



## CATEGORICAL EXEMPTION APPEAL TIMELINESS DETERMINATION

**Date:** November 3, 2025  
**To:** Angela Calvillo, Clerk of the Board of Supervisors  
**From:** Lisa Gibson, Environmental Review Officer – (628) 652-7571  
**RE:** **Appeal Timeliness Determination – 350 Amber Drive Categorical Exemption;  
Planning Department Case No. 2024-004318ENV**

On October 27, 2025, Mitchell M. Tsai Law Firm, on behalf of the Diamond Heights Community Association, filed an appeal with the Office of the Clerk of the Board of Supervisors of the Categorical Exemption for the proposed project at 350 Amber Drive. As explained below, the appeal is timely.

Date of Approval Action	30 Days after Approval Action	Appeal Deadline (Must Be Day Clerk of Board's Office Is Open)	Date of Appeal Filing	Timely?
Thursday, September 25, 2025	Saturday, October 25, 2025	Monday, October 27, 2025	Monday, October 27, 2025	Yes

**Approval Action:** On May 29, 2025, the Planning Department issued a Categorical Exemption for the proposed project. The Approval Action for the project was a Conditional Use Authorization from the Planning Commission, which occurred on September 25, 2025 (Date of the Approval Action).

**Appeal Deadline:** Sections 31.16(a) and (e) of the San Francisco Administrative Code state that any person or entity may appeal an exemption determination to the Board of Supervisors after the Planning Department issues the exemption determination and within 30 days after the Date of the Approval Action. The 30th day after the Date of the Approval Action was Saturday, October 25, 2025. The next day when the Office of the Clerk of the Board of Supervisors was open was Monday, October 27, 2025 (Appeal Deadline).

**Appeal Filing and Timeliness:** The Appellant filed the appeal of the exemption determination on Monday, October 27, 2025, prior to the end of the Appeal Deadline. Therefore, the appeal is timely.