

SAN FRANCISCO HISTORIC PRESERVATION COMMISSION



Notice of Hearing & Agenda

Commission Chambers, Room 400
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Wednesday, September 19, 2018
12:30 p.m.
Regular Meeting

Commissioners:

Andrew Wolfram, President

Aaron Hyland, Vice President

Kate Black, Ellen Johnck, Richard S.E. Johns,

Diane Matsuda, Jonathan Pearlman

Commission Secretary:

Jonas P. Ionin

Hearing Materials are available at:

Website: <http://www.sfplanning.org>

Planning Department, 1650 Mission Street, 4th Floor, Suite 400

Commission Hearing Broadcasts:

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

Disability 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 409; phone (415) 554-7724; fax (415) 554-7854; 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, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (415) 558-6309, or commissions.secretary@fgov.org at least 48 hours in advance of the hearing.

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@fgov.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 Preservación de Edificios y Lugares Históricos (Historic Preservation Commission). 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:

歷史保護委員會議程。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 para sa Pangangalaga ng Kasaysayan (Historic Preservation Commission Agenda). 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 защите памятников истории. 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: Andrew Wolfram
Vice-President: Aaron Hyland
Commissioners: Kate Black, Ellen Johnck, Richard S.E. Johns, Diane Matsuda, Jonathan Pearlman

A. 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.

The Brown Act forbids a commission from taking action or discussing any item not appearing on the posted agenda, including those items raised at public comment. In response to public comment, the commission is limited to:

- (1) responding to statements made or questions posed by members of the public; or
- (2) requesting staff to report back on a matter at a subsequent meeting; or
- (3) directing staff to place the item on a future agenda. (Government Code Section 54954.2(a))

B. DEPARTMENT MATTERS

1. Director's Announcements
2. Review of Past Events at the Planning Commission, Staff Report and Announcements

C. COMMISSION MATTERS

3. President's Report and Announcements
4. Consideration of Adoption:
 - [Draft Minutes for September 5, 2018](#)

Adoption of Commission Minutes – Charter Section 4.104 requires all commissioners to vote yes or no on all matters unless that commissioner is excused by a vote of the Commission. Commissioners may not be automatically excluded from a vote on the minutes because they did not attend the meeting.

5. Commission Comments & Questions
 - Disclosures.
 - 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 Historic Preservation Commission.

D. 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.

- 6a. [2017-009220COA-03](#) (N. KWIATKOWSKA: (415) 575-9185)
SAN FRANCISCO PUBLIC WORKS AND JCDECAUX REPLACEMENT OF PUBLIC TOILETS AND KIOSKS – located at Coit Tower (City Landmark No. 165), Washington Square Park (City Landmark No. 226), Civic Center Landmark District, and Jackson Square Landmark District. Request for **Certificates of Appropriateness** for the proposed replacement of the existing non-historic public toilets and kiosks located in the public right-of-way or on lots operated by the Recreation and Park Department. The project proposes to remove and replace a total of 25 public toilets and 114 kiosks spread throughout the City of San Francisco. Of the total, 4 public toilets and 3 kiosks are located within the boundaries of Article 10 landmarks and landmark districts.
Preliminary Recommendation: Approve with Conditions
(Proposed Continuance to October 17, 2018)
- 6b. [2017-009220PTA](#) (N. KWIATKOWSKA: (415) 575-9185)
SAN FRANCISCO PUBLIC WORKS AND JCDECAUX REPLACEMENT OF PUBLIC TOILETS AND KIOSKS – located within Kearny-Market-Mason-Sutter Conservation District, New Montgomery-Mission-Second Street Conservation District, Kearny-Belden Conservation District, and Pine-Sansome Conservation District. Request for **Permit to Alter** for the proposed replacement of the existing non-historic public toilets and kiosks located in the public right-of-way or on lots operated by the Recreation and Park Department. The project proposes to remove and replace a total of 25 public toilets and 114 kiosks spread throughout the City of San Francisco. Of the total, 2 public toilets and 31 kiosks are located within the boundaries of Article 11 conservation districts.
Preliminary Recommendation: Approve with Conditions
(Proposed Continuance to October 17, 2018)
- 7a. 2016-007303PCA (E. TUFFY: (415) 575-9191)
5 THIRD STREET (HEARST BUILDING) – located on the east side between Market and Stevenson Streets, Assessor’s Block 3707, Lot 057 (District 6). Consideration of **Planning Code Text Amendments** to Planning Code Section 188 – Noncomplying Structures: Enlargements, Alterations and Reconstruction. The Historic Preservation Commission will consider the proposal from the Project Sponsor to adopt an Ordinance that would extend the expiration date of Section 188(g) to allow Terrace Infill on a noncomplying structure designated as a Significant Building under Article 11 of the Code and would amend the text to allow for rooftop infill along the primary building frontage if obscured from view by existing parapet walls.

Preliminary Recommendation: Approve the resolution to recommend approval of the Planning Code amendments to the Board of Supervisors.
(Proposed Continuance to December 5, 2018)

- 7b. 2016-007303PTA (E. TUFFY: (415) 575-9191)
5 THIRD STREET (HEARST BUILDING) – located on the east side between Market and Stevenson Streets, Assessor’s Block 3707, Lot 057 (District 6). Request for a **Major Permit to Alter** to convert the existing 131,650 gross square foot, 154-foot tall office building for use as a 170-room hotel. Retail will be retained on the ground floor facing Market Street. The project will retain 5,920 gsf of office use. Existing rooftop structures will be altered to create a rooftop lounge, pending approval of a legislative amendment to Planning Code Sec. 188. The project site, which includes the buildings at 5 3rd Street, 17-29 3rd Street, and 190 Stevenson Street, is designated as a Category I (Significant) building under Article 11 of the Planning Code. Historically known as the Hearst Building and San Francisco Examiner offices, the main building is 13 stories over two basement levels. Designed in 1909 by architects Kirby, Petit & Green, various aspects of the original Renaissance Revival façade were redesigned in 1938 by architect Julia Morgan. The brick American Commercial-style building at the southwest corner of the site was completed in 1910, housed an early “newspaper bar” from 1910-1917, and was later purchased by the Hearst Corporation in a 1940s expansion.
Preliminary Recommendation: Approve with Conditions
(Proposed Continuance to December 5, 2018)

E. REGULAR CALENDAR

8. [2017-0004650TH](#) (F. MCMILLEN: (415) 575-9076; S. CALTAGIRONE: (415) 558-6625)
LGBTQ+ CULTURAL HERITAGE STRATEGY – Informational presentation for **Review and Comment** on the LGBTQ+ Cultural Heritage Strategy (Strategy), a community-driven effort to honor the legacy, ensure the longevity, and nurture the well-being of San Francisco’s LGBTQ+ community. The Strategy recommends a comprehensive series of projects, procedures, programs, and techniques to preserve and promote LGBTQ+ cultural heritage in San Francisco. The Strategy effort was initiated by a unanimous resolution of the Board of Supervisors in October 2016 that authorized the formation of a community-based Working Group and provided City support to help develop the Strategy. The recommendations were developed by the Working Group as a direct response to the concerns expressed during intensive community outreach and engagement. This informational presentation will provide an overview of the development and implementation of the Strategy.
Preliminary Recommendation: Review and Comment
9. [2018-001876PCA](#) (A. BUTKUS: (415) 575-9129)
OBSTRUCTIONS IN REQUIRED SETBACKS, YARDS AND OPEN SPACE – Amending the **Planning Code** to allow in required setbacks, yards, and usable open space all projections of an architectural nature if they meet the specified requirements and to allow bay windows that do not meet the specified requirements to apply for a Zoning Administrator waiver; adopting findings, including environmental findings, Planning Code Sections 302

findings, and findings of consistency with the General Plan and Planning Code Section 101.1.

Preliminary Recommendation: Approve

10. [2018-002272COA](#) (J. VIMR: (415) 575-9109)
1513 GOLDEN GATE AVENUE – located on the south side between Scott and Pierce Streets, Assessor’s Block 0776, Lot 025 (District 5). Request for a **Certificate of Appropriateness** to make exterior and interior alterations to the property to accommodate the insertion of a new garage at the basement level. In addition to the new garage, visible work will include replacement of the front stair and modifications to the lowest portion of the front façade as well as a reconfiguration of the existing front landscape wall. At the non-visible rear, the second floor would be extended above an existing first floor pop-out. New skylights would be added to the roof as well as new wood windows and doors at the rear and along the east elevation. 1513 Golden Gate Avenue is a contributory property located within the Article 10 Alamo Square Landmark District, the RH-3 (Residential-House, Three Family) Zoning District, and 40-X Height and Bulk Limit.
Preliminary Recommendation: Approve with Conditions

11. [2018-006347DES](#) (D. SMITH: (415) 575-9093)
449 14TH STREET – south side of 14th Street between Guerrero and Valencia Streets, Assessor’s Block 3546, Lot 026 (District 8). Consideration to Recommend **Landmark Designation** of the Welsh Presbyterian Church as an individual Article 10 Landmark pursuant to Section 1004.1 of the Planning Code. The property is significant for its associations with the reconstruction of San Francisco following the 1906 Earthquake and Fire and as the best remaining building associated with San Francisco’s Welsh community. It is also significant as a modest but well-preserved example of a neighborhood church designed in the Gothic Revival style and as the work of a master architect, the MIT and École des Beaux Arts-trained Edward T. Foulkes. The property was nominated for Landmark Designation through an owner-sponsored Landmark Application, submitted to the Department on June 27, 2018 and was initiated by the HPC on August 15, 2018. It is located in a Residential Transit Oriented-Mission (RTO-M) Zoning District and 45-X Height and Bulk District.
Preliminary Recommendation: Adopt a Recommendation for Approval

12. [2018-008827DES](#) (S. FERGUSON: (415) 575-9074)
22 BEAVER STREET – north side of Beaver Street, Assessor’s Block 3561, Lot 060 (District 8). Consideration to **Initiate Landmark Designation** of 22 Beaver Street (Benedict-Gieling House) as an Article 10 Landmark pursuant to Section 1004.1 of the Planning Code. The subject property is architecturally significant as a very early and well-preserved example of an Italianate villa and carriage house located within a landscaped garden setting. This item has been calendared following receipt of a community-sponsored Landmark Designation Application. 22 Beaver Street is located within a RH-2-Residential-House, Two Family and 40-X Height and Bulk District.
Preliminary Recommendation: Initiate

- 13a. [2017-005434MLS](#) (S. FERGUSON: (415) 575-9074)
215 & 229 HAIGHT (FORMERLY 55 LAGUNA) – northwest corner of Haight and Buchanan streets. Assessor’s Block 0857 Lot 002 (District 8). Consideration of adoption of a resolution recommending to the Board of Supervisors non-renewal of a **Mills Act** historical property contract. The Mills Act authorizes local governments to enter into a contract with the owners of a qualified historical property who agree to rehabilitate, restore, preserve, and maintain the property in return for property tax reductions. The Board of Supervisors approved the historical property contract on December 12, 2017. At the time, the Board of Supervisors also expressed interest in limiting the historical property contract for 215 and 229 Haight Street to a term of ten years in order to better achieve a balance between the benefits of the Mills Act and the costs to the City. The subject property is within a NC-3 (Neighborhood Commercial, Moderate Scale), RM-3 (Residential Mixed, Medium Density), and P (Public) Zoning District and 85-X, 50-X and 40-X Height and Bulk District.
Recommendation: Adopt a Recommendation for Approval
- 13b. [2017-005880MLS](#) (S. FERGUSON: (415) 575-9074)
627 WALLER STREET – south side of Waller Street between Carmelita and Pierce streets. Assessor’s Block 0864, Lot 022 (District 8) Consideration of adoption of a resolution recommending to the Board of Supervisors non-renewal of a **Mills Act** historical property contract. The Mills Act authorizes local governments to enter into a contract with the owners of a qualified historical property who agree to rehabilitate, restore, preserve, and maintain the property in return for property tax reductions. The Board of Supervisors approved the historical property contract on November 14, 2017. At the time, the Board of Supervisors also expressed interest in limiting the historical property contract for 627 Waller Street to a term of ten years in order to better achieve a balance between the benefits of the Mills Act and the costs to the City. The subject property is located within a RTO (Residential Transit Oriented District) Zoning District and 40-X Height and Bulk District.
Recommendation: Adopt a Recommendation for Approval
- 13c. [2017-005419MLS](#) (S. FERGUSON: (415) 575-9074)
973 MARKET STREET – south side of Market Street between 5th and 6th streets. Assessor’s Block 3704, Lot 069 (District 4) Consideration of adoption of a resolution recommending to the Board of Supervisors non-renewal of a **Mills Act** historical property contract. The Mills Act authorizes local governments to enter into a contract with the owners of a qualified historical property who agree to rehabilitate, restore, preserve, and maintain the property in return for property tax reductions. The Board of Supervisors approved the historical property contract on December 12, 2017. At the time, the Board of Supervisors also expressed interest in limiting the historical property contract for 973 Market Street to term of ten years in order to better achieve a balance between the benefits of the Mills Act and the costs to the City. The subject property is located within a C-3-G (Downtown-General) Zoning District and 120-X Height and Bulk District.
Recommendation: Adopt a Recommendation for Approval
- 14a. [2018-011943LBR](#) (S. CALTAGIRONE: (415) 558-6625)
4917 3RD STREET – east side of 3rd Street between Palou and Quesada avenues in the Bayview neighborhood. Assessor’s Block 5326, Lot 011 (District 10). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy**

Business Registry application. San Francisco Bay View National Black Newspaper is a free newspaper that gives voice to the African American community that has served San Francisco for 42 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NC-3 (Neighborhood Commercial, Moderate Scale) Zoning District and 40-X Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

- 14b. [2018-011973LBR](#) (S. CALTAGIRONE: (415) 558-6625)
2113 CHESTNUT STREET – southwest corner of Chestnut and Steiner streets in the Marina neighborhood. Assessor's Block 0490, Lot 047 (District 2). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy Business Registry** application. California Wine Merchant is a wine retailer and wine bar has served San Francisco for 44 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NC-2 (Neighborhood Commercial, Small Scale) Zoning District and 40-X Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

- 14c. [2018-011975LBR](#) (S. CALTAGIRONE: (415) 558-6625)
3245 16TH STREET – south side of 16th Street between Dolores and Guerrero streets in the Mission neighborhood. Assessor's Block 3545, Lot 040 (District 8). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy Business Registry** application. Creativity Explored is an educational non-profit organization serving artists with developmental disabilities in San Francisco for 35 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NCT (Valencia Neighborhood Commercial Transit) Zoning District and 40-X Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

- 14d. [2018-011978LBR](#) (S. CALTAGIRONE: (415) 558-6625)
1821 TARAVAL STREET – south side of Taraval Street between 28th and 29th avenues in the Parkside neighborhood. Assessor's Block 2397, Lot 038 (District 4). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy Business Registry** application. Great Wall Hardware is a hardware store serving San Francisco for 35 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NCD (Taraval Street Neighborhood Commercial District) Zoning District and 50-X Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

- 14e. [2018-011980LBR](#) (S. CALTAGIRONE: (415) 558-6625)
2331 MARKET STREET – south side of Market Street between Noe and 17th streets in the Castro/Upper Market neighborhood. Assessor’s Block 3563, Lot 030 (District 8). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy Business Registry** application. IXIA is a florist shop serving San Francisco for 35 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NCT (Upper Market Neighborhood Commercial Transit) Zoning District and 50-X Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

- 14f. [2018-011983LBR](#) (S. CALTAGIRONE: (415) 558-6625)
1590 PACIFIC AVENUE – northeast corner of Pacific Avenue and Polk Street in the Nob Hill neighborhood. Assessor’s Block 0573, Lot 011 (District 3). Consideration of adoption of a resolution recommending Small Business Commission approval of a **Legacy Business Registry** application. The Jug Shop is a family-owned, brick-and-mortar retail wine, spirits and beer store serving San Francisco for 53 years. The Legacy Business Registry recognizes longstanding, community-serving businesses that are valuable cultural assets to the City. In addition, the City intends that the Registry be a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success. The subject business is within a NCD (Polk Street Neighborhood Commercial) Zoning District and 65-A Height and Bulk District.

Preliminary Recommendation: Adopt a Recommendation for Approval

ADJOURNMENT

Historic Preservation Officer

Timothy Frye
tim.frye@sfgov.org
(415) 575-6822

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 Historic Preservation Commission holds public hearings on the first and third Wednesday, of most months. 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 that are considered by the Historic Preservation Commission, after being introduced by the Commission Secretary, shall be considered by the Commission in the following order:

1. Presentation by Staff;
2. Presentation by the Project Sponsor's Team (which includes: the sponsor, representative, legal counsel, architect, engineer, expeditor and/or any other advisor) for a period not to exceed ten (10) minutes, at the discretion of the Chair;
3. Public testimony from supporters of the Project not to exceed three (3) minutes, at the discretion of the Chair;
4. Presentation by Organized Opposition recognized by the Commission President through written request prior to the hearing for a period not to exceed ten (10) minutes, at the discretion of the Chair;
5. Public testimony from opponents of the Project not to exceed three (3) minutes, at the discretion of the Chair;
6. Staff follow-up and/or conclusions;
7. Public comment portion of the hearing shall be closed and deliberation amongst the Commissioners shall be opened by the Chair;
8. 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).

Hearing Materials

Each item on the Agenda may include the following documents:

- Planning Department Case Executive Summary
- Planning Department Case Report
- Draft Motion or Resolution with Findings and/or Conditions
- Public Correspondence

Materials submitted to the Historic Preservation Commission prior to a scheduled hearing will become part of the public record only when the materials are also provided to the Commission Secretary and/or Project Planner. Correspondence may be emailed directly to the Commission Secretary at: commissions.secretary@sfgov.org.

Persons unable to attend a hearing may submit written comments regarding a scheduled item to: Historic Preservation 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 Historic Preservation Commission and made part of the official record.

Advance Submissions: To allow Commissioners the opportunity to review material in advance of a hearing, materials must be received by the Planning Department reception 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) copies.

Day-of Submissions: Material related to a calendared item may be distributed at the hearing. Please provide ten (10) copies for distribution.

Appeals

The following is a summary of appeal rights associated with the various actions that may be taken at a Historic Preservation Commission hearing.

Case Type	Case Suffix	Appeal Period*	Appeal Body
Certificate of Appropriateness	COA (A)	30 calendar days	Board of Appeals**
CEQA Determination - EIR	ENV (E)	30 calendar days	Board of Supervisors
Permit to Alter/Demolish	PTA (H)	30 calendar days	Board of Appeals**

***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.

Challenges

Pursuant to Government Code Section 65009, if you challenge, in court, the approval of (1) a Certificate of Appropriateness, (2) a Permit to Alter, (3) a Landmark or Historic District designation, 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 Historic Preservation Commission, at, or prior to, the public hearing.