



# SAN FRANCISCO PLANNING DEPARTMENT

---

## Executive Summary Amendment to the Planning Commission Rules & Regulations HEARING DATE: FEBRUARY 5, 2015

*Project Name:* **Amendments to the CPC Rules & Regulations**  
*Staff Contact:* Jonas P. Ionin, Director of Commission Affairs  
jonas.ionin@sfgov.org, 415-558-6309  
*Recommendation:* **Adopt Amendments**

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

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

### AMENDMENT

The first proposed amendment would modify the language under Submittals (Appendix A, Subsection A.), to refer to a new "Hearing Submittals Guidelines" document. This document would be managed administratively and updated whenever necessary to accurately reflect hearing submittal deadlines for materials to be included in case reports and Commission Packets.

For instance, effective December 11, 2014 the Planning Department began to outsource its staff reports to the City's reproduction and mail service, Repromail. As a result staff reports and any sponsor or opposition briefs to be a part of the staff case report must be prepared and submitted to Repromail in .pdf format sooner than had been required before. This amendment would allow for the CPC Rules & Regulations to be consistent with Department practice. This would not modify the current deadlines for any submittal to be a part of the Commission Packet.

The second proposed amendment to the existing Planning Commission Rules & Regulations would eliminate the prescribed order of speakers for Cases (Appendix A, Subsection D. III., Hearing Procedures), having proponents speak first and opponents speak second.

#### The Way It Is Now:

The CPC Rules & Regulations stipulate:

#### First

"For sponsor and/or opposition briefs to be included in the packet forwarded to the Planning Commission in advance of a hearing, 15 hardcopies and a .pdf copy must be provided to the staff planner no later than the close of business eight days in advance of the hearing. Generally, 5 p.m. Wednesdays."

#### Second

"III. Hearing Procedures:

- a. A thorough description of the issue(s) by the Director or a member of the staff.
- b. 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.

c. 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.

d. Public testimony from proponents of the proposal: An individuals may speak for a period not to exceed three (3) minutes. (Emphasis added)

e. Public testimony from opponents of the proposal: An individual may speak for a period not to exceed three (3) minutes. (Emphasis added)

f. Director's preliminary recommendation must be prepared in writing.

g. Action by the Commission on the matter before it.

h. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.

i. 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 Way It Would Be:

Advance submittal deadlines to be a part of the Commission Packets will not change. The modification requires advance submittals to be provided to the Office of Commission Affairs versus the case planner, no later than the close of business eight days in advance of the hearing.

It also would make a clear distinction between staff case reports and Commission Packets. To be a part of the staff case report, advance submittal briefs from sponsors and/or opponents must be provided to the case planner 14 days in advance of the scheduled hearing date. To be a part of the Commission Packet, 15 hardcopies and a .pdf of written submittals must be received by the Office of Commission Affairs, eight days in advance of the scheduled hearing.

Written public comment will continue to be accepted after Commission Packets have been delivered, including on the day of and at the hearing.

In addition, any modifications to the submittal deadlines for case reports could be handled administratively by updating the "Hearing Submittals Guidelines" document without future amendments to the Commission's Rules & Regulations.

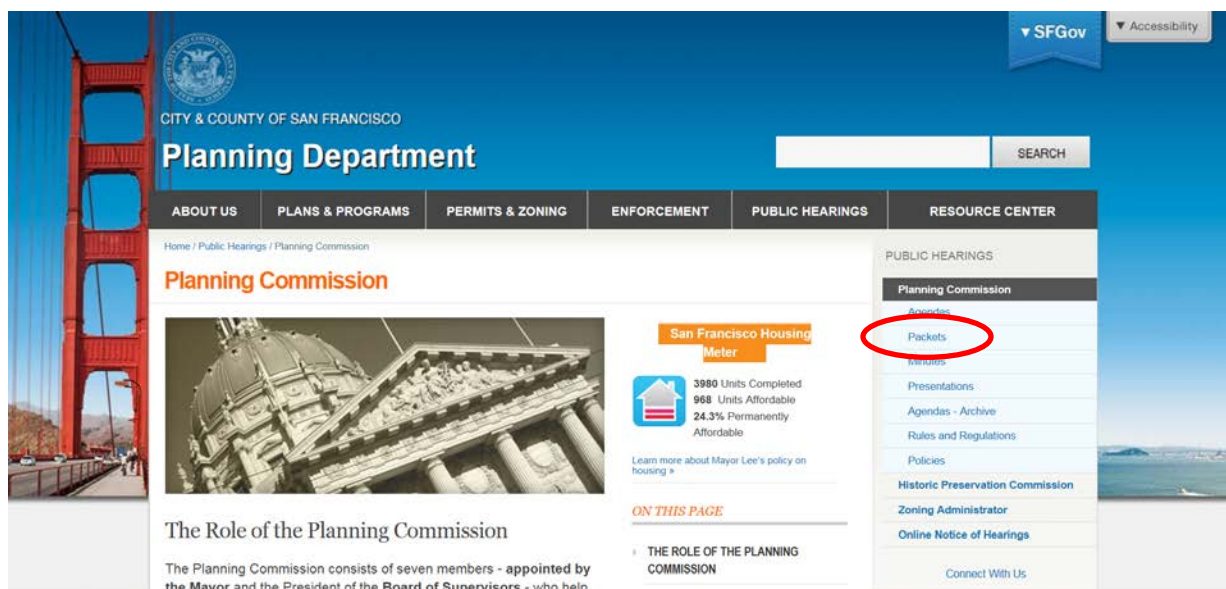
Finally, the Hearing Procedures would accurately reflect the current practice of the Commission to take public comment for or against a project in the order speaker cards are submitted, without taking proponents first and opponents second.

#### ISSUES AND CONSIDERATIONS

Members of the public have often requested case reports for certain types of cases to be issued two weeks in advance of hearing. This new procedure will provide for up to a nine day issuance of case reports with staff's analysis, whenever staff outsources the reproduction to Repromail, and still provide members of

the public an opportunity to submit hearing materials up to eight days prior a hearing through the Office of Commission Affairs to be included in the Commission packets.

As a result, staff reports linked to the Agendas may not contain all of the materials submitted regarding a given case. Therefore, the Commission’s webpage now includes a link to the complete electronic packet provided to Commissioners for every hearing by date.



### REQUIRED COMMISSION ACTION

None. The Commission is not required to take any action.

### RECOMMENDATION

The Commission should amend their Rules & Regulations to accurately inform the public of current practices and allow the “Hearing Submittals Guidelines” document to be the future guide to hearing submittal requirements.

<b>RECOMMENDATION:</b> <b>Adopt Amendments</b>
--

#### Attachments:

- Exhibit A:      Draft Rules & Regulations (with proposed amendments)
- Exhibit B:      Case Report and Material Submittal Deadlines for Planning Commission and Historic Preservation Commission Packets Memorandum
- Exhibit C:      Draft Hearing Submittals Guidelines



# SAN FRANCISCO PLANNING COMMISSION

City & County of San Francisco, California

## **DRAFT** Rules & Regulations



### ARTICLE I – NAME

Section 1. The Name of this Commission shall be "SAN FRANCISCO PLANNING COMMISSION."

### ARTICLE II – OFFICERS AND APPOINTMENTS

Section 1. Officers. The Officers of this Commission shall consist of a President and a Vice President. The President and Vice President shall be members of the Commission, and shall be elected at the first Regular Meeting of the Commission held on or after the 15<sup>th</sup> day of January of each year; or at a subsequent Meeting, the date of which shall be fixed by the Commission at the first Regular Meeting on or after the 15<sup>th</sup> day of January each year. They shall hold office for one year or until their successors are elected.

The President and Vice President shall not both be members of the commission appointed by the Mayor or President of the Board of Supervisors. (If one is a Mayor appointee, the other position must be held by a member appointed by the President of the Board of Supervisors.)

Section 2. Planning Director. The Planning Director shall hold office at the pleasure of the Commission and shall be qualified by training and experience to be the administrative and technical head of the San Francisco Planning Department and of all activities under the jurisdiction of the Planning Commission.

Section 3. Commission Secretary. The Commission at any Regular or Special Meeting may appoint a Commission Secretary who shall hold office at the pleasure of the Commission.

### ARTICLE III – DUTIES OF OFFICERS

Section 1. **President.** The President shall preside at all meetings of the Commission, shall appoint all Committees and their Chairs, and shall perform all other duties necessary or incidental to the office. The President shall attend all Meetings of bodies of which, by the Charter, he or she is made an ex-officio member, or shall designate the Planning Director or any member of the Commission to attend such Meetings in the place and stead of the President.

Section 2. **Vice President.** In the event of the absence or inability to act of the President, the Vice President shall take the place and perform the duties of the President. In the event of absence or inability to act of both the President and Vice President, the remaining members of the Commission shall elect one of their members to act temporarily as President, by a majority vote of the remaining Commissioners.

### ARTICLE IV – MEETINGS

Section 1. **Regular Meetings.** Regular Meetings of the Commission shall be open and public and shall be held each Thursday of each month except in any month where there are five (5) Thursdays. Where there are five (5) Thursdays in a month, the fifth Thursday of the month shall be cancelled, unless otherwise adopted as part of the Hearing Schedule. All Regular Meetings of the San Francisco Planning Commission shall not start before 12:00 noon, unless otherwise noticed on the printed calendar at least 72 hours in advance of a scheduled hearing. The San Francisco Planning Commission does hereby designate Room 400 of City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, California, as its regular meeting location unless otherwise noticed on the calendar at least 72 hours in advance of a scheduled hearing, or if the need arises because room capacity for Room 400 is anticipated to be exceeded. Provided that where matters of special concern to certain areas or districts of the city are to be considered, a Meeting place may be designated in the City and County within such areas or districts. The Commission Secretary will present to the Commission on or before the first Regular Meeting day of the year (or subsequent date as stipulated by the Commission) a list for consideration and indication of adoption by voice vote, the Commission's Hearing Schedule for the calendar year, including possible cancellation dates of Regular Meetings to accommodate various holidays throughout the year.

Section 2. **Special Meetings.** Special Meetings of the Commission shall be open and public and shall be held at such times as the Commission may determine. Special meetings may be called by the President for any time, and must be called by the President upon the written request of three members of the Commission, filed with the Administrative Secretary. The Place of such Meetings shall be as provided above for Regular Meetings.

Section 3. **Notice.** Notice<sup>1</sup> of the time and place of every Regular Meeting of the Commission shall be given to members of the Commission at least 72 hours before the time of such Meeting, and shall be given by posting and otherwise, as required by San Francisco Administrative Code [Section 67.7](#) and California Government Code Section 54954.2. Notice of the time

---

<sup>1</sup> The San Francisco Administrative Code, Chapter 67 "The San Francisco Sunshine Ordinance of 1999," Section 67.7 stipulates that policy bodies shall post an agenda containing a meaningful description of each item of business to be transacted or discussed at the meeting at least 72 hours before a regular meeting and that it shall post a current agenda on its Internet site at least 72 hours before a regular meeting. Therefore, the term "notice" shall refer to both written and electronic formats.

and place of every Special Meeting of the Commission shall be given to members of the Commission at least 72 hours before the time of such Meetings, and shall be given by posting and otherwise, as required by San Francisco Administrative Code Section 67.6(f) and California Government Code Section 54956. The Commission shall not consider nor act upon any matter at any Regular Meeting except upon (1) written notice thereof as required by this Section 3, or (2) a condition exists that requires emergency action as set forth in San Francisco Administrative Code Section 67.7(e) and California Government Code Section 54954.2(b). No matter shall be considered at any Special Meeting unless included in the Notice calling such meeting.

Section 4. Cancellation or Change of Regular Meetings. If the Regular Meeting day falls on a legal holiday, or if a recommendation is made by the Director that a Regular Meeting be cancelled or changed, the Commission or the President may cancel the Regular Meeting or fix another time therefor. Notice of cancellation or of a change in a Regular Meeting time must be given at least seventy-two hours before the scheduled time of such Meeting.

Section 5. Quorum. A quorum for the transaction of official business at any Regular or Special Meeting shall consist of a majority of all members of the Commission, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties, if any, provided by law.

Section 6. Voting.

a. *Procedural Matters.* Pursuant to Charter [Section 4.104](#), with respect to matters of procedure the Commission may act by the affirmative vote of a majority of the members present, so long as the members present constitute a quorum.

b. Except as provided in "a" above, every Official Act taken by the Commission, including, but not limited to, those based on its jurisdiction derived from the Planning Code, Chapter 31 of the Administrative Code, the Subdivision Code and Discretionary Review Powers of the Commission, may be by "Motion" or "Resolution" adopted by a majority vote of all members of the Commission (four (4) votes). All members present shall vote for or against each question brought to a vote unless a member is excused from voting by a conflict of interest or a motion adopted by a majority of the members present.

A motion that receives less than four votes is a failed motion resulting in disapproval of the action requested to be taken by the Commission unless a substitute motion for a continuance or other action is adopted. (For example: a request for Conditional Use requires four votes to approve; failure to receive the four votes results in denial of the conditional use. A request for Discretionary Review requires four votes to take discretionary review and modify the project; failure to receive four votes results in approval of the proposed project without modification. Planning Code [Section 302\(c\)](#) sets forth the requirements for Commission determinations regarding Planning Code amendments. Planning Code [Section 340\(d\)](#) sets forth the requirements for Commission determinations regarding General Plan amendments.)

A motion of intent occurs when the Commission passes a motion by a majority of all members of the Commission that is contrary to the preliminary recommendation of the Planning Department staff and the Commission does not have findings that support the

intended action. Any Commissioner absent from participation in the motion of intent must be provided all relevant case material and hearing tapes for review prior to a scheduled hearing for consideration of the final motion.

c. Once the Commission holds the public hearing on a permit application, receives all public testimony and declares that it is ready to consider approval or disapproval of the application, the applicant shall not be permitted to withdraw the application, except with the consent of the Commission. In the event that the Commission passes any motion of intent to approve or disapprove a permit application before them, the applicant shall not be permitted to withdraw the application prior to the Commission's completion of their action with passage of a written "Motion" with findings or a resolution.

d. Once the Commission holds a public hearing on a matter before them, enters into deliberation and a motion for action is made and receives a second prior to the end of discussion, a request for "call the question" by any member other than the President or Chair would be addressed as follows: The request for "call the question" is considered a motion to halt discussion and must have a second to proceed. If the motion does not receive a second, the motion dies and discussion resumes on the matter on the floor prior to the motion to "call the question." If the motion receives a second then a vote must be taken immediately and passed by a majority of those present.

Section 7. Jurisdiction. Pursuant to Charter [Section 4.105](#), the Commission has the jurisdiction to approve prior to issuance "[all] permits and licenses dependent on, or affected by, the Planning Code administered by the Planning Department." Acting under this section, the Commission may at its discretion by a majority vote of the Commission (four votes), request staff to bring before it for review any such permit or license that has not yet been issued even if the application has been approved by the Commission or Department staff and forwarded to the Central Permit Bureau. The Commission loses jurisdiction upon either the City's issuance of the permit or license, or a valid appeal has been filed to an appellate body.

Section 8. Parliamentary Procedure. The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Commission except as otherwise provided herein.

Section 9. Order of Business. The order of business at any Regular Meeting may be as follows:

1. Roll Call
2. Consent Calendar
3. Commission Matters
4. Department Matters
5. Public Comment – 15 Minutes
6. Regular Calendar
7. Discretionary Review Calendar
8. Public Comment
9. Adjournment

The President (or Chair) may change the order of business as determined necessary for the Planning Commission to conduct its business effectively.



- Section 10. **Public Comment.** The item at each Regular Meeting shall provide an opportunity for members of the public to address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission, but which are not on the posted agenda for that Meeting. When that item is reached, members of the public may address the Commission for up to three (3) minutes. The President may limit the total testimony by all members of the public to fifteen (15) minutes.
- Section 11. **Consent Calendar:** Items may be placed on a Consent Calendar section of the Meeting Agenda. Items on the Consent Calendar may be approved by a single vote for all items. Any Commissioner, any member of the public or the Director may request that the item be taken off the Consent Calendar and placed on the regular agenda for that Commission Hearing or a later hearing.
- Section 12. **Submittals:** Procedure for submission of material related to any matter that comes before the Commission for their consideration is addressed in Appendix A attached to this document.
- Section 13. **Hearing Procedures:** At either a Regular or Special Meeting, a public hearing may be held before the Commission on any matter that is on the posted agenda of such Meeting. The procedure for such public hearings is addressed in Appendix A attached to this document.
- Section 14. **Record.** A record shall be kept of each Regular and Special Meeting by the Commission Secretary or by an Acting Secretary designated by the Commission Secretary.
- Section 15. **Private Transcription.** The President may authorize any person to transcribe the proceedings of a Regular or Special Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.

#### **ARTICLE V – AMENDMENTS**

- Section 1. These Rules and Regulations may be amended by the Commission at any Regular Meeting by a majority vote following a public hearing, providing that the amendment has been calendared for hearing for at least ten days.

Amended: August 1, 1957  
 January 12, 1961  
 October 11, 1961  
 March 26, 1964  
 April 23, 1964  
 October 29, 1964  
 June 17, 1965  
 October 24, 1968  
 January 18, 1973  
 March 1974  
 August 8, 1974  
 December 11, 1975  
 June 24, 1976

October 28, 1982  
April 19, 1984  
March 19, 1987  
July 28, 1988  
January 20, 1994  
February 2, 1995  
February 16, 1995  
September 28, 1995  
January 25, 1996  
January 21, 1999  
October 19, 2000  
November 18, 2004  
February 10, 2005  
August 4, 2005  
April 17, 2008  
August 4, 2011  
December 19, 2013

Attachment: Appendix A

**APPENDIX A**  
of  
**San Francisco Planning Commission Rules & Regulations**

## **Submittals and Hearing Procedures:**

### **A. Submittals**

~~To ensure full consideration, the Planning Commission strongly encourages advance submittal.~~

Formatted: Justified

~~Correspondence submitted to the Planning Commission must be received by the Commission Secretary no later than the close of business the day before a hearing to be included as part of the public record for the hearing held the next day. Correspondence submitted to the Planning Commission in advance of 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. 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](mailto:commissions.secretary@sfgov.org)) for it to become a part of the public record.

Formatted: Justified, Don't adjust space between Latin and Asian text

~~For sponsor and/or opposition briefs to be included in the packet forwarded to the Planning Commission in advance of a hearing, 15 hardcopies and a .pdf copy must be provided to the staff planner no later than the close of business eight days in advance of the hearing. Generally, 5 p.m. Wednesdays, please refer to the "Hearing Submittals Guidelines."~~

Formatted: Justified

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

Formatted: Justified

### **B. Discretionary Review (DR)**

#### **I. Submittals:**

- a. Submittals, including staff packets, are due to the Commission one week in advance of hearing.

#### **II. Content of submittals should be as follows:**

- a. Abbreviated:
  - Staff cover memo attached to DR application and Project Sponsor response;
  - Plans in compliance with the Planning Department's "[Plan Submittal Guidelines](#);"
  - Color streetscape of both sides of street;
  - Digital photographs of existing conditions.
- b. Full:
  - Same as stated in Abbreviated above; with
  - 3-D Renderings.
- c. Environmental and historic resource documents to be attached to all submittals.

#### **III. Hearing Procedures:**

- a. A thorough description of the issue by the Director or a member of the staff.
- b. 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.
- c. Testimony by members of the public in support of the DR would be up to three (3) minutes each.
- d. 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.
- e. Testimony by members of the public in support of the project would be up to three (3) minutes each.
- f. DR requestor(s) or their designees are given two (2) minutes for rebuttal.
- g. Project sponsor(s) or their designees are given two (2) minutes for rebuttal.
- h. 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.

Formatted: Justified

Formatted: Justified, Tab stops: Not at 1.5"

Formatted: Justified

IV. Other:

- a. Revisions should be submitted to staff and DR requestors by 5pm Tuesday (two days) before the Thursday Hearing.
- b. Revisions submitted at hearing are discouraged and will only be considered at Commission discretion.

Formatted: Justified, Tab stops: Not at 1.25"

**C. Mandatory Discretionary Review ([Dwelling Unit Removal](#); [Medical Cannabis Dispensary](#))**

I. Submittals:

- a. Submittals, including staff packets, are due to the Commission one week in advance of hearing.

Formatted: Justified, Tab stops: Not at 1"

II. Hearing Procedures:

- a. A thorough description of the issue by the Director or a member of the staff
- b. 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 not to exceed five (5).
- c. Testimony by members of the public would be up to three (3) minutes each.
- d. 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.

Formatted: Justified

**D. Cases ([Conditional Use \(CU\)](#); [Office Allocation \(321\)](#); [Downtown Project \(309\)](#); etc.):**

I. Submittals:

- a. Staff packet due to Commission one week in advance of hearing; or
- b. At the discretion of the Planning Director and Planning Commission Officers, two weeks in advance of hearing.

Formatted: Justified, Tab stops: Not at 1"

II. Content of submittals should be as follows:

- a. Plans in compliance with the Planning Department's "Plan Submittal Guidelines;"

- b. Color streetscape of both sides of street;
- c. Digital photographs of existing conditions;
- d. 3-D digital renderings; and
- e. Environmental and historic resource documents to be attached to all submittals.

III. Hearing Procedures:

- a. A thorough description of the issue(s) by the Director or a member of the staff.
- b. 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.
- c. 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.
- d. ~~Public testimony from proponents of the proposal: An individual may speak for a period~~ not to exceed three (3) minutes.
- e. ~~Public testimony from opponents of the proposal: An individual may speak for a period not to exceed three (3) minutes.~~
- f. Director's preliminary recommendation must be prepared in writing.
- gf. Action by the Commission on the matter before it.
- hg. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
- ih. 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.

Formatted: Justified

IV. Other:

- a. Revisions should be submitted to staff by 5pm Tuesday (two days) before the Thursday Hearing.
- b. Revisions submitted at hearing are discouraged and will only be considered at Commission discretion.

Formatted: Justified, Tab stops: Not at 1.25"

**E. Policy or Major Project Informational Presentations**

I. Submittals:

- a. Staff packet due to Commission one week in advance of hearing; or
- b. At the discretion of the Planning Director and Planning Commission Officers, two weeks in advance of hearing.

Formatted: Justified, Tab stops: Not at 1.75"

II. Hearing Procedures:

- a. An introduction of the item or issue by the Director or a member of the staff.
- b. A presentation of the item or issue by staff or the issuing agency for a period not to exceed 20 minutes.
- c. 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.

Formatted: Justified

III. Other:

- a. Revisions should be submitted to staff by 5pm Tuesday (two days) before the Thursday Hearing.
- b. Revisions submitted at hearing are discouraged and will only be considered at Commission discretion.

Formatted: Justified

**F. CEQA Appeals of Negative Declarations**

I. Submittals:

- a. Staff packet due to Commission one week in advance of hearing; or
- b. At the discretion of the Planning Director and Planning Commission Officers, two weeks in advance of hearing.

Formatted: Justified, Tab stops: Not at 1"

II. Hearing Procedures:

- a. A thorough description of the issue by the Director or a member of the staff
- b. A presentation by the Appellant(s) team (includes appellant or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed ten (10) minutes.
- c. A presentation 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 ten (10) minutes.
- d. Testimony by members of the public would be up to three (3) minutes each.
- e. 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.

Formatted: Justified

Formatted: Justified, Tab stops: Not at 1"

**G. Amendment to motions should be read back at the same hearing before the vote is taken.**

**NOTE:** The Commission strongly discourages members of the public, project sponsors, architects, lawyers, etc. to cross the railing that separates the Commission and staff from the public seating area to engage in conversation with staff or the members of the Commission while a meeting is in session.

Formatted: Justified, Don't adjust space between Latin and Asian text

**AMENDED:** December 19, 2013



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** October 3, 2014

**TO:** Planning Staff, Senior Managers, Historic Preservation and Planning Commissioners, Project Sponsors/Applicants, and members of the public

**FROM:** Elizabeth Watty, Assistant Director of Current Planning

**RE:** Case Report and Material Submittal Deadlines for Planning Commission and Historic Preservation Commission Packets

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

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

Effective December 11, 2014, the Planning Department will no longer reproduce Planning Commission and Historic Preservation Commission packets in-house. Instead, packets for Commission hearings will be reproduced by Repromail, the City's reproduction and mail service.

Below is an updated timeline for planners' submittal of Commission packets for management's review in preparation for a project being heard by the Planning Commission (PC) or Historic Preservation Commission (HPC). This memo shall supersede a similar memo dated September 21, 2011.

This timeline also includes a deadline for Project Sponsors to submit material to staff to be included in the Commission packet. If the Project Sponsor does not submit the necessary material by the deadline provided, the project will be continued to a later hearing date.

## FOR ALL HEARINGS:

- **Before scheduling a hearing date or sending out any notices:** Project planner meets with Team Leader to discuss the project and any outstanding Code or Policy issues.
- **3 weeks prior to hearing:** Draft copy of project graphics (plans, renderings, etc.) is submitted to project planner by Project Sponsor.
- **2 weeks prior to hearing:** Project planner submits draft packet (must include draft attachments) to Team Leader for review. Team Leaders have agreed to a 48-hour turnaround to review and return draft packets to staff.

## HPC PACKET SCHEDULE

- **14 days prior to hearing (9am Wednesday):** Deadline for submittal of all Project Sponsor material (which should be in electronic format) to be included in Commission packets<sup>1</sup>.

---

<sup>1</sup> Materials submitted after this deadline but before 5:00pm on Tuesday (8 days) prior to the scheduled public hearing will be sent to the Commission separately.

- **12 days prior to hearing (5pm Friday):** Project planner places electronic copy (PDF) of packet in I:\Commissions\HPC Packets<sup>2</sup> or selected document management system (e.g. Sharepoint).
- **9 days prior to hearing (9am Monday):** Commission Secretary's office transmits all electronic packets to Repromail.
- **7 days prior to hearing (9am Wednesday):** Repromail delivers all collated copies of Commission packets to 1650 Mission Street for issuance and distribution.

## PC PACKET SCHEDULE

- **14 days prior to hearing (9am Thursday):** Deadline for submittal of all Project Sponsor material (which should be in electronic format) to be included in Commission packets<sup>3</sup>.
- **10 days prior to hearing (5pm Monday):** Project planner places electronic copy (PDF) of packet in I:\Commissions\CPC Packets<sup>4</sup> or selected document management system (e.g. Sharepoint).
- **9 days prior to hearing (9am Tuesday):** Commission Secretary's office transmits all electronic packets to Repromail.
- **7 days prior to hearing (9am Thursday):** Repromail delivers all collated copies of Commission packets to 1650 Mission Street for issuance and distribution.

Note: At the discretion of the Planning Director and/or the respective Commission's leadership, a week of additional review time may be incorporated into the process, resulting in the Commission receiving packets two weeks in advance of a hearing.

---

<sup>2</sup> Materials submitted after this deadline but before 5:00pm on Tuesday (8 days) prior to the scheduled public hearing shall be assembled by staff separately.

<sup>3</sup> Materials submitted after this deadline but before 5:00pm on Wednesday (8 days) prior to the scheduled public hearing will be sent to the Commission separately.

<sup>4</sup> Materials submitted after this deadline but before 5:00pm on Wednesday (8 days) prior to the scheduled public hearing shall be assembled by staff separately.



# DRAFT Hearing Submittals Guidelines

**Staff case reports** for Commission hearings are outsourced and reproduced by Repromail, the City's reproduction and mail service. If you wish to have the Planning Commission or Historic Preservation Commission consider your submittal(s) as a part of their packet in advance of the hearing, you must adhere to the following timelines.

These timelines also include deadlines for Project Sponsors and/or interested parties to submit material to staff for inclusion in the case report. If the Project Sponsor does not submit the necessary material by the deadline provided, the project may be continued to a later date.

## PLANNING COMMISSION CASE REPORT SCHEDULE

- **14 days prior to hearing (9 am):** Deadline for Project Sponsor, DR Requestor and/or interested parties submittal material in electronic format (.pdf) to be included in staff case reports<sup>1</sup>.
- **10 days prior to hearing (5 pm):** Deadline for project planner to submit an electronic copy (.pdf) of their report.
- **9 days prior to hearing (9 am):** Deadline for the Office of Commission Affairs to transmit all electronic packets to Repromail.
- **7 days prior to hearing (9 am):** Deadline for Repromail to deliver collated copies of case reports to the Department for issuance and distribution.

## HISTORIC PRESERVATION COMMISSION CASE REPORT SCHEDULE

- **14 days prior to hearing (9 am):** Deadline for Project Sponsor and/or interested parties submittal material in electronic format (.pdf) to be included in staff case reports<sup>2</sup>.
- **12 days prior to hearing (5 pm):** Deadline for project planner to submit an electronic copy (PDF) of their report.
- **9 days prior to hearing (9 am):** Deadline for the Office of Commission Affairs to transmit all electronic packets to Repromail.
- **7 days prior to hearing (9am):** Deadline for Repromail to deliver collated copies of case reports to the Department for issuance and distribution.

## COMMISSION PACKET SUBMITTAL DEADLINE

The final opportunity to include your brief to either Commission as a part of their packets, is generally, eight (8) days prior to the hearing. The Office of Commission Affairs must receive 15 copies and .pdf no later than the close of business Tuesday for the HPC and Wednesday for the CPC approximately one week prior to the scheduled hearing of any matter before the Commissions, respectively.

### Notes:

Holidays may modify the scheduled deadlines by increasing the number of days case reports are due prior to a hearing in order to accommodate early packet delivery.

At the discretion of the Planning Director and/or the respective Commission's leadership, a week of additional review time may be incorporated into the process, resulting in the Commission receiving packets two weeks in advance of a hearing.

---

<sup>1</sup> Materials submitted after this deadline but before 5:00pm on Wednesday (8 days) prior to the scheduled public hearing will be sent to the Commission separately.

<sup>2</sup> Materials submitted after this deadline but before 5:00pm on Tuesday (8 days) prior to the scheduled public hearing will be sent to the Commission separately.