



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: March 7, 2019

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Lisa Gibson, Environmental Review Officer

RE: CEQA Appeal Timeliness Determination – 3620 Buchanan Street, Planning Department Case No. 2016-010079ENV

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On March 4, 2019, Charles R. Olson of Lubin Olson & Niewiadomski, LLP, on behalf of the 1598 Bay Condominium Association, filed an appeal with the Office of the Clerk of the Board of Supervisors of the categorical exemption determination for the 3620 Buchanan Street project. As explained below, the appeal is timely.

Date of Approval Action	30 Days after Approval Action/ Appeal Deadline	First Business Day after Appeal Deadline	Date of Appeal Filing	Timely?
January 31, 2019	Saturday, March 2, 2019	Monday, March 4, 2019	Monday, March 4, 2019	Yes

Approval Action: On November 7, 2018, the planning department issued a CEQA categorical exemption determination for the 3620 Buchanan Street project. The categorical exemption determination identified the approval action for the project as the hearing before the planning commission. On January 31, 2019, the planning commission held a conditional use authorization hearing and approved the project at 3620 Buchanan Street (date of approval action).

Appeal Deadline: 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. Thirty days after the approval action was March 2, 2019, which is a Saturday. The next date when the Office of the Clerk of the Board of Supervisors was open was Monday, March 4, 2019 (appeal deadline).

Appeal Filing and Timeliness: The appellant filed the appeal of the exemption determination on Monday, March 4, 2019, prior to the appeal deadline. Therefore, the appeal is considered timely.