



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** December 12, 2018

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

**FROM:** Lisa Gibson, Environmental Review Officer

**RE:** CEQA Appeal Timeliness Determination – 11 Gladys Street,  
Planning Department Case No. 2015-004717ENV

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

On December 7, 2018, Sarah M. K. Hoffman of the Law Offices of Zacks, Freedman & Patterson, on behalf of David Donofrio, filed an appeal with the Office of the Clerk of the Board of Supervisors of the categorical exemption determination for the 11 Gladys 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?
November 8, 2018	Saturday, December 8, 2018	Monday, December 10, 2018	December 7, 2018	Yes

**Approval Action:** On September 26, 2017, the planning department issued a CEQA categorical exemption determination for the 11 Gladys Street project, proposing to add a 660-square-foot third story addition to an existing single-family dwelling. The categorical exemption determination identified the approval action for the project as the issuance of a building permit or, the discretionary review hearing before the planning commission if discretionary review is requested. On November 8, 2018, the planning commission held a discretionary review hearing and approved the project at 11 Gladys Street (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 approval action is December 8, 2018, which is a Saturday. The next date when the Office of the Clerk of the Board of Supervisors was open was Monday, December 10, 2018 (appeal deadline).

**Appeal Filing and Timeliness:** The Appellant filed the appeal of the exemption determination on Friday, December 7, 2018, prior to the appeal deadline. Therefore, the appeal is considered timely.