

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, March 15, 2018
1:00 p.m.
Regular Meeting

Commissioners:

Rich Hillis, President

Myrna Melgar, Vice President

Rodney Fong, Milicent 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

Commission Hearing Broadcasts:

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

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

Re-broadcast, Fridays at 8:00 p.m., Cable Channel 26

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

Know Your Rights Under the Sunshine Ordinance

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

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

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

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

San Francisco Lobbyist Ordinance

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

Accessible Meeting Information

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

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

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

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

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

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

SPANISH:

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

CHINESE:

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

TAGALOG:

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

RUSSIAN:

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

ROLL CALL:

President: Rich Hillis
 Vice-President: Myrna Melgar
 Commissioners: Rodney Fong, Milicent 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. 2014-001400ENX (E. SAMONSKY: (415) 575-9112)
2750 19TH STREET – located at the northeast corner of Bryant and 19th Streets, Lot 004A in Assessor's Block 4023 (District 10) - Request for a **Large Project Authorization**, pursuant to Planning Code Section 329, for the demolition of an existing industrial building, with the exception of the brick facade, and new construction of a six-story, 68-foot tall, mixed-use building (measuring approximately 74,446 square feet) with 60 dwelling units, approximately 7,471 square feet ground floor retail, 24 below-grade off-street parking spaces, one car-share parking space, 84 Class 1 bicycle parking spaces, and 13 Class 2 bicycle parking spaces. The Project includes 4,800 square feet of common open space roof deck. Under the LPA, the project is seeking an exception to certain Planning Code requirements, including: 1) rear yard (Planning Code Section 134); 2) dwelling unit exposure (Planning Code Section 140); 3) street frontage (Planning Code Section 145.1). The project site is located within the UMU (Urban Mixed-Use) and 68-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 on January 25, 2018)
(Proposed Continuance to May 10, 2018)

2. 2016-005617DRP (M. CHRISTENSEN: (415) 575-8742)
1439-1441 SOUTH VAN NESS AVENUE – east side of South Van Ness Avenue, between 25th and 26th Streets; lot 021 of Assessor's Block 6526 (District 9) - Request for **Discretionary Review** of building permit application No. 2016.0809.4577 that proposes to legalize and alter the existing ground floor dwelling unit, construct vertical and rear additions to expand all units within the structure, and alter the façade of the structure within a RM-1 (Residential-Mixed, Low Density) District and 50-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04](#)(h).
 Staff Analysis: Full Discretionary Review
Preliminary Recommendation: Take Discretionary Review and Approve with Conditions
 (Continued from Regular hearing on February 1, 2018)
Note: On November 30, 2017, after hearing and closing public comment; the Commission Continued the matter to December 21, 2017 by a vote of +6 -0 (Hillis absent).
On December 21, 2017, without hearing, Continued to January 18, 2018 by a vote of +5 -0 (Melgar, Richards absent).
On January 18, 2018 without hearing, Continued to February 1, 2018 by a vote of +6 -0 (Johnson absent).

**On February 1, 2018 without hearing, Continued to March 15, 2018 by a vote of +5 -0 (Johnson and Melgar absent).
(Proposed Continuance to June 14, 2018)**

- 3a. 2017-005881PCA (C. ASBAGH: (415) 575-9165)
FORMULA RETAIL GROCERY STORE IN FULTON STREET GROCERY STORE SPECIAL USE DISTRICT [BOARD FILE 170514] - **Planning Code Amendment**, Section 249.35A, to allow a grocery store that may be defined as a formula retail use in the Fulton Street Grocery Store Special Use District, and adding criteria for approval; extending the duration of the controls; and making environmental findings, findings of consistency with the General Plan and the eight priority policies of Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.
Preliminary Recommendation: Approve
 (Continued from Regular Meeting of January 11, 2018)
(Proposed for Indefinite Continuance)
- 3b. 2017-005881CUA (C. ASBAGH: (415) 575-9165)
555 FULTON STREET - southeast corner of Fulton and Laguna Street; Lot 058 in Assessor's Block 0794 (District 5) - Request for **Conditional Use Authorization** pursuant to Planning Code Sections 303(c), 303.1, 703.4, and 249.35A to establish a formula retail sales and services establishment (d.b.a. New Seasons Market) as would be permitted under Planning Code Amendments proposed under Board File No. 170514. The project is located within a RTO (Residential Transit Oriented) and Hayes Valley NCT (Neighborhood Commercial Transit) Zoning Districts and 40-X/50-X Height and Bulk District, and the Fulton Street Grocery Store Special Use District. Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it does not result in a physical change in the environment. No CEQA review is required pursuant to San Francisco Administrative Code Section 31.04(h).
Preliminary Recommendation: Approve with Conditions
 (Continued from Regular Meeting of January 11, 2018)
(Proposed for Indefinite Continuance)
4. 2016-003051DRP (E. JACKSON: (415) 558-6363)
37 SUSSEX STREET – located on the west side of Sussex Street, between Penny Lane and Diamond Street; Lot 018 in Assessor's Block 6729 (District 8) - Request for **Discretionary Review** of Building Permit Application No. 2016.0219.0012 proposing construction of a vertical one-story addition on a single-family dwelling. The Project is located within a RH-1 (Residential, House, Single-Family) Zoning District and 40-X Height and Bulk District.
 Staff Analysis: Abbreviated Discretionary Review
Preliminary Recommendation: Do Not Take Discretionary Review and Approve
 (Continued from Regular hearing on January 25, 2018)
WITHDRAWN

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

5. [2017-010105CUA](#) (S. VELLVE: (415) 558-6263)
2901 CALIFORNIA STREET – southwest corner of the intersection of Broderick and California Streets; Lot 098 in Assessor’s Block 1029 (District 5) – Request for **Conditional Use Authorization** pursuant to Planning Code Section 303 to amend Condition No. 9, Motion No. 17880, Case No. 2007.0128C, to allow the Drew School to increase their enrollment cap from 280 to 340 students in a RM-1 (Residential, Mixed, Low-Density) District and 40-X Height and Bulk District. No physical expansion of the school is proposed. 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

C. COMMISSION MATTERS

6. Consideration of Adoption:
- [Draft Minutes for February 8, 2018](#)
7. 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

8. Director’s Announcements
9. 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.

10. (P. IKEZOE: (415) 575-9137)
[CALIFORNIA STATE SENATE BILL 827](#) – **Informational Presentation** on the proposed State Senate Bill (“SB”) 827 and its potential effects on San Francisco. Presentation and accompanying memo includes analysis of SB 827 in its current form, including recent amendments to the bill formally introduced on March 1.
Preliminary Recommendation: None – Informational
11. (D. SANCHEZ: (415) 575-9082)
[2018-001205PCA](#)
MESSAGE ESTABLISHMENTS – UNION STREET NEIGHBORHOOD COMMERCIAL DISTRICT [BOARD FILE NO. 180053] – **Planning Code Amendment** introduced by Mayor Farrell to conditionally permit Massage Establishments, as defined in Planning Code Section 102, in the Union Street Neighborhood Commercial District; affirming the Planning Department’s determination under the California Environmental Quality Act; making findings of consistency with the General Plan and the eight priority policies of Planning Code Section 101.1; and making findings of public necessity, convenience, and welfare under Planning Code Section 302.
Preliminary Recommendation: Approve with Modifications
12. (J. HORN: (415) 575-6925)
[2014.1459CUA](#)
214 STATES STREET – north side of States Street between Levant and Castro Streets; Lot 038 in Assessor’s Block 2622 (District 8) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317, to allow the tantamount to demolition of an existing 1,635 square foot, two-story single family home and the addition of a ground floor garage and front entrance, a horizontal rear addition, three new roof dormers and the enclosing of two front decks to create bay windows. The project site is located within a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Approve with Conditions with Modifications
(Continued from Regular Meeting of December 14, 2017)
Note: On December 14, 2017, after hearing and closing public comment; the Commission Continued the matter to March 15, 2018 by a vote of +7 -0.
- 13a. (C. ASBAGH: (415) 575-9165)
[2017-011465CUA](#)
945 MARKET STREET – south side of Market Street, at the intersection of Mason and Market Streets; lot 240 of Assessor’s Block 3704 (District 6) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 210.2 and 303 to establish a Non-Retail Sales and Service Use. The proposal would convert 47,522 square feet of unoccupied floor area at the fourth and fifth floors to General Office. The project site is located in a Downtown Commercial, Support (C-3-G) and Downtown Retail Core (C-3-R) Zoning Districts and 120-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
- 13b. (C. ASBAGH: (415) 575-9165)
[2017-011465OFA](#)
945 MARKET STREET – south side of Market Street, at the intersection of Mason and Market Streets; lot 240 of Assessor’s Block 3704 (District 6) – Request for an **Office Development**

Authorization pursuant to Planning Code Sections 321 and 322 to authorize up to 47,522 square feet from the Office Development Annual Limit. The proposal would convert 47,522 square feet of unoccupied floor area at the fourth and fifth floors to General Office. The project site is located in the Downtown Commercial, Support (C-3-G) and Downtown Retail Core (C-3-R) Zoning Districts and 120-X Height and Bulk District.

Preliminary Recommendation: Approve with Conditions

14. [2015-000058CUA](#) (M. WOODS: (415) 558-6315)
[2500-2698 TURK STREET AND 222 STANYAN STREET](#) – UNIVERSITY OF SAN FRANCISCO (USF) – Lot 008 in Assessor’s Block 1107 and Lot 001B in Assessor’s Block 1144 within the USF Hilltop Campus (District 1) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 134, 155, 209.1, 260, 303 and 304 to allow a Planned Unit Development (PUD) for the construction of a new 606-bed USF student residence hall, expansion and renovation of the dining hall facilities, relocation and replacement of the recycling and waste facility, and relocation of the ROTC program. The proposal includes PUD modifications to Planning Code provisions related to the rear yard (Section 134), off-street loading (Section 155), dwelling unit density (Section 209.1), and a minor deviation from the provisions for measurement of height (Section 260). The project site is located in a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Approve with Conditions
15. [2017-004489CUA](#) (E. JARDINES: (415) 575-9144)
[701 VALENCIA STREET](#) – east side of Valencia Street, on Lots: 098 and 099 in Assessor’s Block 3589 (District 9) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections: 303 and 762, to legalize the temporary conversion of an existing parking lot (currently accessory to 711 Valencia Street DBA Cherin’s Appliance) into a commercial parking lot, which is open to the general public (DBA Pristine Parking). The project will also establish a principally permitted outdoor activity area and restaurant use within a Valencia NCT (Valencia Street Neighborhood Commercial Transit) Zoning District and 55-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. [2015-009015DRP-03](#) (E. JARDINES: (415) 575-9144)
[75, 77, 79-81 LELAND AVENUE](#) – located on the south side of Leland Avenue, west of Desmond Street, east of Talbert Court, and north of Visitacion Avenue; Lots: 007B and 030 in Assessor’s Block 6250 (District 10) - Request for **Discretionary Review** of Building Permit Application Nos. 2015.0629.0164, 2015.0629.0165, and 2015.0629.0158, to construct three new buildings including two two-story, single-family homes (addressed as 75 and 77

Leland Avenue) and one new three-story mixed-use building with ground floor retail professional service and residential above (addressed as 79-81 Leland Avenue). The Project is located within an RH-1 (Residential, House, One-Family) as well as a NC-2 (Neighborhood Commercial-Small Scale) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).

Staff Analysis: Full Discretionary Review

Preliminary Recommendation: Do Not Take Discretionary Review and Approve

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
(Continued from Regular Meeting of February 8, 2018)
Note: On February 8, 2018, after hearing and closing public comment; the Commission continued the matter to March 15, 2018 by a vote of +5 -0 (Johnson and Hillis absent).
18. [2016-014004DRP](#) (B. BENDIX: (415) 575-9114)
2865 VALLEJO STREET – located on the south side of Green Street, between Baker Street and Broderick Street; Lot: 017 in Assessor's Block 0958 (District 2) - Request for **Discretionary Review** of Building Permit Application No. 2016.10.11.9920, to construct a rear horizontal addition at the southwest corner of the existing building and a vertical addition. The Project is located within a RH-1(D) [Residential, House, One-Family (Detached)] Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Staff Analysis: Abbreviated Discretionary Review
Preliminary Recommendation: Do Not Take Discretionary Review and Approve
19. [2016-002865DRP](#) (B. BENDIX: (415) 575-9114)
1889-1891 GREEN STREET – located on the south side of Green Street, between Octavia Street and Laguna Street; Lot: 020 in Assessor's Block 0554 (District 2) - Request for **Discretionary Review** of Building Permit Application No. 2015.07.13.1338, to construct a fourth floor vertical addition, a horizontal addition on the west side of the existing building, a reduction of legally non-complying massing at the rear and interior renovations. The Project is located within a RH-2 (Residential, House, Two-Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Staff Analysis: Abbreviated Discretionary Review
Preliminary Recommendation: Do Not Take Discretionary Review and Approve

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.