



SAN FRANCISCO PLANNING DEPARTMENT

NOTICE OF PLANNING DEPARTMENT REQUIREMENTS

November 12, 2015

Issa Haddad,
West Portal Daily Express
36 West Portal Avenue
Via: haddadissa10@yahoo.com

RE: ABC and PCN Referral for ABC Type 21 – Off-sale beer, wine and distilled spirits
Subject Property: “West Portal Daily Express” 36 West Portal Avenue, San Francisco, CA 94127
Block/Lot: 2931/004A
Zoning: West Portal Avenue NCD

Dear Mr. Haddad:

The Planning Department has received your Zoning Referral to for an ABC Type 21 Off-sale license to permit off-sale beer, wine and distilled spirits at an existing Specialty Grocery ([Sales and Service, Other Retail - Planning Code Section 790.102](#)). Such applications are forwarded to the Planning Department to ensure the proposed use is consistent with San Francisco’s zoning regulations.

As required in the application that you submitted, please submit a floor plan, drawn to scale of ¼-inch or 1/8-inch showing the entire footprint of the store and clearly designating all areas used for off-sale beer, wine and distilled spirits sales. Please note that the area devoted for off-sale beer, wine and distilled spirits within a retail/specialty grocery store use is limited to less than 15% of the gross square footage of the establishment (including all areas devoted to the display and sale of alcoholic beverages) pursuant to Planning Code within the accessory use limits as set forth in [Section 703.2\(b\)\(1\)\(C\)\(vi\)](#). Failure to submit a floor plan may result in the denial of your application. Please do so as soon as possible so that the Planning Department can make a recommendation to the Police Department prior to hearing date. Additionally, please submit photographs of the interior of the store. (The floor plan and photographs can be submitted via email to the planner’s address below).

If the square footage dedicated to the off-sale of beer, wine, and distilled spirits (including all areas devoted to the display and sale of alcoholic beverages) within a retail/specialty grocery store use is greater than 15% of the gross square footage of the establishment, the use is no longer considered Accessory to a Specialty Grocery but is a considered a Liquor Store ([Planning Code](#)

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[Section 790.55](#)), and Planning Code Section 312 neighborhood notice is required prior to Planning staff approval or denial.

Please submit the floor plan to **Marcelle Boudreaux**. You can also direct any questions concerning this letter to him at **(415) 575-9140** or **Marcelle.Boudreaux@sfgov.org**. Thank you for your attention to this notice. An early and complete response on your part will help expedite our review of your permit application.

cc: Jim Saxton, sfliquorlicenses@gmail.com
Erica Major, Erica.Major@sfgov.org