

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, February 8, 2018
1:00 p.m.
Regular Meeting

Commissioners:

Rich Hillis, President

Myrna Melgar, Vice President

Rodney Fong, Christine Johnson, Joel Koppel,

Kathrin Moore, Dennis Richards

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

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

Live, Thursdays at 1:00 p.m., Cable Channel 78

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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.

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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.

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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.

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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: Myrna Melgar
 Commissioners: Rodney Fong, Christine Johnson, Joel Koppel,
 Kathrin Moore, Dennis Richards

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.

1. 2017-008783CUA (A. PERRY: (415) 575-9017)
1 FRONT STREET – northwest corner of Front and Market Streets; Lot 009 in Assessor's Block 0266 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 210.2, proposing to establish a Non-Retail Sales and Service use with approximately 5,810 square feet of space located at the ground floor of the existing building for use as an employee café, accessory to the office use for First Republic Bank employees and their guests only. The application also seeks to abate Planning Enforcement Case No. 2017-001613ENF and legalize the use. The subject property is located within a C-3-O (Downtown - Office) and 275-E 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\(h\)](#).
(Proposed Continuance to March 1, 2018)

- 2a. 2016-003836CUA (L. AJELLO: (415) 575-9142)
114 LYON STREET – east side of Lyon Street between Oak and Page Streets; Lot 020 in Assessor's Block 1220 (District 5) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317 to legalize the merger of four dwelling units into two dwelling units. The proposed project would legalize the merger of four dwelling units into a 3,096 sq. ft. dwelling and a 341 sq. ft. studio unit behind the garage in a four-story residential building. The subject property is 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: Disapprove
 (Continued from Regular hearing of December 21, 2017)
(Proposed Continuance to March 8, 2018)

- 2b. 2016-003836VAR (L. AJELLO: (415) 575-9142)
114 LYON STREET – east side of Lyon Street between Oak and Page Streets; Lot 020 in Assessor's Block 1220 (District 5) - Request for **Variance**, pursuant to Planning Code Section 134(c), to legalize the construction of a deck and stair located the rear yard of the 4-story four-unit residential building. The subject property is within a RH-3 (Residential, House, Three-Family) Zoning District and 40-X Height and Bulk District.
 (Continued from Regular hearing of December 21, 2017)
(Proposed Continuance to March 8, 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

3. [2017-014736CUA](#) (D. GANETSOS: (415) 575-9172)
1327 CHESTNUT STREET – south side of Chestnut street between Van Ness Avenue and Franklin Street; Lot 025 in Assessor’s Block 0498 (District 2) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 209.3 and 303, to authorize a Personal Service Use (beauty salon, DBA BeRadiant Salon) in a 1,650 square foot, second-story commercial space in an existing two-story commercial building. This second story space is vacant and was previously occupied by an Office Use. Interior tenant improvements, including the installation of walls to establish 8 beauty stations, are associated with this proposal. No signage is associated with this proposal. The subject property is located within a RC-3 Residential-Commercial Medium Density district, Van Ness Corridor Area Plan, and 40-X Height and bulk district. This project was reviewed under the Community Business Priority Processing Program (CB3P). 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

4. [2017-014433CUA](#) (M. CHANDLER: (415) 575-9048)
3130 FILLMORE STREET – northeast corner of the intersection of Pixley and Fillmore Streets; Lot 020 of Assessor’s Block 0516 (District 2) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 725 to permit change of use from Limited-Restaurant to Restaurant Use. The existing business (d.b.a Mixt Greens) is to remain in the approximately 1,267 square foot commercial building, and change of use will permit on-sale beer and wine for operation as a bona fide eating establishment, pending approval of ABC license type 41. The project site is located within a Union Street NCD (Neighborhood Commercial) District and 40-X Height and Bulk District. This project was reviewed under the Community Business Priority Processing Program (CB3P). 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

5. [2017-013406CUA](#) (S. ADINA: (415) 575-8722)
1177 CALIFORNIA STREET, UNIT 1014 AND 1015 – southeast corner of California and Jones Streets; lot 096 of Assessor’s Block 0253A (District 3) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Section 303 and 317 to merge two dwelling units within a 254-unit building. The project would merge a 1,399 square foot, two-bedroom, two and a half-bath unit (#1014) with a 795 square foot, one-bedroom, one-bath unit (#1015) within a RM-4 (Residential - Mixed, High Density) Zoning District and 65-A Height and Bulk District.

(Continued from Regular hearing on January 25, 2018)

Preliminary Recommendation: Approve

6. [2017-009668DRP](#) (M. CHRISTENSEN: (415) 575-8742)
2567 MISSION STREET – east side of Mission Street, between 21st and 22nd Streets, Lot 079 in Assessor’s Block 3615 (District 9); Request for **Discretionary Review** of Building Permit Application 2017.0519.7190, which proposes to convert an existing ground floor space currently used as café area which is accessory to the primary office use of the site and not open to the public to a limited-restaurant café which is open to the public. No significant changes to the exterior of the structure are proposed. The Project Site is located within a NCT (Mission Street Neighborhood Commercial Transit) Zoning District and 65-B / 40-X Height and Bulk Districts. 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: Do Not Take Discretionary Review and Approve
Note: On February 1, 2018, after a motion to NOT Take DR and approve as proposed with a 6 months update failed +3 -3 (Richards, Moore, Melgar against; Johnson absent), Continued to February 8, 2018 by a vote of +4 -2 (Fong, Koppel against; Johnson absent).

C. COMMISSION MATTERS

7. Consideration of Adoption:
• [Draft Minutes for January 25, 2018](#)
8. 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

9. Director’s Announcements
10. 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.

11. [2017-014010CRV](#) (D. LANDIS: (415) 575-9118)
FY 2018-2020 PROPOSED DEPARTMENT BUDGET and WORK PROGRAM – final review of the Department's **Revenue and Expenditure Budget** in FY2018-19 and FY2019-20, including grants, capital budget requests, and proposed staffing; high-level work program activities for the Department; and proposed dates where budget items will be discussed during the budget process.
Preliminary Recommendation: Approve
- 12a. [2015-012994GPA](#) (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) [Board File No. TBD] – **General Plan Amendment** to revise the Map of Proposed Height and Bulk Districts in the Downtown Area Plan for the San Francisco Conservatory of Music Project at 200-214 Van Ness Avenue; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan and the eight priority policies of Planning Code, Section 101.1. On January 11, 2018, the Planning Commission recommended initiation of the aforementioned General Plan Amendment. On February 8, 2018, the Planning Commission will consider the General Plan Amendment pursuant to Planning Code Section 340.
Preliminary Recommendation: Approve
- 12b. [2015-012994PCAMAP](#) (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) – **Planning Code and Zoning Map Amendments** for an Ordinance to: 1) amend Planning Code Section 260(b)(1)(L) to allow a height limit exemption for additional building envelope related to San Francisco Conservatory of Music and to allow additional exceptions for the project through Section 309; and 2) amend Sheet HT02 of the Zoning Map to reclassify the height and bulk of Block 0811, Lots 010 and 012 from 96-X to 120-X. These Planning Code Text and Height & Bulk District Map Amendments would support the 200 – 214 Van Ness Avenue Mixed-Use Project.
Preliminary Recommendation: Approve
- 12c. [2015-012994DVA](#) (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) – Request to Adopt a Recommendation of Approval of a **Development Agreement** between the City and County of San Francisco and the "San Francisco Conservatory of Music" in association with the 200 – 214 Van Ness mixed-use project. The proposed Development Agreement will address replacement housing for the 27 dwelling units that currently exist on the site. Overall, the project would include 420 student housing beds, 30 dwelling units (27 replacement units and 3 new units for faculty), approximately 49,600 square feet of educational and performance space, 4,320 square feet of broadcasting studio space, and 2,600 square feet of ground-floor restaurant/retail space. Pursuant to San Francisco Administrative Code Section 56.4(c), the Director of Planning has received and accepted a complete application for the amendment of the above-mentioned development

agreement which is available for review by the public at the Planning Department in Planning Department Case File No. 2015-012994DVA.

Preliminary Recommendation: Approve

- 12d. [2015-012994DNX](#) (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) – **Downtown Project Authorization** pursuant to Planning Code Section 309, with exceptions to requirements for Rear Yard (Section 134), Usable Open Space (Section 135), Obstructions Over Streets and Alleys (Section 136), Group Housing Exposure (Section 140), Ground Floor Requirements (Section 145), Ground Level Wind Currents (Section 148), and Off-Street Freight Loading (Section 152). The project would demolish the existing structures and construct a 12-story, 120-foot tall, 168,200 square-foot mixed-use building for an educational institution (the San Francisco Conservatory of Music). The project would include 420 student housing beds, 30 dwelling units (27 replacement units and 3 new units for faculty), approximately 49,600 square feet of educational and performance space, 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 a Downtown General Commercial (C-3-G) Zoning District and 96 -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
- 12e. [2015-012994CUA](#) (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) – **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 317 to demolish and replace the 27 existing dwelling units and Section 124(k) to exempt student housing from the calculation of FAR. The project would demolish the existing structures and construct a 12-story, 120-foot tall, 168,200 square-foot mixed-use building for an educational institution. The project would include 420 student housing beds, 30 dwelling units (27 replacement units and 3 new units for faculty), approximately 49,600 square feet of educational and performance space, 4,320 square feet of broadcasting studio space, and 2,600 square feet of ground-floor restaurant/retail space.
Preliminary Recommendation: Approve with Conditions
13. [2014-003160CUA](#) (D. VU: (415) 575-9120)
3314 CESAR CHAVEZ STREET – north side between Mission Street and South Van Ness Avenue - Lot 012 in Assessor’s Block 6571 (District 9) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 121.1 and 303 for the demolition of an existing 13,000 sq. ft. light industrial building and construction of a 65-ft. tall, six-story and 49,475 sq. ft. mixed-use building that includes approximately 11,430 sq. ft. of ground floor commercial retail and 48,365 sq. ft. of residential use for 58 dwelling units. The proposed project would also include a total 9,020 sq. ft. of private and common residential open space, 62 Class 1 bicycle parking spaces, and an approximately 6,300 sq. ft. basement-level garage for 27 accessory automobile and 1 car-share parking spaces. The subject properties are located within a Mission Street Neighborhood Commercial Transit (NCT) Zoning District and 65-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 January 18, 2018)

- 14a. [2017-010480CUA](#) (A. PERRY: (415) 575-9017)
[655 MONTGOMERY](#) – southwest corner of Montgomery and Washington Streets, and also Columbus Avenue, with lot frontage to the south also along Merchant Street; Lot 028 in Assessor’s Block 0208 (District 3) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 210.2, proposing to establish a Non-Retail Sales and Service office use with approximately 2,134 square feet of space located at the ground floor of the existing building for use as a building management office, and shared break room and conference room. The subject property is located within a C-3-O (Downtown - Office) and 200-S 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
- 14b. [2017-010480VAR](#) (A. PERRY: (415) 575-9017)
[655 MONTGOMERY STREET](#) – southwest corner of Montgomery and Washington Streets, and also Columbus Avenue, with lot frontage to the south also along Merchant Street; Lot 028 in Assessor’s Block 0208 (District 3) – Request for **Variance** from requirements of Planning Code Section 123, to allow the existing building to exceed a maximum Floor Area Ratio (FAR) of 18 to 1. The existing structure has a legal nonconforming FAR of 18.8 to 1, and the proposed conversion of ground floor space from retail to office use, results in the addition of approximately 2,134 square feet of Gross Floor Area; therefore, a Variance is required to further exceed the stated maximum FAR in the District. The subject property is located within a C-3-O (Downtown - Office) and 200-S Height and Bulk District.
15. [2016-004524CUA](#) (C. MAY: (415) 575-9087)
[900 CLEMENT STREET](#) – northwest corner of Clement Street and 10th Avenue; Lot 047 in Assessor’s Block 1423 (District 1) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 121.2, 303 and 716 (non-residential use size and retail sales and service uses on the second floor), to convert approximately 2,273 square feet of vacant ground floor retail space to a dental office use and 1-car garage, legalize and remodel the existing non-conforming dental office use on the second floor, construct a third floor vertical addition for a new 1,344 square-foot residential unit, and excavate approximately 373 cubic yards beneath the building for a 1,006 square-foot basement for storage and mechanical purposes in the Inner Clement 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.

16. [2015-001542DRP](#) (S. VELLVE: (415) 558-6263)
2514 BALBOA STREET – north side of Balboa Street between 26th and 27th Avenues; Lot 015 in Assessor's Block 1569 (District 1) - Request for **Discretionary Review** of Building Permit Application No. 2015.01.28.6899, proposing to construct two-story horizontal and vertical additions to the existing two-story, single-family dwelling within a RH-2 (House, Two-Family) District and 40-X Height and Bulk District. The project includes interior modifications and addition of one dwelling unit. 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
17. [2016-014684DRP](#) (C. MAY: (415) 575-9087)
2622-2624 GREENWICH STREET – north side of Greenwich Street, between Divisadero and Broderick Streets; Lots 022-023 in Assessor's Block 0938 (District 2) - Request for **Discretionary Review** of Building Permit Application No. 2016.10.26.1228 proposing the construction of horizontal rear additions, a vertical addition, and the reconfiguration of two existing dwelling units within a RH-2 (Residential House, Two-Family) 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 as Revised
18. [2017-010311DRP](#) (N. TRAN: (415) 575-9174)
217 MONTANA STREET – south side of Montana Street, between Faxon and Capitol Avenues; Lot 042 in Assessor's Block 7069 (District 11) - Request for **Discretionary Review** of Building Permit Application No. 2017.08.07.4055, proposing to construct a horizontal and vertical addition at the rear of an existing two-story, single-family dwelling within an RH-1 (Residential House, One-Family) District and 40-X Height and Bulk District. The project includes interior renovation and additional habitable space at the ground floor. No changes are proposed to the front façade along Montana Street. 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

ADJOURNMENT

Privacy Policy

Members of the public are not required to provide personal identifying information when they communicate with the Commission or 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.

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.

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.