

BOARD of SUPERVISORS



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MEMORANDUM

TO: Regina Dick-Endrizzi, Director
Small Business Commission, City Hall, Room 448
FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight
Committee, Board of Supervisors
DATE: April 12, 2016
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS
Government Audit and Oversight Committee

The Board of Supervisors' Government Audit and Oversight Committee has received the following legislation, which is being referred to the Small Business Commission for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 150729

Ordinance amending the Administrative Code to direct the San Francisco 311 Customer Service Center to develop a pilot program for expanding public notice of significant projects and permitting decisions in the City, in the areas of construction and infrastructure repair work, public health and safety services and facilities, environment, and transportation.

Please return this cover sheet with the Commission's response to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

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RESPONSE FROM SMALL BUSINESS COMMISSION - Date: \_\_\_\_\_

- No Comment
Recommendation Attached

Chairperson, Small Business Commission

1 [Administrative Code - Neighborhood Noticing Ordinance]

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3 **Ordinance amending the Administrative Code to direct the San Francisco**  
4 **311 Customer Service Center to develop a pilot program for expanding public notice of**  
5 **significant projects and permitting decisions in the City, in the areas of construction**  
6 **and infrastructure repair work, public health and safety services and facilities,**  
7 **environment, and transportation.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
10 **Deletions to Codes** are in ~~*strikethrough italics Times New Roman font*~~.  
11 **Board amendment additions** are in double-underlined Arial font.  
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
13 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
14 subsections or parts of tables.

15 Be it ordained by the People of the City and County of San Francisco:

16 Section 1. The Administrative Code is hereby amended by adding Section 1.63, to  
17 read as follows:

18 **SEC. 1.63. NEIGHBORHOOD NOTICING ORDINANCE.**

19 (a) The San Francisco 311 Customer Service Center (“SF311”) shall develop a pilot program  
20 for expanding notice of significant projects and permitting decisions for the convenience of the general  
21 public and to facilitate Board oversight. This program will supplement, rather than replace, other  
22 official notice requirements.

23 (b) The first phase of the program will be creation of a website where members of the public  
24 may find information from responsible City departments regarding City projects and permitting  
25 decisions for a particular supervisorial district. The target date for creation of the website is six  
months after the effective date of the ordinance adding this Section 1.63 to the Administrative Code.

1           (c) The second phase of the program will be creation of a system where the City sends, by  
2 e-mail or other electronic means and on a periodic basis, information from the website to members of  
3 the public who signed up for the service. The target date for creation of the notification system is  
4 twelve months after the effective date of the ordinance adding this Section 1.63 to the Administrative  
5 Code.

6           (d) The program initially shall cover significant projects and permitting decisions in the areas  
7 of:

8                   (1) Construction and infrastructure repair work;

9                   (2) Public health and safety services and facilities;

10                   (3) Environment; and.

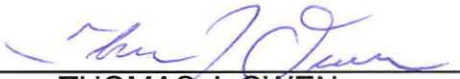
11                   (4) Transportation.

12           (e) The program shall not include notices by the Planning Department regarding the following  
13 categories of projects and permitting decisions: Environmental Review, Discretionary Review,  
14 Conditional Use, Planning Code Section 311 (“Residential Permit Review Procedures for RH, RM, and  
15 RTO Districts”), and Planning Code Section 312 (“Permit Review Procedures for All NC, RED, and  
16 Eastern Neighborhoods Mixed Use Districts”).

17           (f) All City officers and agencies shall cooperate with SF311 in the development and  
18 implementation of the program. The Director of SF311 may adopt rules and regulations to implement  
19 this Section 1.63, including, but not limited to, guidelines for City departments to provide requested  
20 information in a compatible format and on a regular schedule to SF311. The Director may, in his or  
21 her discretion, excuse a City department from participation in the pilot program, in whole or in part,  
22 where the Director determines that it is not currently feasible to provide the department’s notices by  
23 e-mail or other electronic means on a regular basis.

1 Section 2. Effective Date. This ordinance shall become effective 30 days after  
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
4 of Supervisors overrides the Mayor's veto of the ordinance.

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7 APPROVED AS TO FORM:  
8 DENNIS J. HERRERA, City Attorney

9  
10 By:   
11 THOMAS J. OWEN  
12 Deputy City Attorney

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