



# Categorical Exemption Appeal Timeliness Determination

**DATE:** March 12, 2020  
**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Lisa Gibson, Environmental Review Officer – (415) 575-9032  
**RE:** Appeal Timeliness Determination – 2651-2653 Octavia Street  
Planning Department Case No. 2018-011022PRJ

On March 6, 2020, Maureen Holt, Elizabeth Reilly, Paul Guermonprez, and Jack Fowler (Appellant) filed an appeal with the Office of the Clerk of the Board of Supervisors of the Categorical Exemption for the proposed project at 2651-2653 Octavia Street. 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, February 6, 2020	Saturday, March 7, 2020	Monday, March 9, 2020	Friday, March 6, 2020	Yes

**Approval Action:** On September 5, 2019, the Planning Department issued a Categorical Exemption for the proposed project. The Approval Action for the project was the Planning Commission’s Discretionary Review Action, which occurred on February 6, 2020 (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 during the time period beginning with the date of the exemption determination and ending 30 days after the Date of the Approval Action. The 30th day after the Date of the Approval Action was Saturday, March 7, 2020. The next day when the Office of the Clerk of the Board of Supervisors was open was Monday, March 9, 2020 (Appeal Deadline).

**Appeal Filing and Timeliness:** The Appellant filed the appeal of the exemption determination on Friday, March 6, 2020, prior to the end of the Appeal Deadline. Therefore, the appeal is timely.