



# SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: November 1, 2016  
TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Lisa Gibson, Acting Environmental Review Officer *LG*  
RE: Appeal Timeliness Determination – 203 Cotter Street, Planning  
Department Case No. 2015-003791ENV

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On October 27, 2016, Nancy Huff, filed an appeal of the exemption determination for the proposed project at 203 Cotter Street with the Office of the Clerk of the Board on behalf of the Mission Terrace Land Preservation Committee (Appellant).

**Timeline:** The Planning Department issued a Certificate of Determination of Exemption for the project at 203 Cotter Street on September 27, 2016. The Certificate identified the Approval Action for the project as the Conditional Use Authorization by the Planning Commission, as provided for in Planning Code Sections 303 and 209.1. The Conditional Use Authorization was approved on September 29, 2016 (Date of the Approval Action).

**Timeliness Determination:** Section 31.16(a) and (e) of the San Francisco Administrative Code states that any person or entity may appeal an exemption determination to the Board of Supervisors during the time period beginning with the date of the exemption determination and ending 30 days after the Date of the Approval Action.

The Date of the Approval Action for the 203 Cotter Street Project was September 29, 2016. Thirty days after the Date of the Approval Action was Saturday, October 29, 2016. The Appellant filed the appeal of the exemption determination on October 27, 2016, 28 days after the Date of the Approval Action. Therefore the appeal is considered timely.