

1 [Transfer of City-Owned Property – Public Notice.]

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3 **Ordinance amending the San Francisco Administrative Code by adding Section 23.7 to**  
4 **require public notice before the Board of Supervisors may approve the sale, transfer,**  
5 **or other conveyance of City-owned property.**

6 Note: Additions are *single-underline italics Times New Roman*;  
7 deletions are *strikethrough italics Times New Roman*.  
8 Board amendment additions are double underlined.  
9 Board amendment deletions are ~~strikethrough normal~~.

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

10 Section 1. The San Francisco Administrative Code is hereby amended by adding  
11 Section 23.7, to read as follows:

12 SEC. 23.7. PUBLIC NOTICE REQUIRED PRIOR TO BOARD OF SUPERVISORS'  
13 APPROVAL OF A SALE, TRANSFER, OR OTHER CONVEYANCE OF CITY-OWNED PROPERTY.

14 Not less than 10 days prior to action by the Board of Supervisors approving a sale, transfer, or  
15 other conveyance of City-owned property, including but not limited to approval of a conveyance as part  
16 of the settlement of litigation, the Clerk of the Board shall work with City Departments to make certain  
17 that the Department having jurisdiction of the City-owned property shall cause notice of the proposed  
18 action to be given as follows:

19 (a) Notice shall be posted on the site of the property to be conveyed ("the Transfer Site") in  
20 accordance with the requirements established by the Zoning Administrator under Planning Code  
21 Sections 311 and 312.

22 (b) Written notice describing the proposed action shall be mailed to all owners and, to the  
23 extent practicable, occupants of properties within 150 feet of the Transfer Site in the same Assessor's  
24 Block and on the block face across from the Transfer Site. When the Transfer Site is a corner lot, the  
25 notification area shall further include all property on both block faces across from the Transfer Site,

1 and the corner property diagonally across the street. The latest City-wide Assessor's roll for names  
2 and addresses of owners shall be used for such notice.

3 (c) Written notice describing the proposed action shall also be mailed to persons or  
4 organizations that have indicated an interest in the Transfer Site or its area by including their names  
5 on a list maintained by the Planning Department.

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

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9 By: \_\_\_\_\_  
10 Theodore R. Lakey  
10 Deputy City Attorney

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