



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** January 25, 2019

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

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

**RE:** Appeal Timeliness Determination –  
1052-1060 Folsom Street and 190-194 Russ Street Project  
Planning Department Case No. 2016-004905ENV

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An appeal of the Community Plan Evaluation (CPE) for the proposed project at 1052-1060 Folsom Street and 190-194 Russ Street was filed with the Office of the Clerk of the Board of Supervisors on January 22, 2019 by Sue Hestor, on behalf of the South of Market Community Action Network. As explained below, the Planning Department finds the appeal to be timely filed.

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, December 20, 2018	Saturday, January 19, 2019	Tuesday, January 22, 2019	Tuesday, January 22, 2019	Yes

**Approval Action:** On December 11, 2018, the Planning Department issued a CPE for the proposed project. The CPE identified the Approval Action for the project as the approval of the Large Project Authorization by the Planning Commission, as provided by Planning Code Section 329. The Large Project Authorization was approved by the Planning Commission at a duly noticed hearing which occurred on December 20, 2018 (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. Thus, the 30<sup>th</sup> day after the Date of the Approval Action was Saturday, January 19, 2019. However, when an appeal deadline falls on a weekend day, it has been the longstanding practice of the Clerk of the Board to accept appeals until the close of business on the following workday. That date was Tuesday, January 22, 2019 (Appeal Deadline).

**Appeal Filing and Timeliness:** The Appellant filed the appeal of the CPE on January 22, 2019, prior to the end of the Appeal Deadline. Therefore, the appeal is considered timely.