

1 [Multiple languages in Building and Planning Code neighborhood notices.]

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3 **Ordinance amending the San Francisco Building Code by adding Sections 104.6**
4 **through 104.6.3 and amending the San Francisco Planning Code by adding Section**
5 **306.10 to require publication of a cover sheet with neighborhood notices advising how**
6 **to request information about the notices in multiple languages.**

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

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

11 Section 1. The San Francisco Building Code is hereby amended by adding Section
12 104.6, to read as follows:

13 Sec. 104.6 Multiple Languages in Notices

14 Sec. 104.6.1 Definitions. For the purposes of this section, the following definitions shall

15 apply:

16 DEDICATED TELEPHONE NUMBER means a telephone number for a recorded message in a
17 Language of Limited English Proficient Residents. The recorded message shall advise callers as to
18 what information they should leave on the message machine so that the Department may return the call
19 with information about the notice in the requested language.

20 LANGUAGE OF LIMITED ENGLISH PROFICIENT RESIDENTS means each of the five
21 languages other than English spoken most commonly by San Francisco residents as determined by the
22 Planning Department based on its annual review of United States census and other data as required by
23 San Francisco Administrative Code Section 91.2(j).

24 Sec. 104.6.2 Applicability of Multiple Language Requirement. The requirements of Section
25 104.6.3 shall apply to the following notices:

- 1 1. Notices required by Section 103.3.3 that are mailed or personally served.
- 2 2. Notices required by Section 106.3.2.2.1.
- 3 3. Notices required by Section 106.3.2.3.
- 4 4. Notices required by Section 106.4.6, subsection 2.
- 5 5. Notices required by Section 106.4.6, subsection 3.
- 6 6. Notices required by Section 3408.3.2.
- 7 7. Any other notices required by the Building Code to be mailed or personally served to
8 property owners or occupants adjacent to or near a property for which Building Department
9 development approval is sought.

10 Sec. 104.6.3. Multiple Language Statement in Notices. The Building Department shall prepare
11 a cover sheet as specified below and include it with each notice of the type listed in Section 104.6.2 that
12 is mailed or personally served. For posted notices listed in Section 104.6.2, the Department shall post
13 the cover sheet next to the posted notice. The cover sheet shall contain the following statement, printed
14 in each Language of Limited English Proficient Residents, with the appropriate information inserted in
15 the blank spaces as to the Building Code Section that requires the notice, the address of the property
16 that gives rise to the notice, the time period for a decision on the matter, the name of the language in
17 which the statement is made and the Dedicated Telephone Number for the language of the statement:

18 “This notice is provided under Building Code Section _____ . It concerns
19 property located at _____ . A hearing may
20 occur, a right to request review may expire or a development approval may
21 become final unless appealed within _____ days of this notice. To obtain
22 information about this notice in _____ , please
23 call _____ . Please be advised that the Building Department will
24 require at least one business day to respond to any call.”

1 The Department shall maintain a Dedicated Telephone Number for each Language of Limited
2 English Proficient Residents. The Department shall place a return telephone call by the end of the
3 following business day to each person who leaves a message on a Dedicated Telephone Number and
4 when the caller is reached, provide information to the caller about the notice in the language spoken by
5 the caller.

6 Section 2. The San Francisco Planning Code is hereby amended by adding Section
7 306.10 to read as follows:

8 **SEC. 306.10. MULTIPLE LANGUAGE REQUIREMENT FOR NOTICES. (a)**

9 **Applicability.** In addition to the notice requirements set forth elsewhere in this Code, the requirements
10 of this section shall apply to the mailed notices that are required by the following sections of the
11 Planning Code: Sections 228.4(c), 304.5(d), 306.3, 306.7(g), 306.9(c), 309(c) through 309(h), 311,
12 312., 313.4(b), 314.4(a), 316.3(d), 330.7, and any other section of the Planning Code that requires a
13 notice to be mailed or personally served to property owners or occupants adjacent to or near a
14 property for which Planning Department development approval is sought.

15 **(b) Definitions.** The following definitions shall apply for the purposes of this section:

16 **(1) Dedicated Telephone Number** means a telephone number for a recorded message in a
17 Language of Limited English Proficient Residents. The recorded message shall advise callers as to
18 what information they should leave on the message machine so that the Department may return the call
19 with information about the notice in the requested language.

20 **(2) Language of Limited English Proficient Residents** means each of the five languages other
21 than English spoken most commonly by San Francisco residents as determined by the Planning
22 Department based on its annual review of United States census and other data as required by San
23 Francisco Administrative Code Section 91.2(j).

24 **(c) Multiple Language Statement in Notices.** The Planning Department shall prepare a
25 cover sheet as specified below and include it with each notice of the type listed in subsection (a). The

1 cover sheet shall contain the following statement, printed in each Language of Limited English
2 Proficient Residents, with the appropriate information inserted in the blank spaces as to the Planning
3 Code Section that requires the notice, the address of the property that gives rise to the notice, the time
4 period for a decision on the matter, the name of the language in which the statement is made and the
5 Dedicated Telephone Number for the language of the statement:

6 “This notice is provided under Planning Code Section _____ . It concerns
7 property located at _____ . A hearing may
8 occur, a right to request review may expire or a development approval may
9 become final unless appealed within _____ days of this notice. To obtain
10 information about this notice in _____ , please
11 call _____ . Please be advised that the Planning Department will
12 require at least one business day to respond to any call.”

13 The Department shall maintain a Dedicated Telephone Number for each Language of Limited
14 English Proficient Residents. The Department shall place a return telephone call by the end of the
15 following business day to each person who leaves a message on a Dedicated Telephone Number and
16 when the caller is reached, provide information to the caller about the notice in the language spoken by
17 the caller.

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20 APPROVED AS TO FORM:
21 DENNIS J. HERRERA, City Attorney

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By: _____
23 ELAINE C. WARREN
24 Deputy City Attorney

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