

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, May 3, 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

Voice recorded Agenda only: (415) 558-6422

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

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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, 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. 2017-001283CUA (M. CHRISTENSEN: (415) 575-8742)
792 CAPP STREET – west side of Capp Street, between 22nd and 23rd Streets; lot 019B of Assessor's Block 3637 (District 9) - Request for **Conditional Use Authorization** pursuant to Planning Code Sections 209.4, 303, and 317, proposing to demolish the existing two-story single-family home and construct a new four-story (40 foot tall) residential structure containing four dwelling units within a Residential Transit Oriented - Mission (RTO-M) Zoning District, Calle 24 Special Use 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 on March 22, 2018)
Note: On October 12, 2017, after hearing and closing public comment, continued to December 21, 2017. On December 21, 2017, after a Motion to Continue failed +3 -4 (Fong, Melgar, Moore, Hillis against); and a Motion to Approve with Conditions failed +3 -4 (Koppel, Melgar, Moore, Richards against); Adopted a Motion of Intent to Disapprove and Continued the matter to March 22, 2018. On March 22, 2018, without hearing, continued to May 3, 2018 by a vote of +6 -0 (Fong absent).
(Proposed Continuance to May 17, 2018)

2. 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
 (Continued from Regular hearing on March 15, 2018)
Note: On March 15, 2018, after hearing and closing public comment, continued to May 3, 2018 by a vote of +7 -0.
(Proposed Continuance to June 7, 2018)

3. 2018-003260PCA (A. BUTKUS: (415) 575-9129)
PUBLIC PARKING LOTS AS A PERMITTED USE IN THE GLEN PARK NCT DISTRICT AND ADJOINING LOCATIONS – **Planning Code Amendment** to permit as of right Public Parking Lot uses where the parcel is located in both the Glen Park Neighborhood Commercial Transit and RH-2 (Residential, House Districts, Two-Family) zoning districts, the property has been used as Public Parking Lot for the past ten years without the benefit of a permit, and the adjoining RH-2 parcel is no larger than 40 feet by 110 feet; 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 pursuant to Planning Code, Section 302.
(Proposed Continuance to June 7, 2018)

- 4a. 2015-0150100FA (D. VU: (415) 575-9120)
1 DE HARO STREET – between King and Berry Streets – Lots 303 & 304 in Assessor’s Block 3800 (District 10) – Request for an **Office Development Authorization** under Planning Code Sections 320, 321 and 322 to authorize up to 86,301 sq. ft. from the Office Development Annual Limit. The Project would construct a new four-story, 58-ft. tall mixed-use building containing 869,301 sq. ft. of office use and 43,318 sq. ft. of PDR uses. The Project site is located within the PDR-1-G (Production, Distribution and Repair - General) Zoning District and 58-X Height and Bulk District.
(Proposed Continuance to June 14, 2018)

- 4b. 2015-015010CUA (D. VU: (415) 575-9120)
1 DE HARO STREET – between King and Berry Streets – Lots 303 & 304 in Assessor’s Block 3800 (District 10) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.3C and 303, for uses that support new development of Production, Distribution and Repair (PDR) space for the project involving demolition of three existing two-story, 25-ft. tall light industrial buildings (collectively measuring approximately 10,620 sq. ft.), and construction a new four-story, 58-ft. tall mixed-use building containing 86,301 sq. ft. of office use and 43,318 sq. ft. of PDR uses. The Project also includes 10 accessory parking spaces adjacent to the building, streetscape improvements, 36 Class 1 and 24 Class 2 bicycle parking spaces. The Project is contingent upon the approval of new legislation associated with reauthorizing Planning Code Section 210.3C (See Case No. [2018-003257PCA](#)). The Project site is located within the PDR-1-G (Production, Distribution and Repair - General) Zoning District and 58-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\(h\)](#).
(Proposed Continuance to June 14, 2018)

5. [2014.1459CUA](#) (J. HORN: (415) 575-6925)
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 March 15, 2018)

Note: On December 15, 2017, after hearing and closing public comment, continued to March 15, 2018 by a vote of +7 -0. On March 15, 2018, without hearing, continued to May 3, 2018 by a vote of +5 -1 (Moore against; Melgar absent).

(Proposed Continuance to June 14, 2018)

6. 2015-008252DRP (E. JONCKHEER: (415) 575-8728)
89 ROOSEVELT WAY – south side of Roosevelt Way at Buena Vista Terrace; Lot 077 in Assessor’s Block 2612 (District 8) - Request for **Discretionary Review** of Building Permit Application No. 2016.09.19.8061, proposing the vertical addition of a mezzanine level with roof decks to an existing 3-story building within a RM-1 (Residential-Mixed, Low Density) 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: Pending
 (Continued from Regular hearing on March 1, 2018)
(Proposed Continuance to June 21, 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

7. [2017-000514CUA](#) (N. TRAN: (415) 575-9174)
2001 MARKET STREET – south side of Market Street at the corner of Dolores Street; lots 042-045 of Assessor’s Block 3535 (District 8) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303, 303.1, and 752, to establish a Formula Retail Use (d.b.a. Genji Sushi, an approximately 50 square foot limited restaurant use specializing in sushi packaged for takeout in the deli area) inside an existing Whole Foods Market grocery store located within a NCT-3 (Moderate Scale Neighborhood Commercial District, 80-X and 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\(h\)](#).
Preliminary Recommendation: Approve with Conditions

C. COMMISSION MATTERS

8. Consideration of Adoption:
- [Draft Minutes for April 19, 2018](#)
9. 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

10. Director's Announcements
11. 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.

12. [2018-003257PCA](#) (A. BUTKUS: (415) 575-9129)
REAUTHORIZING SECTION 210.3C CONCERNING NEW PRODUCTION, DISTRIBUTION, AND REPAIR SPACE – Planning Code Amendment to reauthorize provisions that support the development of new Production, Distribution, and Repair (PDR) space in specified PDR Zoning Districts; 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 the Planning Code, Section 101.1, and findings of public necessity, convenience, and welfare under Planning Code, Section 302.
Preliminary Recommendation: Approve
13. [2018-004477PCA](#) (P. IKEZOE: (415) 575-9137)
CENTRAL SOMA HOUSING SUSTAINABILITY DISTRICT – Informational Presentation regarding the Business and Tax Regulations Code and Planning Code Amendments to create the Central South of Market Housing Sustainability District, encompassing an area generally bounded on its western portion by Sixth Street, on its eastern portion by Second Street, on its northern portion by the border of the Downtown Plan Area (an irregular border that generally jogs along Folsom, Howard and Stevenson Streets), and on its southern portion by Townsend Street, to provide a streamlined and ministerial approval process for certain housing projects meeting specific labor, on-site affordability, and other requirements; establishing a fee for applications for residential development permits within the District; making approval findings under the California Environmental Quality Act; making findings of public convenience, necessity, and welfare under Planning Code,

Section 302; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

Preliminary Recommendation: None – Informational

- 14a. [2016-002728CUA](#) (B. BENDIX: (415) 575-9114)
2525 VAN NESS AVENUE – west side of Van Ness Avenue between Union Street and Filbert Street, Lot 004 in Assessor’s Block 0527 (District 2) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 253 and 303 to construct an approximately 65-foot tall building of approximately 70,080 square feet containing 28 dwelling units, approximately 2,000 square feet of ground floor retail, and up to 14 off-street parking spaces. The project site is located in a RC-3 (Residential-Commercial, Medium Density) Zoning District and 65-A 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 hearing on March 29, 2018)
- 14b. [2016-002728VAR](#) (B. BENDIX: (415) 575-9114)
2525 VAN NESS AVENUE – west side of Van Ness Avenue between Union Street and Filbert Street, Lot 004 in Assessor’s Block 0527 (District 2) – Request for a **Variance** from the Zoning Administrator to address the requirements for the rear yard (Section 134) and dwelling unit exposure (Section 140). The project will construct an approximately 65-foot tall building of approximately 70,080 square feet containing 28 dwelling units, approximately 2,000 square feet of ground floor retail, and up to 14 off-street parking spaces. The project site is located in a RC-3 (Residential-Commercial, Medium Density) Zoning District and 65-A Height and Bulk District.
(Continued from Regular hearing on March 29, 2018)
- 15a. [2015-003800CUA](#) (D. VU: (415) 575-9120)
1100 POTRERO AVENUE – southwest corner of Potrero Avenue and 23rd Street; lot 001 in Assessor’s Block 4211 (District 9) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 207, 209.1 and 303, to construct up to one dwelling unit for every 1,000 square feet of lot area for the project proposing a new four-story, 49-foot tall building containing four dwelling units adjacent to a limited commercial nonconforming use on the 3,500 square-foot lot. The subject property is located within a RH-3 (Residential – House, Three Family) 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
(Continued from Regular hearing on March 22, 2018)
- 15b. [2015-003800VAR](#) (D. VU: (415) 575-9120)
1100 POTRERO AVENUE – southwest corner of Potrero Avenue and 23rd Street; lot 001 in Assessor’s Block 4211 (District 9) – Request for a **Variance** to the rear yard requirement pursuant to Planning Code Section 134, to allow the construction of a new building containing four dwelling units to encroach 11-feet 6-inches into the rear yard. The subject property is located within a RH-3 (Residential – House, Three Family) Zoning District and 55-X Height and Bulk District.
(Continued from Regular hearing on March 22, 2018)

- 16a. [2015-014876CUA](#) (J. HORN: (415) 575-6925)
[749 27TH STREET](#) – south side of 27th Street between Douglas and Diamond Streets; lot 012 of Assessor’s Block 6588 (District 8) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 317, to allow the tantamount to demolition of an existing two-story detached one-unit dwelling at the front of the property and the alteration of a detached single-family one-unit dwelling at the rear of the property. The project also requests a Variance from the Planning Code for front setback requirements, pursuant to Section 132. The subject property is located within a RH-1 (Residential – House, One Family) Zoning District and 40-X Height and Bulk District. This action constitutes the Approval Action for the project for the purposes of CEQA, pursuant to San Francisco Administrative Code Section [31.04\(h\)](#).
Preliminary Recommendation: Pending
(Continued from Regular hearing on March 22, 2018)
Note: On January 11, 2018, after hearing and closing public comment, Continued to February 22, 2018 by a vote of +6 -0 (Johnson absent). On February 22, 2018, without hearing, Continued to March 22, 2018 by a vote of +6 -0. On March 22, 2018, without hearing, Continued to May 3, 2018 by a vote of +6 -0 (Fong absent).
- 16b. [2015-014876VAR](#) (J. HORN: (415) 575-6925)
[749 27TH STREET](#) – south side of 27th Street between Douglas and Diamond Streets; lot 012 of Assessor’s Block 6588 (District 8) – Request for a **Variance** from the Planning Code for front setback requirements, pursuant to Section 132. The project is to allow the tantamount to demolition of an existing two-story detached one-unit dwelling at the front of the property and the alteration of a detached single-family one-unit dwelling at the rear of the property. The subject property is located within a RH-1 (Residential – House, One Family) Zoning District and 40-X Height and Bulk District.
(Continued from Regular hearing on March 22, 2018)
Note: On January 11, 2018, after hearing and closing public comment, ZA Continued to February 22, 2018. On February 22, 2018, without hearing, ZA Continued to March 22, 2018. On March 22, 2018, without hearing, Acting ZA Continued to May 3, 2018.
17. [2018-001389CUA](#) (V. FLORES: (415) 575-9173)
[2280 MARKET STREET](#) – at Noe Street; Lot 013 of Assessor’s Block 3560 (District 8) - Request for **Conditional Use Authorization**, pursuant to Planning Code Sections [303](#), [303.1](#), [121.2](#), and [764](#) to allow a change of use to a Formula Retail Gym (d.b.a. Barry’s Bootcamp) in the existing commercial space greater than 4,000 square feet in size and operate before 6am on the property within the Upper Market NCT (Neighborhood Commercial Transit District) and 50/40-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\(h\)](#).
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.

18. [2017-006654DRM](#) (V. FLORES: (415) 575-9173)
[2071 47TH AVENUE](#) – at Quintara Street; Lot 015 of Assessor’s Block 2167 (District 4) - Request for **Discretionary Review** of Building Permit Application 2017.05.03.5591 within the RH-1 (Residential, House – One Family) and 40-X Height and Bulk District. The proposal includes horizontal and vertical additions to an existing two-story single family residence. The proposal includes interior renovations and new front and rear decks. Additionally, the proposal will add one new Accessory Dwelling Unit to the ground floor per Ordinance 95-17. 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 with Modifications

19. [2017-003986DRP-02](#) (C. ALEXANDER: (415) 575-8724)
[739 DE HARO STREET](#) – east side of De Haro Street between 19th and 20th Streets; Lot 024 of Assessor’s Block 4071 (District 10) - Requests for **Discretionary Review** of Building Permit Application 2017.03.07.0898 within a RH-2 (Residential, House – Two Family) and 40-X Height and Bulk District. The proposal includes the remodel of an existing single family home with a new third story vertical addition and new garage at the street level. The proposal includes a new front façade, interior renovations and upgrade of the mechanical, electrical and structural systems. 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 with Modification

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.