

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, October 3, 2019

1:00 p.m.

Regular Meeting

Commissioners:

Myrna Melgar, President
Joel Koppel, Vice President
Frank Fung, Milicent Johnson,
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

Commission Hearing Broadcasts:

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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.

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Members of the public are not required to provide personal identifying information when they communicate with the Planning Department and its commissions. All written or oral communications that members of the public submit to the Department regarding projects or hearings will be made available to all members of the public for inspection and copying. The Department does not redact any information from these submissions. This means that personal information including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Department and its commissions may appear on the Department's website or in other public documents that members of the public may inspect or copy.

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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.

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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: Myrna Melgar
 Vice-President: Joel Koppel
 Commissioners: Frank Fung, Milicent Johnson, 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. 2019-014348PCA (A. MERLONE: (415) 575-9129)
EXEMPTION FROM DENSITY LIMITS FOR AFFORDABLE AND UNAUTHORIZED UNITS; RESIDENTIAL CARE FACILITIES – **Planning Code Amendment** to provide an exception from density limit calculations for all affordable units in projects not seeking and receiving a density bonus, permit the legalization of all unauthorized dwelling units notwithstanding a history of no-fault evictions, and principally permit residential care facilities for seven or more persons in all RH (Residential, House) 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 Planning Code, Section 101.1; and adopting findings of public necessity, convenience, and general welfare under Planning Code, Section 302.
(Proposed Continuance to November 7, 2019)

2. 2019-001694CUA (D. WEISSGLASS: (415) 575-9177)
1500 MISSION STREET – north side of Mission Street between 11th Street and Van Ness Avenue; Lots 008-011 in Assessor’s Block 3506 (District 6) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.2 and 303, to establish a massage use within a spa (d.b.a. “The Spa”) as accessory to the primary gym use (d.b.a. “Equinox”) within a C-3-G (Downtown-General) Zoning District and 130/240-R-3, 130/400-R-3, and 85-X Height and Bulk Districts. The spa use will be operated by Equinox Gym and accessed via the main Equinox entrance at the corner of Van Ness Avenue and Mission Street. The Spa itself will occupy approximately 550 square-feet at the basement level of the 31,000 square-foot Equinox Gym and provide 2 treatment rooms in which massages will be administered. The Project is not a project under CEQA Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.
Preliminary Recommendation: Approve with Conditions
(Proposed Continuance to November 14, 2019)

3. 2016-003994CUA (C. TOWNES: (415) 575-9195)
55 BELCHER STREET – east side of Belcher Street between 14th Street and Duboce Avenue; Lots 098, 099, 100 in Assessor’s Block 3537 (District 8) – Request for **Conditional Use Authorization** pursuant to Planning Code Sections 121.7, 207(a), 209.4, 303, 303(r) to merge three lots into one lot (10,603 square foot) for the construction of an approximately 27,406 square foot, four-story building, up to 40 feet tall with 25 residential dwelling units, 12 off-street parking spaces, and 25 bicycle parking spaces. The subject property is located within

a RTO (Residential Transit Oriented) 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

(Continued from Regular hearing on July 11, 2019)

(Proposed Continuance to November 21, 2019)

4. 2019-006951CUA (C. CAMPBELL: (415) 575-8732)
1401 19TH AVENUE – northwest corner of 19th Avenue, between Judah and Kirkham Streets; Lot 037 of Assessor's Block 1834 (District 8) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 202.2, 209.1, and 303, to authorize the sale of beer and wine (ABC license Type 20, off-sale beer and wine) with motor vehicle fuel (DBA Chevron) within an expanded retail automotive use establishment (gas station, neighborhood serving convenience store, and café) in 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: Approve with Conditions
(Proposed Continuance to December 5, 2019)

5. 2018-004614DRP (D. WINSLOW: (415) 575-9159)
16 SEACLIFF AVENUE – near 25th Avenue; Lot 019 in Assessor's Block 1301 (District 2) – Request for **Discretionary Review** of Building Permit Application No. 2018.0328.4792, proposing construction of a 4- story horizontal rear addition; raising the roof at the 4th floor which is setback 13'; a modified driveway to access a new attached garage; a new lightwell on the front façade; and conversion of an existing noncomplying garage in the rear into storage to an existing one-family dwelling 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\(h\)](#).
Preliminary Recommendation: Do Not Take Discretionary Review and Approve
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

6. [2019-000362CUA](#) (S. CISNEROS: (415) 575-9186)
1501C SLOAT BOULEVARD – south side of Sloat Boulevard between Clearfield Drive and Everglade Drive, within the Lakeshore Plaza Shopping Center, Lot 004 of Assessor's Block 7255 (District 7) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303, 713, and 780.1, to permit a formula retail use (dba Sprint by Verity Wireless) in a space previously occupied by a formula retail use. The project scope of work consists of an interior remodel. The subject property is located within a NC-S (Neighborhood Commercial Shopping Center Zoning District), Lakeshore Plaza Special Use District, and 26-40-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

(Continued from Regular hearing on July 11, 2019)

7. [2019-005402CUA](#) (D. WEISSGLASS: (415) 575-9177)
50 BEALE STREET – western corner of the intersection of Beale and Mission Streets; Lot 003 in Assessor’s Block 0646 (District 6) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.2 and 303, to establish a massage use within a spa (d.b.a. “The Spa”) as accessory to the primary gym use (d.b.a. “Equinox”) within a C-3-O(SD) (Downtown Office Special Development) Zoning District and 450-S Height and Bulk District. The spa use will be operated by Equinox Gym and accessed via the main Equinox entrance on Mission Street. The Spa itself will occupy approximately 650 square-feet within the 36,000 square-foot Equinox Gym and provide 2 treatment rooms in which massages will be administered. The primary gym use is principally permitted, was established by Building Permit Application No. 2018091299903, and is currently under construction. The Project is not a project under CEQA Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.
Preliminary Recommendation: Approve with Conditions
8. [2018-013963CUA](#) (N. TRAN: (415) 575-9174)
855 GEARY STREET – south side of Geary Street between Larkin and Hyde Streets; Lot 019 in Assessor’s Block 0320 (District 6) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 209.3 and 303 to legalize the change of use to automotive use (private and public parking garage), within a RC-4 (Residential-Commercial) Zoning District and 80-T Height and Bulk District. No alterations to the building envelope are proposed. The Project is not a project under CEQA Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.
Preliminary Recommendation: Approve with Conditions
9. [2019-004164CUA](#) (D. WEISSGLASS: (415) 575-9177)
1056-1062 SANCHEZ STREET – west Side of Sanchez Street between Elizabeth and 24th Streets; Lot 002 in Assessor’s Block 3654 (District 8) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 207, 209.1, and 303, to allow a dwelling unit density of one dwelling unit per 1,000 square feet within a RH-3 (Residential – House, Three Family) Zoning District and 40-X Height and Bulk District. All of the units currently exist, but one is restricted from further expansion. 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
10. [2019-005201CUA](#) (C. FAHEY: (415) 575-9139)
298 MUNICH STREET – west side of Munich Street between Brazil Street and Excelsior Avenue; Lot 040 of Assessor’s Block 6023 (District 11) – Request for a **Conditional Use Authorization**, pursuant to Planning Code Sections 303 and 209.1 to allow a Limited Restaurant (d.b.a. “McLaren Park Café”) within a RH-1 (Residential – House, One Family) Zoning District and 40-X Height and Bulk District. The subject property is identified as a Limited and Nonconforming Use, protected under Section 186. The Restaurant itself will occupy approximately 570 square-feet of the ground floor within the 3,000 square-foot

building. The Project is not a project under CEQA Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.

Preliminary Recommendation: Approve with Conditions

C. COMMISSION MATTERS

11. Consideration of Adoption:

- [Draft Minutes for September 12, 2019](#)
- [Draft Minutes for September 19, 2019](#)

12. 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

13. Director's Announcements

14. 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. When the number of speakers exceed the 15-minute limit, General Public Comment may be moved to the end of the Agenda.

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.

15. [2013.1535CUA](#) (M. BOUDREAU: (415) 575-9140)
[450-474 O'FARRELL STREET/532 JONES STREET](#) – the block is bounded by Geary Street to the north, O'Farrell Street to the south, Taylor Street to the east, and Jones Street to the west (Assessor's block/lot 0317/007, 0317/009, and 0317/011). (District 6); **Informational Presentation** on project design changes required pursuant to Condition No. 12.a. of Motion No. 20281. The Planning Commission granted Conditional Use Authorization on September 13, 2018. The proposed project would demolish the existing structures, merge the three lots,

and construct a 13-story, 130-foot-tall, 226,514-sf mixed-use building with residential, ground floor commercial and institutional (church) uses.

Preliminary Recommendation: None – Informational

16. [2019-005575IMP](#) (N. TRAN: (415) 575-9174)
555 POST STREET – south side of Post Street between Taylor and Mason Streets, Lot 020 in Assessor’s Block 0306 (District 3); Informational presentation on Make School’s **Abbreviated Institutional Master Plan** (IMP), pursuant to Planning Code Section 304.5. Receipt of this IMP does not constitute approval or disapproval of any proposed projects contained in the IMP by the Planning Commission. The Abbreviated IMP contains information on the nature and history of the institution, the location and use of affiliated buildings, and development plans. The Abbreviated IMP is available for viewing on the Planning Department’s website at: <http://www.sfplanning.org>, click on “Resource Center”, then “Department Publications A-Z”, then scroll to “I” for Institutional Master Plans. The IMP is also available for public viewing at the Planning Department’s Public Information Center located at 1660 Mission Street, 1st Floor, and at the Department’s reception area located at 1650 Mission Street, 4th Floor.
Preliminary Recommendation: None – Informational
- 17a. [2014.0334SHD](#) (E. SAMONSKY: (415) 575-9112)
262 7TH STREET – south side between Folsom and Howard Streets; Lot 007 of Assessor’s Block 3730 (District 6) – Request for adoption of **Shadow Findings** that Project shadows would not adversely affect use of public open space at Howard & Langton Mini Park, a park under the jurisdiction of or designated for acquisition by the Recreation and Park Commission (Planning Code Section 295). The Project proposes the demolition of the existing building on the site, and construction of two seven-story, 65-foot tall, mixed-use buildings, totaling approximately 38,294 square-feet (sf), with a total of 96 single room occupancy (SRO) units, 1,079 sf of commercial space, and 96 bicycle parking spaces. The subject property is located within the WMUG (Western SoMa Mixed-Use General) Zoning District, Western SoMa and Youth and Family Zone Special Use Districts and 65-X Height and Bulk District.
Preliminary Recommendation: Adopt Findings
- 17b. [2014.0334ENX](#) (E. SAMONSKY: (415) 575-9112)
262 7TH STREET – south side between Folsom and Howard Streets; Lot 007 of Assessor’s Block 3730 (District 6) – Request for **Large Project Authorization**, pursuant to Planning Code Section 329, for the demolition of the existing building on the site, and construction of two seven-story, 65-foot tall, mixed-use buildings, totaling approximately 38,294 square-feet (sf), with a total of 96 single room occupancy (SRO) units, 1,079 sf of commercial space, and 96 bicycle parking spaces. Under the LPA, the project is seeking exceptions to certain Planning Code requirements, including: 1) rear yard (Planning Code Section 134); 2) usable open space (Planning Code Section 135); and 3) exposure (Planning Code Section 140). The subject property is located within the WMUG (Western SoMa Mixed-Use General) Zoning District, Western SoMa and Youth and Family Zone Special Use Districts 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

18. [2019-005500CUA](#) (M. CHRISTENSEN: (415) 575-8742)
2934 CESAR CHAVEZ STREET – northeast corner of Cesar Chavez and Bryant Streets; Lot 0031 in Assessor’s Block 4335 (District 9) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 202.2, 249.59, 249.60, 303, and 712 to allow a 171 square foot Cannabis Retail use in the ground floor of an existing two-story mixed use building within a NC-3 (Neighborhood Commercial, Moderate Scale) Zoning District, Mission Alcoholic Beverage Special Use 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: Approve with Conditions
19. [2019-014433CUA](#) (M. CHRISTENSEN: (415) 575-8742)
49 DUBOCE AVENUE – south side of Duboce Street between Valencia and Woodward Streets; Lot 039 in Assessor’s Block 3532 (District 9) – Request for **Conditional Use Authorization**, pursuant to Planning Code Sections 210.3 and 303, to allow an Industrial Agriculture use (cannabis cultivation) within a PDR-1-G (Production, Distribution and Repair – 1 – General) Zoning District 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

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.

20. [2019-012253DRP](#) (D. WASHINGTON: (415) 558-6443)
463 CASTRO STREET – between Market and 19th Streets; Lot 062 in Assessor’s Block 3582 District 7) – Request for **Discretionary Review** of Building Permit Application No. 2019.05.30.2067 for a change of use from retail to limited-restaurant (DBA Vegan Sandwich Bar) within the Castro Street Neighborhood Commercial 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: Do Not Take Discretionary Review and Approve
21. [2019-013111DRP](#) (D. WINSLOW: (415) 575-9159)
240 CHENERY STREET – between Miguel and Fairmount Streets; Lot 049 in Assessor’s Block 6685 (District 8) – Request for **Discretionary Review** of Building Permit Application No. 2019.0513.0493, proposing construction of property line windows to an existing one-family dwelling 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: Do Not Take Discretionary Review and Approve

22. [2018-009175DRP](#) (D. WINSLOW: (415) 575-9159)
3610 WASHINGTON STREET – between Locust and Spruce Streets; Lot 024 in Assessor’s Block 0987 (District 2) – Request for **Discretionary Review** of Building Permit Application No. 2019.0110.0038, proposing construction of a rear horizontal and vertical addition, excavation at the basement to add habitable space to an existing 2-story single-family dwelling 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: Do Not Take Discretionary Review and Approve

ADJOURNMENT

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.