



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** January 4, 2018

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Wade Wietgrefe, *[Signature]* Principal Planner for Lisa Gibson,  
Environmental Review Officer

**RE:** Appeal Timeliness Determination – 2918-2924 Mission Street,  
Planning Department Case No. 2014.0376ENV

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On January 2, 2018 J. Scott Weaver filed an appeal of the community plan evaluation for the proposed project at 2918-2924 Mission Street with the Office of the Clerk of the Board on behalf of the Calle 24 Latino Cultural District Community Council (Appellant). 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?
Thursday, November 30, 2017	Saturday, December 30, 2017	Tuesday, January 2, 2018	Tuesday, January 2, 2018	Yes

**Approval Action:** The Planning Department issued a certificate of determination for the project at 2918-2924 Mission Street on August 30, 2017. The certificate identified the approval action for the project as the conditional use authorization by the Planning Commission, as provided for in Planning Code section 121.1. The Planning Commission granted the conditional use authorization on November 30, 2017 (date of the 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 date of the approval action was Saturday, December 30, 2017. However, because the offices of the Clerk of the Board and of the Planning Department were closed on December 30, 2017, through January 1, 2018, the 30-day appeal period was extended to January 2, 2018.

**Appeal Filing and Timeliness:** The Appellant filed the appeal of the exemption determination on January 2, 2018, which is within the time frame specified above. Therefore, the appeal is considered timely.