HOUSING PROGRAM AMENDMENT [BOARD FILE NO. 171193]
– **Planning Code Amendment** introduced by Supervisor Peskin amending the Planning Code to amend the Inclusionary Housing Ordinance to remove the requirement that on-site and off-site inclusionary units within a new development be ownership units rather than rental unit, or alternatively, that the project sponsor submit a contract demonstrating that the proposed on-site or off-site units are exempt from the Costa-Hawkins Rental Housing Act; making conforming amendments to Planning Code Section 124; and affirming the Planning Department’s determination under the California Environmental Quality Act; making findings of public necessity, convenience, and welfare under Planning Code, Section 302; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.
Preliminary Recommendation: Approve

13. [2017-013742PCA](#) (D. SANCHEZ: (415) 575-9082)
JACKSON SQUARE SPECIAL USE DISTRICT [BOARD FILE NO. 171108] – Planning Code Amendment. Ordinance introduced by Supervisor Peskin amending the Planning Code to regulate restaurant and bar uses in the Jackson Square Special Use District; affirming the Planning Department’s determination under the California Environmental Quality Act; making findings of consistency with the General Plan and the eight priority policies of Planning Code Section 101.1; and making findings of public necessity, convenience, and welfare under Planning Code Section 302.
Preliminary Recommendation: Approve with Modifications
- 14a. [2015-012994PRJ](#) (C. ASBAGH: (415) 575-9165)
200-214 VAN NESS AVENUE – east side of Van Ness Avenue between Hayes Avenue and Tom Wadell Place, Lots 010 and 012 in Assessor’s Block 0811 (District 6) – **Informational Presentation** regarding the proposed project to demolish the existing structures and construct an 12-story (above two basement levels), 120-foot tall, approximately 168,200 square-foot building. The project would include 420 student beds, 30 dwelling units (27 replacement units and 3 new units for faculty), and approximately 49,600 square feet of educational and performance space, approximately 4,320 square feet of broadcasting studio space, and 2,600 square feet of ground-floor restaurant/retail space. The project site is located in the Downtown General Commercial (C-3-G) Zoning District and 96-X Height and Bulk District.
Preliminary Recommendation: None – Informational
- 14b. [2015-012994GPA](#) (C. ASBAGH: (415) 575-9165)
200-214 VAN NESS AVENUE – Consideration of a Resolution to Initiate a **General Plan Amendment** for Map 5 of the Downtown Area Plan pursuant to Planning Code Section 340. The proposed amendment would amend Map 5 of the Downtown Area Plan in order to change the height designation of Assessor’s Block 811, Lots 10 and 12 from 96-X to 120-X (District 6). The proposed General Plan amendment is related to Planning Code Text and Map amendments to allow the construction of a new building proposed on the subject site.
Preliminary Recommendation: Initiate and Schedule for Adoption on or After February 8, 2017
- 15a. [2015-014876CUA](#) (J. HORN: (415) 575-6925)
749 27TH STREET – south side of 27th Street between Douglas and Diamond Streets; lot 012 of Assessor’s Block 6588 (District 8) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317, to allow the tantamount to demolition of an existing two-story detached one-unit dwelling at the front of the property and the alteration of a detached single-family one-unit dwelling at the rear of the property. The project also requests a Variance from the Planning Code for front setback requirements, pursuant to Section 132. The subject property is located within a RH-1 (Residential – House, One Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Approve with Conditions
- 15b. [2015-014876VAR](#) (J. HORN: (415) 575-6925)

749 27TH STREET – south side of 27th Street between Douglas and Diamond Streets; lot 012 of Assessor’s Block 6588 (District 8) – Request for a **Variance** from the Planning Code for front setback requirements, pursuant to Section 132. The project is to allow the tantamount to demolition of an existing two-story detached one-unit dwelling at the front of the property and the alteration of a detached single-family one-unit dwelling at the rear of the property. The subject property is located within a RH-1 (Residential – House, One Family) Zoning District and 40-X Height and Bulk District.

16. [2017-013609CND](#) (D. WEISSGLASS: (415) 575-9177)
668-678 PAGE STREET – north side of Page Street between Steiner and Fillmore Streets; Lot 015 in Assessor’s Block 0843 (District 5) – Request for a **Condominium Conversion Subdivision**, pursuant to Subdivision Code Sections 1332 and 1381, to convert a three-story-over-garage, six-unit building into residential condominiums. The subject property is located within a RH-3 (Residential – House, Three Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
Preliminary Recommendation: Approve with Conditions
17. [2015-005788CUA](#) (D. WEISSGLASS: (415) 575-9177)
372 7TH AVENUE – east side of 7th Avenue, between Clement Street and Geary Boulevard; Lot 023 in Assessor’s Block 1438 (District 1) – Request for **Conditional Use Authorization** to legalize a Massage Establishment use that is operating as accessory to an existing Medical Service use (dba “Tian Yun Clinic”) at the ground floor of a 3-story mixed-use building in a NC-3 Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
Preliminary Recommendation: Approve with Conditions
 (Continued from Regular Meeting of October 19, 2017)
18. [2017-009449CUA](#) (M. DITO: (415) 575-9164)
1974 UNION STREET – north side of Union Street between Buchanan and Laguna Streets; Lot 012 in Assessor’s Block 0531 (District 2) – Request for **Conditional Use Authorization** to establish a Formula Retail use (d.b.a. The North Face) on the ground floor of a two-story, mixed use building. The proposed use would replace an existing Formula Retail use (d.b.a. Lucy Activewear). The subject property is located within a Union Street Neighborhood Commercial District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
Preliminary Recommendation: Approve with Conditions

G. DISCRETIONARY REVIEW CALENDAR

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

19. [2016-011929DRP](#) (S. VELLVE: (415) 558-6263)

575 BELVEDERE STREET – west side of Belvedere Street, between 17th and Rivoli Streets; lot 006 of Assessor’s Block 1286, located within a RH-2 (Residential-House, Two Family) and 40-X Height and Bulk District (District 5) – Request for **Discretionary Review** of Building Permit Application No. 2016.08.26.6097 proposing to demolish an exterior rear stair and construct a three-story rear horizontal addition and add two off-street parking spaces to the existing single-family residence. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).

Staff Analysis: Abbreviated Discretionary Review

Preliminary Recommendation: Do Not Take Discretionary Review and Approve as Revised
(Continued from Regular Meeting of December 14, 2017)

Note: On December 14, 2017, after hearing and closing public comment, Continued to January 11, 2018 by a vote of +4 -2 (Johnson, Hillis against; Fong absent)

ADJOURNMENT

Hearing Procedures

The Planning Commission holds public hearings regularly, on most Thursdays. The full hearing schedule for the calendar year and the Commission Rules & Regulations may be found online at: www.sfplanning.org.

Public Comments: Persons attending a hearing may comment on any scheduled item.

- ❖ When speaking before the Commission in City Hall, Room 400, please note the timer indicating how much time remains. Speakers will hear two alarms. The first soft sound indicates the speaker has 30 seconds remaining. The second louder sound indicates that the speaker's opportunity to address the Commission has ended.

Sound-Producing Devices Prohibited: The ringing of and use of mobile phones and other sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal of any person(s) responsible for the ringing or use of a mobile phone, pager, or other similar sound-producing electronic devices (*67A.1 Sunshine Ordinance: Prohibiting the use of cell phones, pagers and similar sound-producing electronic devices at and during public meetings*).

For most cases (CU's, PUD's, 309's, etc...) that are considered by the Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue(s) by the Director or a member of the staff.
2. A presentation of the proposal by the Project Sponsor(s) team (includes sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed 10 minutes, unless a written request for extension not to exceed a total presentation time of 15 minutes is received at least 72 hours in advance of the hearing, through the Commission Secretary, and granted by the President or Chair.
3. A presentation of opposition to the proposal by organized opposition for a period not to exceed 10 minutes (or a period equal to that provided to the project sponsor team) with a minimum of three (3) speakers. The intent of the 10 min block of time provided to organized opposition is to reduce the number of overall speakers who are part of the organized opposition. The requestor should advise the group that the Commission would expect the organized presentation to represent their testimony, if granted. Organized opposition will be recognized only upon written application at least 72 hours in advance of the hearing, through the Commission Secretary, the President or Chair. Such application should identify the organization(s) and speakers.
4. **Public testimony from proponents of the proposal:** An individual may speak for a period not to exceed three (3) minutes.
5. **Public testimony from opponents of the proposal:** An individual may speak for a period not to exceed three (3) minutes.
6. Director's preliminary recommendation must be prepared in writing.
7. Action by the Commission on the matter before it.
8. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
9. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
10. Public comment portion of the hearing shall be closed and deliberation amongst the Commissioners shall be opened by the Chair;
11. A motion to approve; approve with conditions; approve with amendments and/or modifications; disapprove; or continue to another hearing date, if seconded, shall be voted on by the Commission.

Every Official Act taken by the Commission must be adopted by a majority vote of all members of the Commission, a minimum of four (4) votes. A failed motion results in the disapproval of the requested action, unless a subsequent motion is adopted. Any Procedural Matter, such as a continuance, may be adopted by a majority vote of members present, as long as the members present constitute a quorum (four (4) members of the Commission).

For Discretionary Review cases that are considered by the Planning Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. A thorough description of the issue by the Director or a member of the staff.
2. A presentation by the DR Requestor(s) team (includes Requestor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed five (5) minutes for each requestor.
3. Testimony by members of the public in support of the DR would be up to three (3) minutes each.
4. A presentation by the Project Sponsor(s) team (includes Sponsor(s) or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period up to five (5) minutes, but could be extended for a period not to exceed 10 minutes if there are multiple DR requestors.

5. Testimony by members of the public in support of the project would be up to three (3) minutes each.
6. DR requestor(s) or their designees are given two (2) minutes for rebuttal.
7. Project sponsor(s) or their designees are given two (2) minutes for rebuttal.
8. The President (or Acting Chair) may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.

The Commission must Take DR in order to disapprove or modify a building permit application that is before them under Discretionary Review. A failed motion to Take DR results in a Project that is approved as proposed.

Hearing Materials

Advance Submissions: To allow Commissioners the opportunity to review material in advance of a hearing, materials must be received by the Planning Department eight (8) days prior to the scheduled public hearing. All submission packages must be delivered to 1650 Mission Street, Suite 400, by 5:00 p.m. and should include fifteen (15) hardcopies and a .pdf copy must be provided to the staff planner. Correspondence submitted to the Planning Commission after eight days in advance of a hearing must be received by the Commission Secretary no later than the close of business the day before a hearing for it to become a part of the public record for any public hearing.

Correspondence submitted to the Planning Commission on the same day, must be submitted at the hearing directly to the Planning Commission Secretary. Please provide ten (10) copies for distribution. Correspondence submitted in any other fashion on the same day may not become a part of the public record until the following hearing.

Correspondence sent directly to all members of the Commission, must include a copy to the Commission Secretary (commissions.secretary@sfgov.org) for it to become a part of the public record.

These submittal rules and deadlines shall be strictly enforced and no exceptions shall be made without a vote of the Commission.

Persons unable to attend a hearing may submit written comments regarding a scheduled item to: Planning Commission, 1650 Mission Street, Suite 400, San Francisco, CA 94103-2414. Written comments received by the close of the business day prior to the hearing will be brought to the attention of the Planning Commission and made part of the official record.

Appeals

The following is a summary of appeal rights associated with the various actions that may be taken at a Planning Commission hearing.

Case Type	Case Suffix	Appeal Period*	Appeal Body
Office Allocation	OFA (B)	15 calendar days	Board of Appeals**
Conditional Use Authorization and Planned Unit Development	CUA (C)	30 calendar days	Board of Supervisors
Building Permit Application (Discretionary Review)	DRP/DRM (D)	15 calendar days	Board of Appeals
EIR Certification	ENV (E)	30 calendar days	Board of Supervisors
Coastal Zone Permit	CTZ (P)	15 calendar days	Board of Appeals
Planning Code Amendments by Application	PCA (T)	30 calendar days	Board of Supervisors
Variance (Zoning Administrator action)	VAR (V)	10 calendar days	Board of Appeals
Large Project Authorization in Eastern Neighborhoods	LPA (X)	15 calendar days	Board of Appeals
Permit Review in C-3 Districts, Downtown Residential Districts	DNX (X)	15-calendar days	Board of Appeals
Zoning Map Change by Application	MAP (Z)	30 calendar days	Board of Supervisors

* Appeals of Planning Commission decisions on Building Permit Applications (Discretionary Review) must be made within 15 days of the date the building permit is issued/denied by the Department of Building Inspection (not from the date of the Planning Commission hearing). Appeals of Zoning Administrator decisions on Variances must be made within 10 days from the issuance of the decision letter.

**An appeal of a Certificate of Appropriateness or Permit to Alter/Demolish may be made to the Board of Supervisors if the project requires Board of Supervisors approval or if the project is associated with a Conditional Use Authorization appeal. An appeal of an Office Allocation may be made to the Board of Supervisors if the project requires a Conditional Use Authorization.

For more information regarding the Board of Appeals process, please contact the Board of Appeals at (415) 575-6880. For more information regarding the Board of Supervisors process, please contact the Clerk of the Board of Supervisors at (415) 554-5184 or board.of.supervisors@sfgov.org.

An appeal of the approval (or denial) of a **100% Affordable Housing Bonus Program application** may be made to the **Board of Supervisors within 30 calendar days** after the date of action by the Planning Commission pursuant to the provisions of Sections 328(g)(5) and 308.1(b). Appeals must be submitted in person at the Board's office at 1 Dr. Carlton B. Goodlett Place, Room 244. For further information about appeals to the Board of Supervisors, including current fees, contact the Clerk of the Board of Supervisors at (415) 554-5184.

An appeal of the approval (or denial) of a **building permit application** issued (or denied) pursuant to a 100% Affordable Housing Bonus Program application by the Planning Commission or the Board of Supervisors may be made to the **Board of Appeals within 15 calendar 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.

Pursuant to California Government Code Section 65009, if you challenge, in court, the decision of an entitlement or permit, the issues raised shall be limited to those raised in the public hearing or in written correspondence delivered to the Planning Commission prior to, or at, the public hearing.

Challenges

Pursuant to Government Code Section 65009, if you challenge, in court, (1) the adoption or amendment of a general plan, (2) the adoption or amendment of a zoning ordinance, (3) the adoption or amendment of any regulation attached to a specific plan, (4) the adoption, amendment or modification of a development agreement, or (5) the approval of a variance, conditional-use authorization, or any permit, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission, at, or prior to, the public hearing.

CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code

If the Commission's action on a project constitutes the Approval Action for that project (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA determination prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. This appeal is separate from and in addition to an appeal of an action on a project. Typically, an appeal must be filed within 30 calendar days of the Approval Action for a project that has received an exemption or negative declaration pursuant to CEQA. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://www.sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

Protest of Fee or Exaction

You may protest any fee or exaction subject to Government Code Section 66000 imposed as a condition of approval in accordance with Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

The Planning Commission's approval or conditional approval of the development subject to the challenged fee or exaction as expressed in its Motion, Resolution, or Discretionary Review Action or the Zoning Administrator's Variance Decision Letter will serve as Notice that the 90-day protest period under Government Code Section 66020 has begun.