



# SAN FRANCISCO PLANNING DEPARTMENT

MEMO

**DATE:** December 1, 2014  
**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Sarah B. Jones, Environmental Review Officer  
**RE:** Appeal timeliness determination – 312 Green Street, Planning Department Case No. 2012.0635E

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An appeal of the categorical exemption for the proposed project at 312 Green Street (Planning Department Case No. 2012.0635E) was filed with the Office of the Clerk of the Board on November 24, 2014 by Ryan J. Patterson, Zacks & Freedman, P.C. on behalf of the Jack Oswald and Anneke Seley.

**Timeline:** The Categorical Exemption was issued on January 15, 2013. The exemption identified the Approval Action for the project as approval of the Discretionary Review by the Planning Commission, in accordance with Chapter 31 of the San Francisco Administrative Code, which occurred on October 23, 2014 (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 appeal of the exemption determination was filed on November 24, 2014, which is the last business day within 30 days after the Date of the Approval Action and is within the time frame specified above. Therefore the appeal is considered timely.

Section 31.16(b)(4) of the San Francisco Administrative Code states that the Clerk of the Board shall schedule the appeal hearing no less than 21 days and no more than 45 days following expiration of the specified time period for filing of the appeal.