



FILE NO. 150729

ORDINANCE NO.

1 [Administrative Code - Neighborhood Noticing Ordinance]

2  
3 **Ordinance amending the Administrative Code to direct the Chief Data Officer San**  
4 **~~Francisco 311 Customer Service Center~~ to develop a pilot program for expanding**  
5 **public notice of significant projects and permitting decisions in the City, in the areas of**  
6 **construction and infrastructure repair work, public health and safety services and**  
7 **facilities, ~~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 Chief Data Officer (CDO) San Francisco 311 Customer Service Center  
20 ("SF311") shall develop a pilot program for expanding notice of significant projects and permitting  
21 decisions for the convenience of the general public and to facilitate Board oversight. This program will  
22 supplement, rather than replace, other official notice requirements.

23 (b) The program shall consist of a system through which the City sends, by e-mail or  
24 other electronic means and on a periodic basis, information regarding City projects and  
25 permitting decisions to members of the public who sign up for the service, and a website

1 where members of the public may find information from responsible City departments  
2 regarding City projects and permitting decisions for a particular supervisorial district.

3 (c) The target date for starting the pilot program is 12 months after the acquisition of  
4 project resources by the CDO.

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

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

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

17 (1) Construction and infrastructure repair work;

18 (2) Public health and safety services and facilities; and,

19 ~~(3) Environment; and,~~


20 ~~(3)~~ (4) Transportation.

21 (e) The program shall not include notices by the Planning Department regarding the following  
22 categories of projects and permitting decisions: Environmental Review, Discretionary Review,  
23 Conditional Use, Planning Code Section 311 ("Residential Permit Review Procedures for RH, RM, and  
24 RTO Districts"), and Planning Code Section 312 ("Permit Review Procedures for All NC, RED, and  
25 Eastern Neighborhoods Mixed Use Districts").

1           (f) All City officers and agencies shall cooperate with the CDO SF314 in the development and  
2 implementation of the program. The CDO Director of SF314 may adopt rules and regulations to  
3 implement this Section 1.63, including, but not limited to, processes and guidelines for City  
4 departments to provide requested information in a compatible format and on a regular schedule to the  
5 CDO SF314. The CDO Director may, in his or her discretion, excuse a City department from  
6 participation in the pilot program, in whole or in part, where the CDO Director determines that it is  
7 not currently feasible to provide the department's notices in machine-readable data formats by  
8 e-mail or other electronic means on a regular basis.

9  
10           Section 2. Effective Date. This ordinance shall become effective 30 days after  
11 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
12 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
13 of Supervisors overrides the Mayor's veto of the ordinance.

14  
15  
16 APPROVED AS TO FORM:  
17 DENNIS J. HERRERA, City Attorney

18 By:   
19           THOMAS J. OWEN  
20           Deputy City Attorney

21  
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**LEGISLATIVE DIGEST**

[Administrative Code - Neighborhood Noticing Ordinance]

**Ordinance amending the Administrative Code to direct the Chief Data Officer 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, and transportation.**

Existing Law

Current City law sets public notice requirements for various City actions and decisions, but there is no program that gathers in one place all or most such notices.

Amendments to Current Law

The proposal is an ordinance that would amend the Administrative Code to direct the City's Chief Data Officer ("CDO") to develop a pilot program for expanding public notice of significant projects and permitting decisions. The program would be in addition to, rather than in place of, other official notice requirements.

The program initially would cover significant projects and permitting decisions in the areas of:

- Construction and infrastructure repair work;
- Public health and safety services and facilities; and,
- Transportation.

The program would consist of a system through which the City sent, by e-mail or other electronic means and on a periodic basis, information regarding City projects and permitting decisions to members of the public who signed up for the service, and a website where members of the public could find information from responsible City departments regarding City projects and permitting decisions for a particular supervisorial district. The target date for starting the pilot program would be 12 months after the CDO acquired the necessary resources to implement the ordinance.

The program would not include Planning Department notices for Environmental Review, Discretionary Review, Conditional Use, Planning Code Section 311 Review ("Residential Permit Review Procedures for RH, RM, and RTO Districts"), and Planning Code Section 312 Review ("Permit Review Procedures for All NC, RED, and Eastern Neighborhoods Mixed Use Districts").

The CDO could excuse a City department from participating in the pilot program where it is not currently feasible to provide the department's notices in machine-readable data formats on a regular basis.

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<b>Item 11</b> <b>File 15-0729</b>	<b>Department:</b> Mayor's Office
<b>EXECUTIVE SUMMARY</b>	
<b>Legislative Objectives</b>	
<ul style="list-style-type: none"> <li>• The proposed ordinance amends the Administrative Code to direct the Chief Data Officer to develop a pilot program for expanding public notice of significant projects and permitting decisions.</li> </ul>	
<b>Key Points</b>	
<ul style="list-style-type: none"> <li>• The program will consist of a notification system through which the City sends on a periodic basis, by e-mail or other electronic means, information regarding City projects and permitting decisions to members of the public who sign up for the service. It will also consist of a website where members of the public may find information from responsible City departments regarding City projects and permitting decisions for a particular supervisorial district.</li> <li>• Initially, the pilot program will cover projects and permitting decisions in the areas of: construction and infrastructure repair work; public health and safety services and facilities; environment, and transportation.</li> <li>• The program will not include Planning Department notices for Environmental Review, Discretionary Review, Conditional Use, Planning Code Section 311 Review ("Residential Permit Review Procedures for RH, RM and RTO Districts"), and Planning Code Section 312 Review ("Permit Review Procedures for all NC, RED, and Eastern Neighborhoods Mixed Use Districts.")</li> </ul>	
<b>Fiscal Impact</b>	
<ul style="list-style-type: none"> <li>• The Chief Data Officer proposes to hire one 1043 IS Senior Engineer, with salary and fringe benefit costs of \$190,024 in FY 2016-17. Funding for this program in the amount of \$200,000 was included in the Department of Administrative Services FY 2015-16 budget.</li> </ul>	
<b>Recommendation</b>	
<ul style="list-style-type: none"> <li>• Approve the proposed ordinance.</li> </ul>	

## MANDATE STATEMENT

City Charter Section 2.105 states that the Board of Supervisors shall act only by written ordinance or resolution.

## BACKGROUND

The City's municipal codes set public notice requirements for various City actions and decisions, but there is no program that gathers in one place all or most such notices for review by members of the public, Board of Supervisors, or departmental staff.

## DETAILS OF PROPOSED LEGISLATION

The proposed ordinance amends the Administrative Code to direct the Chief Data Officer in the Mayor's Office to develop a pilot program for expanding public notice of significant projects and permitting decisions.<sup>1</sup> The program would be in addition to, rather than in place of, other official noticing requirements.

The program will consist of a notification system through which the City sends on a periodic basis, by e-mail or other electronic means, information regarding City projects and permitting decisions to members of the public who sign up for the service. It will also consist of a website where members of the public may find information from City departments responsible for significant City projects which need public notice and permitting decisions for a particular supervisorial district.

Initially, the pilot program will cover projects and permitting decisions in the areas of: construction and infrastructure repair work; public health and safety services and facilities; environment, and transportation.

The program will not include Planning Department notices for Environmental Review, Discretionary Review, Conditional Use, Planning Code Section 311 Review ("Residential Permit Review Procedures for Residential Housing (RH), Residential Mixed-Use and Residential Transit-Oriented Districts"), and Planning Code Section 312 Review ("Permit Review Procedures for all Neighborhood Commercial, Residential Enclave District, and Eastern Neighborhoods Mixed Use Districts.")

The Chief Data Officer could exempt a City department from participating in the pilot program where it is not currently feasible to provide the department's public notices by e-mail or other electronic means on a regular basis.

## FISCAL IMPACT

The Chief Data Officer proposes to hire one 1043 IS Senior Engineer, with salary and fringe benefit costs of \$190,024. This position will conduct user research, work with departments to

<sup>1</sup> This report is based on a revised version of the ordinance to be submitted by the Sponsor to the June 29 Budget and Finance Committee meeting.



prepare and automate data, write widgets for new data feeds to CityGram<sup>2</sup>, redeploy a local, branded version of CityGram, and finally, develop a website to combine and summarize data by Supervisorial District. The Chief Data Officer anticipates being able to absorb ongoing costs for the project, such as the annual renewal of the website domain, in her annual budget.

According to the Chief Data Officer, the funding for this program was previously approved by the Board of Supervisors in the amount of \$200,000 and was included in the Department of Administrative Services FY 2015-16 budget.

#### **RECOMMENDATION**

Approve the proposed ordinance.

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<sup>2</sup> Citygram is a notifications platform in which residents can subscribe to obtain information about their city. A "widget" is the term for the part of a graphical user interface that allows the user to interface with Citygram.



SMALL BUSINESS COMMISSION  
OFFICE OF SMALL BUSINESS



CITY AND COUNTY OF SAN FRANCISCO  
EDWIN M. LEE, MAYOR

June 28, 2016

Ms. Angela Calvillo, Clerk of the Board  
City Hall Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

RE: BOS File No. 150729 [Administrative Code - Neighborhood Noticing Ordinance]

Dear Ms. Calvillo,

The Small Business Commission did not have the opportunity to hear this legislation and provide a recommendation, although it made numerous attempts to arrange for a presentation by the legislative sponsor.

The Commission is supportive of noticing efforts, and would like to ensure that in addition to the neighborhoods' residents, the neighborhoods' small businesses receive adequate notice of significant public/private projects and permitting decisions. If this legislation passes in the Board of Supervisors, the Small Business Commission respectfully requests that the involved City departments collaborate and confer with the small business community, Office of Small Business, Office of Economic and Workforce Development, and Invest in Neighborhoods.

Sincerely,

A handwritten signature in black ink that reads "Regina Dick-Endrizzi". The signature is written in a cursive, flowing style.

Regina Dick-Endrizzi  
Director, Office of Small Business

cc: Mark Farrell, Board of Supervisors  
Nicole Elliott, Mayor's Office  
Todd Rufo, Office of Economic and Workforce Development  
Lisa Pagan, Office of Economic and Workforce Development  
Linda Wong, Budget & Finance Committee  
Henry Karnilowicz, Council of District Merchants Associations  
Scott Hauge, CAL Insurance & Associates, Inc.  
Stephen Cornell, Brownie's Hardware

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## 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**

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Naomi Kelly, City Administrator, Office of the City Administrator  
Nancy Alfaro, Director, 311  
Miguel Gamino, Jr., Executive Director, Department of Technology  
Tom Hui, Director, Department of Building Inspection  
John Rahaim, Director, Planning Department  
Harlan Kelly, Jr., General Manager, Public Utilities Commission  
Joanne Hayes-White, Chief, Fire Department  
Greg Suhr, Chief, Police Department  
Vicki Hennessy, Sheriff, Sheriff's Department  
Mohammad Nuru, Director, Public Works  
Barbara A. Garcia, Director, Department of Public Health  
Ed Reiskin, Executive Director, Municipal Transportation Agency  
Deborah Raphael, Director, Department of the Environment

FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight  
Committee, Board of Supervisors

DATE: April 12, 2016

SUBJECT: REACTIVATED LEGISLATION

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed reactivated legislation, introduced by Supervisor Farrell on April 5, 2016:

**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.**

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

Referral from the Board of Supervisors  
Government Audit and Oversight Committee  
April 12, 2016  
Page 2

C:

Andy Maimoni, 311  
William Strawn, Department of Building Inspection  
Carolyn Jayin, Department of Building Inspection  
Scott Sanchez, Planning Department  
Sarah Jones, Planning Department  
AnMarie Rodgers, Planning Department  
Aaron Starr, Planning Department  
Joy Navarrete, Planning Department  
Jeanie Poling, Planning Department  
Juliet Ellis, Public Utilities Commission  
Donna Hood, Public Utilities Commission  
Kelly Alves, Fire Department  
Christine Fountain, Police Department  
Theodore Toet, Sheriff's Department  
Katherine Gorwood, Sheriff's Department  
Eileen Hirst, Sheriff's Department  
Frank Lee, Public Works  
Fuad Sweiss, Public Works  
Greg Wagner, Department of Public Health  
Collen Chawla, Department of Public Health  
Janet Martinsen, Municipal Transportation Agency  
Kate Breen, Municipal Transportation Agency  
Dillon Auyoung, Municipal Transportation Agency  
Guillermo Rodriguez, Department of the Environment  
Mei Ling Hui, Department of the Environment

BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## 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: July 23, 2015

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.

\*\*\*\*\*

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

- No Comment
- Recommendation Attached

\_\_\_\_\_  
Chairperson, Small Business Commission

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Naomi Kelly, City Administrator, Office of the City Administrator  
Nancy Alfaro, Director, 311  
Miguel Gamino, Jr., Acting Executive Director, Department of Technology  
Tom Hui, Director, Department of Building Inspection  
John Rahaim, Director, Planning Department  
Harlan Kelly, Jr., General Manager, Public Utilities Commission  
Joanne Hayes-White, Chief, Fire Department  
Greg Suhr, Chief, Police Department  
Ross Mirkarimi, Sheriff, Sheriff's Department  
Mohammad Nuru, Director, Public Works  
Barbara A. Garcia, Director, Department of Public Health  
Ed Reiskin, Executive Director, Municipal Transportation Agency  
Deborah Raphael, Director, Department of the Environment

FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight  
Committee, Board of Supervisors

DATE: July 15, 2015

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Farrell on July 7, 2015:

**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.**

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c:

Andy Maimoni, 311  
William Strawn, Department of Building Inspection  
Carolyn Jayin, Department of Building Inspection  
Scott Sanchez, Planning Department  
Sarah Jones, Planning Department  
AnMarie Rodgers, Planning Department  
Aaron Starr, Planning Department  
Joy Navarrete, Planning Department  
Jeanie Poling, Planning Department  
Juliet Ellis, Public Utilities Commission  
Donna Hood, Public Utilities Commission  
Kelly Alves, Fire Department  
Christine Fountain, Police Department  
Katherine Gorwood, Sheriff's Department  
Frank Lee, Public Works  
Greg Wagner, Department of Public Health  
Collen Chawla, Department of Public Health  
Janet Martinsen, Municipal Transportation Agency  
Kate Breen, Municipal Transportation Agency  
Dillon Auyoung, Municipal Transportation Agency  
Guillermo Rodriguez, Department of the Environment  
Monica Fish, Department of the Environment  
Mei Ling Hui, Department of the Environment



# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. 150279 / 150729
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

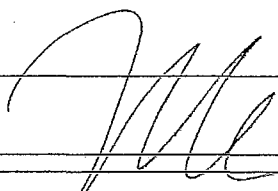
Supervisor Mark Farrell

**Subject:**

Administrative Code - Neighborhood Noticing Ordinance

**The text is listed below or attached:**

[ ]

Signature of Sponsoring Supervisor: 

**For Clerk's Use Only:**

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2016 JUN 23 PM 2:01  
President, District 5  
BOARD OF SUPERVISORS  
BY: [Signature]



BOS-11, COB,  
GAO, BTF, Leg Dy  
Dep. City Atty  
Majors

City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-7630  
Fax No. 554-7634  
TDD/TTY No. 544-5227

London Breed

**PRESIDENTIAL ACTION**

Date: June 23, 2016

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. \_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Transferring (Board Rule No. 3.3) OWN

File No. ~~150279~~ 150779 Farrell  
(Primary Sponsor)

Title. Administrative Code - Neighborhood Noticing

From: Government Audit & Oversight Committee

To: Budget & Finance Sub Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor \_\_\_\_\_

Replacing Supervisor \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

London Breed

London Breed, President  
Board of Supervisors

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
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Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

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- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

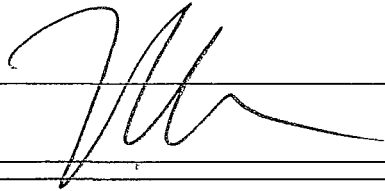
Supervisor Mark Farrell

**Subject:**

Administrative Code - Neighborhood Noticing Ordinance

**The text is listed below or attached:**

Attached.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

