



MAYOR'S EXECUTIVE DIRECTIVE ON HOUSING PRODUCTION

INFORMATIONAL PRESENTATION

San Francisco Planning Commission | May 17, 2018



San Francisco
Planning

PROCESS IMPROVEMENTS PLAN



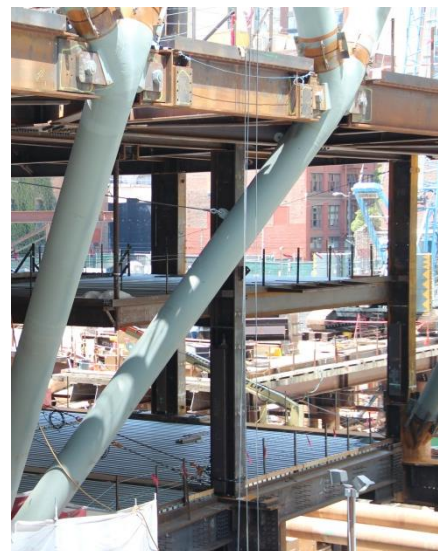
Mayor's Executive Directive on Housing Production



1. Approval Deadlines [pre-entitlement]

Months from stable
project to entitlement :

6		no CEQA project
9		exemptions
12		ND, MND, CPE
18		EIR
22		complex EIR



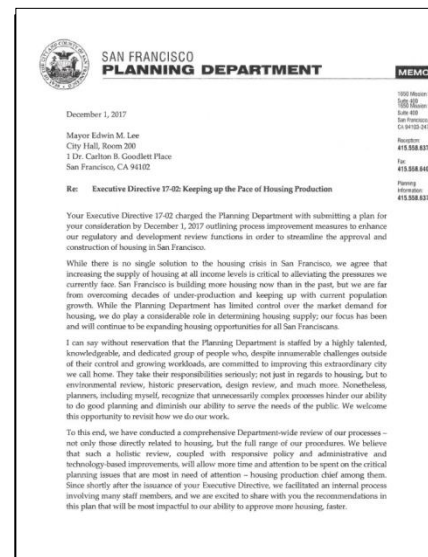
2. Approval Deadlines [post-entitlement]

ONE YEAR from complete
phase application to
construction permits



3. Accountability

- / Hearings scheduled
within timeframes
- / Senior manager
- / Quarterly reporting



4. Process Improvement Plans

Dec 1 | Planning + DBI
pre-entitlement

Apr 1 | Consolidated Plan
post-entitlement

[PW, MTA, PUC, SFFD,
RPD, MOD, DBI]

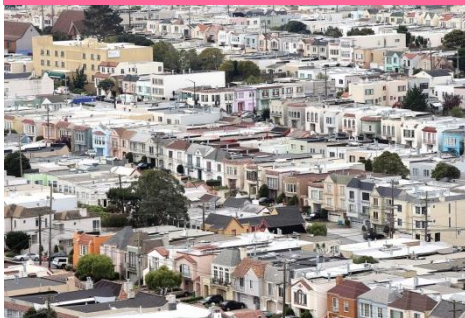
Process Improvements Plan

APPLICATION INTAKE AND REVIEW



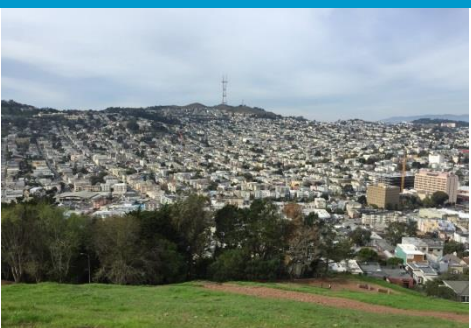
The application process should be the foundation of sponsor, staff, and public understanding of project details and review timeframes.

ROUTINE PROJECT AND PERMITS



Over-the-counter and administrative approvals reduce backlog and leave more time for good planning.

ENVIRONMENTAL AND DESIGN REVIEW



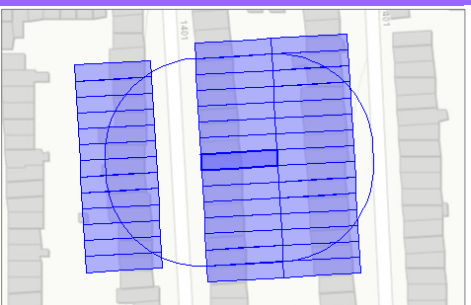
When successful mitigations and design treatments are well-established, we can focus analysis where it's needed most.

PLANNING CODE AND COMMISSION POLICIES



A clear Planning Code reduces room for delay. Focusing the projects that require a hearing maximizes the value of public discussion.

ADMINISTRATION AND TECHNOLOGY



By continually updating our systems and tools, we can serve the public better and keep growing our capacity.

Process Improvements Plan – Implementation

APPLICATION INTAKE AND REVIEW



- Streamlined Preliminary Project Assessment (PPA) [April]*
- Online Applications and Payment [April]
 - General Plan Referrals (GPR), Project Review Meeting (PRV), Preliminary Project Assessment (PPA), Zoning Verification Letter (ZVL), Letter of Determination (ZAD)
- Consolidated Development Application [June]*
- Neighborhood Notification Modernization [Summer]*
- Project Coordinator approach

**More on this topic later in this presentation*

Process Improvements Plan – Implementation

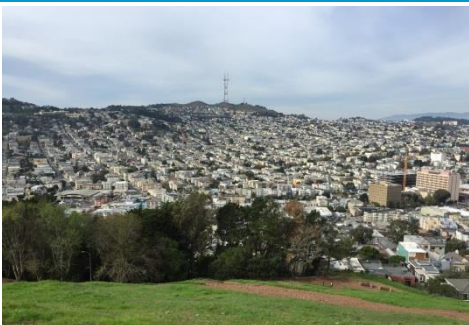
ROUTINE PERMITS AND APPROVALS



- Revised Historic Preservation Technician hours at Planning Information Center (PIC) counter for better service [April]
- Develop “advanced over the counter” review capability at 5th floor Planning stations, with online appointments and submittals [Spring/Summer] (*Initial roll-out for ADUs*)
- Accessory Dwelling Units (ADUs):
 - Planning/DBI/Fire Department collaboration: combined pre-application meetings, streamlined permit processing, ADU liaisons [Summer]
 - Code amendments for streamlined approval of ADUs [Summer]
 - Multi-agency coordination: Planning/DBI/Fire/Public Works/SFPUC [ongoing]

Process Improvements Plan – Implementation

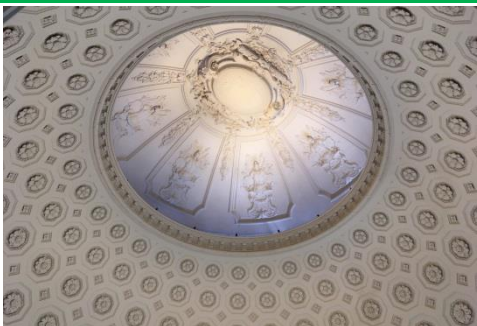
ENVIRONMENTAL AND DESIGN REVIEW



- Categorical Exemption checklist on Accela permit tracking system [December]
- Adopt Urban Design Guidelines [March]
- Develop option for “preliminary Historic Resource Evaluations (HREs)” [Summer]
- Codify effective mitigation measures to streamline review
 - Archeology, Transportation, Noise, Air Quality [Fall]
- Concurrent drafting and end “certificates” for exemptions [Summer/Fall]
- Improved use of technical studies and consultants [ongoing]

Process Improvements Plan – Implementation

PLANNING CODE AND COMMISSION POLICIES

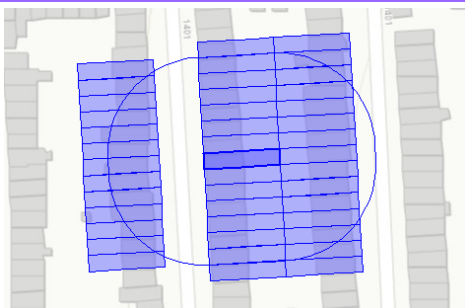


- Discontinue Costa-Hawkins waivers for Inclusionary Housing projects [March]
- Expand permitted exceptions and administrative review for downtown and affordable projects [Summer]*
- Streamline Staffing for Discretionary Review cases [June]
 - Automatic scheduling for DR hearing (10-12 weeks)
 - DR cases assigned to RDAT manager, not project planner
 - Stronger feedback loop to improve guidance in DR cases
- Review Conditional Use Authorizations [ongoing]
- Code reorganizations and clean-up [ongoing]

**More on this topic later in this presentation*

Process Improvements Plan – Implementation

ADMINISTRATION AND TECHNOLOGY



- In-house notification mailing tool [April]
- Automatic content from permit tracking system for case reports, motions, etc [April/ongoing]
- Impact Fee Calculator tool [Spring]
- Electronic Document Review [Summer]
- Integrate Building Permits into Accela permit tracking system [Fall]

APPLICATION INTAKE AND REVIEW



Process Improvements Plan – Implementation

APPLICATION INTAKE AND REVIEW

Streamlined Preliminary Project Assessment (PPA)

- Focused PPA response letter
- 60-day response period, down from 90 days
- Environment Evaluation Applications (EEAs) accepted only after PPA has been issued, not concurrently
- Revised PPA thresholds:
 - 10 or more residential units
 - Group Housing projects
 - 10,000 square feet or more of new construction

➤ effective for PPAs submitted on, after April 2, 2018



San Francisco
Planning

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PRELIMINARY PROJECT ASSESSMENT APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before development applications are filed. This early review of the project provides sponsors with feedback and procedural instructions, and also allows staff to coordinate at the beginning in the development process. The PPA application is not a development application. Issuance of a PPA letter is not a development approval or denial.

Please read the [Preliminary Project Assessment Informational Packet](#) and the instructions in this application carefully before the application form is completed.

Note: No Development Application, including an [Environmental Evaluation \(EE\) Application](#), will be accepted prior to the issuance of the PPA Letter.

WHAT TO SUBMIT:

Please check the box to indicate that materials are provided.

REQUIRED MATERIALS

- ☐ Two (2) complete applications signed by owner or agent. All requested information in this application is required, if applicable to the proposed project.

Note: The Department will only respond to one (1) project description. If there are project variants proposed, a separate PPA will be required for each variant. (Except for the State Density Bonus applications described below.)

- ☐ Letter of Authorization for Agent from the property owner giving permission to communicate with the planning department on the owner's behalf. If the applicant is not also the owner.

- ☐ Two (2) hard copy sets of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections. Please see the Department's Plan Submittal Guidelines http://www.sfpplanning.org/files/default/files/2014/04/01/documents/0075-Plan_Submittal_Guidelines-042313.pdf for more information.

- ☐ A digital copy of all documents submitted (CD or USB drive), containing the application and project drawings.

- ☐ A check made payable to the "San Francisco Planning Department" for the required intake fee amount. (See [Fee Schedule and/or Calculator](#).)

OPTIONAL MATERIALS

- ☐ A proposed project design or concept narrative statement, so that the Department's design review staff have an understanding of the design intent at the time of initial review.
- ☐ Photographs, showing the subject and surrounding properties.

HOW TO SUBMIT:

To file your Preliminary Project Assessment application, submit in person at the Planning Information Center, 1650 Mission Street, first floor, with all required materials including a check payable to the Planning Department.

Incomplete applications will be held until all missing information or materials are provided.

Applications will not be accepted by mail, messenger or at the Planning Department reception desk.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415-575-9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文: 如果您希望獲得使用中文填寫這份申請表的幫助，請致電(415)575-9010。請注意，規劃部門將至少需要一個工作日來回覆。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng aplikasyon na ito sa Filipino, pakitawagan ang 415-575-9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kahalagang sa tungkol sa panatnubal para makasagot.

Process Improvements Plan – Implementation

APPLICATION INTAKE AND REVIEW

Consolidated Development Application

- Currently, various applications are accepted at different times for the same project, with overlapping information
- Consolidated Development Application
 - Collect one set of project data per project for clear, consistent project information that is easier to maintain
 - Provide for a consistent procedures to ensure applications are complete and ready for planners to begin review
 - Promote closer coordination between Environmental Review and Planning Code review
 - Establish entitlement hearing target dates to institute the Executive Directive review timeframes



The image shows a sample of the San Francisco Planning 'MASTER DEVELOPMENT APPLICATION' form. The form is titled 'San Francisco Planning MASTER DEVELOPMENT APPLICATION' and includes a 'PLANNING APPLICATION RECORD NUMBER' field at the top right. It is divided into several sections: 'Property Owner's Information' (Name, Address, Email Address, Telephone), 'Applicant Information (if applicable)' (Name, Company/Organization, Address, Email Address, Telephone, and checkboxes for 'Owner', 'Applicant', and 'Other (see below for details)'), 'Please Select Billing Contact:' (checkboxes for 'Owner', 'Applicant', and 'Other (see below for details)'), 'Please Select Primary Project Contact:' (checkboxes for 'Owner', 'Applicant', and 'Billing'), 'Property Information' (Project Address, Block/Lot(s), Plan Area), and 'Project Description:' (a large text area for a narrative project description). The form also includes a small 'See Attachment' checkbox and a footer with the text 'HAB 1.1 (1/2018) 07/18/2018 11:11 AM 11/18/2018 11:11 AM'.

MAYOR'S PROCESS IMPROVEMENTS ORDINANCE



Mayor's Process Improvements Ordinance

1. REVIEW FOR 100% AFFORDABLE HOUSING AND LARGE DOWNTOWN PROJECTS



- ISSUE:
 - In 2016, the Board of Supervisors adopted legislation to allow for administrative approval of 100% Affordable Housing projects.
 - For many projects, though, administrative approval is still not possible due to the location of the project, or because minor exceptions are needed.
- PROPOSAL:
 - Allow 100% Affordable Housing projects to obtain the same level of modifications from requirements as allowed for a Planned Unit Development, administratively.
 - Allow for administrative review and approval of 100% Affordable Housing Bonus projects, if they are consistent with Bonus Program eligibility and Design Guidelines.

Mayor's Process Improvements Ordinance

1. REVIEW FOR 100% AFFORDABLE HOUSING AND LARGE DOWNTOWN PROJECTS



- ISSUE:
 - Large residential downtown projects typically require a Variance in addition to a Sec. 309 Downtown Project Authorization, because certain requirements are incompatible with high-rise development.
- PROPOSAL:
 - Provide standard exceptions to dwelling unit exposure (Sec. 140) and usable open space (Sec. 135) requirements administratively, for streamlined review of large residential projects in downtown C-3 districts.

Mayor's Process Improvements Ordinance

2. NEIGHBORHOOD NOTIFICATION — CURRENT REQUIREMENTS



- Notification of public hearings and Planning Department review is valuable, but current requirements are **unnecessarily complicated**, with over 30 different forms of required notice.
 - This is time consuming and leads to simple errors that can cause real delays in project review.
- Section 311 and 312 notification requirements alone generated over **3 tons of paper** last year.
- Many forms of notification do not reach **tenants**, are not provided in **multiple languages**, and are not **accessible to the general public**.
- Notification requirements for routine scopes of work add to the Planning Department **review backlog**.

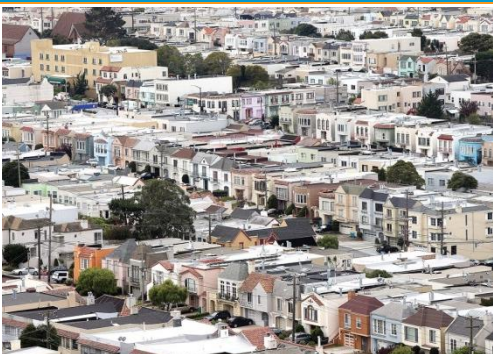
Mayor's Process Improvements Ordinance

2. NEIGHBORHOOD NOTIFICATION — CURRENT REQUIREMENTS

Type of Mailing	Mailing Period	Mailing Radius	Newspaper	Posting	Notes
311/312 Notification	30-Day	150' Occupants & Owners	N/A	30-Day	*
329	10-Day	300' Owners	20-Day	20-Day	*
309 (DT Project Authorization) Administrative	10-Day	Adjacent Owners	N/A	N/A	*
309 (DT Project Authorization) Hearing	10-Day	300' Owner	N/A	20-Day	*
Condo Conversion (5+ Units)	10-Day	300' Owner	N/A	10-Day	*
COA (within historic histricts)	20-Day	150' Occupants & 300' Owners	N/A	20-Day	*
COA (individual landmarks)	20-Day	150' Occupants & Owners	N/A	20-Day	*
Coastal Zone Permit	Use rules for related entitlement (CUA, VAR, BPA, MAP, etc.) for mailing, posting, and newspaper ad				
CUA in all Zoning Districts	20-Day	300' Owners	20-Day	20-Day	*
CUA with Variance (1 notice combined)	20-Day	300' Owners	20-Day	20-Day	*
CUA with 311/312 (1 notice combined)	20-Day combined notice	150' Occupants & 300' Owners	20-Day	20-Day	*
CUA Formula Retail (combined 312 & CUA)	30-Day	150' Occupants & 300' Owners	20-Day	20-Day	*
CUA Projects Subject to 317	20-Day	300' Owners, All Units in Building	20-Day	20-Day	*
Designation - Landmarks & Historic Districts (DES)	10-Day	All Owners in Designation Area	20-Day	N/A	*
DR (Public, Staff Initiated, or Mandatory)	10-Day	Adjacent Occupants & Owners	N/A	10-Day	*
DR (Mandatory, Sutro Tower wireless)	20-Day	1000' Occupants & Owners	N/A	20-Day ^	**
Gas Station Conversion	20-Day	300' Owners	20-Day	20-Day	*
Institutional Master Plan	20-Day	300' Owners	20-Day	20-Day	*
Legislative Amendments (Zoning Map)	20-Day	300' Owners	20-Day	20-Day	* †
Legislative Amendments (GP Amendment)	20-Day	300' Owners	20-Day	N/A	*
Legislative Amendments (Text Change)	20-Day	300' Owners	20-Day	N/A	†
Medical Cannabis Dispensary - DRM	30-Day	300' Owners & Occupants	N/A	30-Day	*
Medical Cannabis Dispensary - CUA	30-Day	300' Owners & Occupants	20-Day	30-Day	*
Office Allocation	N/A	N/A	N/A	20-Day	*
PTA (within conservation district)	20-Day	300' Owners	N/A	20-Day	*
PTA (outside conservation district)	20-Day	150' Owners	N/A	20-Day	*
Planned Unit Development	20-Day	300' Owners	20-Day	20-Day	*
Variance	20-Day	300' Owners	N/A	20-Day	*

Mayor's Process Improvements Ordinance

2. NEIGHBORHOOD NOTIFICATION — PROPOSAL



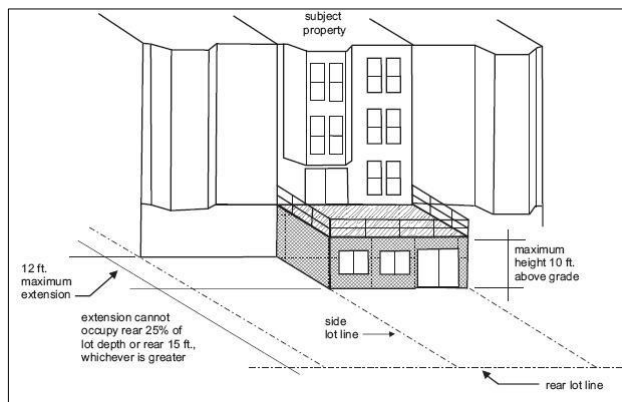
- Consistent notification requirements for all applications and hearings:
 - **Mailed Notice:** 20 day period, 150 foot mailing area for tenants and property owners
 - **Posted Notice:** 20 day period, one poster every 25 feet
 - **Online Notice:** 20 day period, more accessible to the public than newspaper notice
- Reduce paper, expand access:
 - Replace mailed plan sets with a **postcard size mailer**, with a **link to plan sets online** and option to obtain paper copies
 - Adopt a **standard size for posters**, no smaller than 11 x 17"
- Include **multilingual translation instructions** on all forms of notification, not just mailed notice.

Mayor's Process Improvements Ordinance

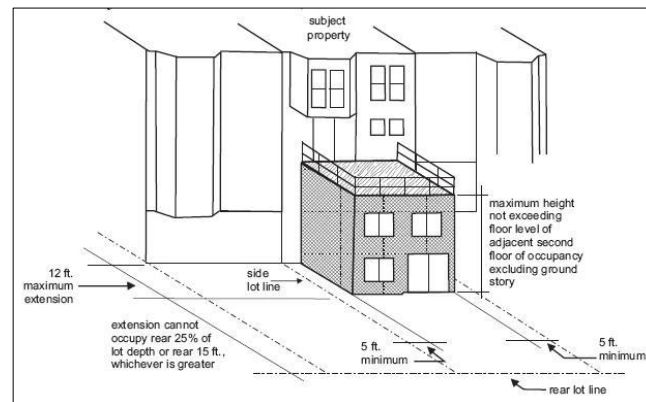
2. NEIGHBORHOOD NOTIFICATION — PROPOSAL



- Allow for **limited rear additions** to be approved at the Planning Information Counter (PIC) without notification, within the required limits of Section 136(c)(25):



[300 gsf max. for typical lot]



[360 gsf max. for typical lot]

- These projects are routinely approved, yet account for up to 2 FTE of staff time to comply with notification procedures, taking planners away from other work.

Mayor's Process Improvements Ordinance

3. ROUTINE ALTERATIONS TO HISTORIC BUILDINGS



- ISSUE: Articles 10 and 11 require Historic Preservation Commission approval for alterations to landmark buildings and buildings in Conservation Districts, or a hold period for administrative approvals.



- PROPOSAL: For certain minor and routine scopes of work, allow for administrative review and same-day approval within the guidelines established in the Code:

- ADA automatic door openers
- Business signs or awnings
- Non-visible rooftop equipment and skylights
- Historic Landmark plaques



THANK YOU



San Francisco
Planning

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