

SAN FRANCISCO PLANNING DEPARTMENT

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Planning Commission Motion No. 18576

HEARING DATE: APRIL 12, 2012

 Date:
 April 5, 2012

 Case No.:
 2011.0969 C

Project Address: 5098 Mission Street

Zoning: NC-3 (Neighborhood Commercial, Moderate-Scale) District

65-A Height and Bulk District

Block/Lot: 6969/016 Project Sponsor: Van Ly

8 Brussels Street

San Francisco, CA 94134

Staff Contact: Adrian C. Putra – (415) 575-9079

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ADOPTING FINDINGS RELATING TO THE APPROVAL OF CONDITIONAL USE AUTHORIZATION PURSUANT TO SECTIONS 303 AND 703.4, OF THE PLANNING CODE TO ALLOW A FORMULA RETAIL USE OPERATING AS A SELF-SERVICE, SPECIALTY FOOD USE (D.B.A. QUIZNOS) WITHIN AN EXISTING AUTOMOTIVE GAS STATION AND RETAIL GROCERY STORE IN AN NC-3 (NEIGHBORHOOD COMMERCIAL, MODERATE SCALE) DISTRICT AND A 65-A HEIGHT AND BULK DISTRICT.

PREAMBLE

On September 2, 2011 Van Ly (hereinafter "Project Sponsor") filed an application with the Planning Department (hereinafter "Department") for Conditional Use Authorization under Planning Code Section 303 and 703.3 of the Planning Code to allow a formula retail use operating as a self-service specialty food use (d.b.a. Quiznos) within an existing automotive gas station and retail grocery store in an NC-3 (Neighborhood Commercial, Moderate-Scale) District and a 65-A Height and Bulk District.

On April 12, 2012, the San Francisco Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Application No. 2011.0969 C.

The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 categorical exemption under CEQA.

The Commission has heard and considered the testimony presented to it at the public hearing and has further considered written materials and oral testimony presented on behalf of the applicant, Department staff, and other interested parties.

MOVED, that the Commission hereby authorizes the Conditional Use requested in Application No. 2011.0969 C, subject to the conditions contained in "EXHIBIT A" of this motion, based on the following findings:

FINDINGS

Having reviewed the materials identified in the preamble above, and having heard all testimony and arguments, this Commission finds, concludes, and determines as follows:

- 1. The above recitals are accurate and constitute findings of this Commission.
- 2. Site Description and Present Use. The project site is located at 5098 Mission Street on the northwest corner of Mission Street and Geneva Avenue, and containing approximately 9,822 square-feet. The subject property contains an existing automotive gas station and retail grocery store (d.b.a. Chevron Extra Mile). The retail grocery store, which does not sell alcohol, operates as a retail convenience store in conjunction to the automobile gas station. The retail convenience store is located within a one-story building containing approximately 1,280 square-feet of floor area situated at the northwest corner of the lot. As a corner lot, the subject property has approximately 97 feet of frontage along Mission Street and approximately 106 feet of frontage along Geneva Avenue.
- 3. Surrounding Properties and Neighborhood. The project site is located within an NC-3 zoned portion of Mission Street that runs between Niagara and Silver Avenues and is predominantly formed by one-, two-, three-, and four-story mixed-use buildings. Uses include but are not limited to bakeries, upholsterers, dry cleaners, medical offices, business and professional services, personal services, restaurants, retail stores, and grocery stores. The food service establishments are primarily small self-service restaurants and large fast-food restaurants. Dwelling-units are typically found above the commercial ground-floor tenants, and the neighboring properties located off of Mission Street are primarily zoned for one- and two-family dwellings.

The NC-3 zoned span of Mission Street between Niagara and Silver Avenues is approximately one mile in length and contains 17 vacant commercial spaces and 9 businesses that would be classified as formula retail uses under Planning Code Section 703.3. Within this NC-3 District there are two independent businesses, Sorrento Deli at 4763 Mission Street and Deli World at 18 Ocean Avenue, which provides a similar product as the proposed formula retail use.

4. **Project Description.** The Project Sponsor seeks a Conditional Use Authorization to allow a formula retail use operating as a self-service specialty food use (d.b.a. Quiznos), which would be located within the existing automotive gas station convenience store. The project only involves interior alterations in which the proposed Quiznos would occupy approximately 230 square-foot

of floor area with no tables or seating within the existing building. The proposed Quiznos would offer a variety sandwiches, salads, and soups prepared to order for customers on a to-go basis only. The proposed Quiznos will be independently owned and operated.

- 5. **Public Comment**. To date the Department has not received any public comment regarding the project.
- 6. **Planning Code Compliance:** The Commission finds that the Project is consistent with the relevant provisions of the Planning Code in the following manner:
 - A. **Use.** Planning Code Section 712.69A allows a Self-service Specialty Food uses as-of-right in the NC-3 Districts.

The proposed Quiznos is considered a self-service specialty food use as defined by Planning Code Section 790.93 because the use's primary function is to prepare and provide ready-to-eat food for customers who carry out the food for off-premises consumption. The proposed Quiznos would be located within an existing automobile gas station convenience store and will contain no on-site seating.

B. **Formula Retail.** Planning Code Section 703.3 defines a formula retail use as a type of retail sales activity or retail sales establishment which, along with eleven or more other retail sales establishments located in the United States, maintains two or more of the following features: a standardized array of merchandise, a standardized facade, a standardized decor and color scheme, a uniform apparel, standardized signage, a trademark or a servicemark. Businesses that are determined to be formula retail uses require Conditional Use Authorization to be established in the Upper Market NCT.

The proposed Quiznos has been identified as a formula retail use with five existing locations within San Francisco. Quiznos has franchises in nearly 25 countries and territories; as such, the project sponsor has applied for Conditional Use authorization to establish a formula retail use within an NC-3 District.

C. Neighborhood Commercial Permit Review. Planning Code Section 312 requires neighborhood notification of changes in use to a formula retail, as defined by Planning Code Section 703.3 for lots within the Neighborhood Commercial Districts as well as for expansions of existing commercial structures.

The Project Sponsor is proposing the establishment within the NC-3 (Moderate Scale Neighborhood Commercial) District of a self-service specialty food use (d.b.a. Quiznos) that is identified as Formula Retail. Section 312 notification was conducted in conjunction with the Conditional Use authorization notification.

D. **Hours of Operation.** Per Planning Code Section 712.27 there is no limit regarding hours of operation, as defined by Planning Code Section 790.48.

The proposed hours of operation are from 10:00 AM to 9:00 PM, seven days a week.

E. **Parking**. Section 151 of the Planning Code requires off-street parking for restaurants for every 200 square-feet of occupied floor area, where the occupied floor area exceeds 5,000 square-feet.

The project site contains approximately 220 square-feet of floor area and thus does not require any offstreet parking.

F. Street Frontage in Neighborhood Commercial Districts. Section 145.1 of the Planning Code requires that NC Districts containing specific uses, including large fast-food restaurants, have at least ½ the total width of the new or altered structure at the commercial street frontage devoted to entrances to commercially used space, windows or display space at the pedestrian eye-level. Such windows shall use clear, un-tinted glass, except for decorative or architectural accent. Any decorative railings or decorated grille work, other than wire mesh, which is placed in front or behind such windows, shall be at least 75 percent open to perpendicular view and no more than six feet in height above grade.

The project does not propose exterior alterations to the existing gas station convenience store which is setback at least 17 feet away from the street frontage.

- G. **Signage**. The Project Sponsor has submitted a sign program for the project. The proposed signage complies with the limitations of the Planning Code and individual signs are subject to the review and approval of the Planning Department.
- H. **Self-service Specialty Food Use.** Section 790.69 of the Planning Code defines a self-service specialty food use as:
 - a. A retail use whose primary function is to prepare and provide ready-to-eat specialty foods to a high volume of customers who carry out the food for off-premises consumption. Such use exhibits each of the following characteristics: (1) Contains a service counter designed specifically for the sale and distribution of food that has been prepared on site; (2) Food is paid for prior to consumption; (3) Typically open for retail sales on weekdays during daytime hours; and (4) May contain no more than 10 seats including sidewalk seating. It often includes wholesaling, manufacturing, or processing of foods, goods, or commodities on the premises as an accessory use as set forth in Section 703.2(b)(1)(C)(v).
 - b. It includes, but is not limited to, specialty foods provided by bakeries, delicatessens, and confectioneries meeting each of the above characteristics, but it is distinct form small a self-service restaurant use as defined in Section 790.91, a large fast-food restaurant use as defined in Section 790.90 or a retail coffee store as defined in 790.102(n). It does not include general or specialty grocery stores with accessory take-out food activity as described in Section 703.2(b)(1)(C) or retail uses which sell prepackaged or bulk ready-to-eat-foods with no on-site food preparation area.

- c. It shall not provide on-site beer and/or wine sales for consumption on the premises, but may provide beer and/or wine sales for consumption off the premises with a California Alcoholic Beverage Control Board License type 20 (off-sale beer and wine) within the accessory use limits as set forth in Section 703.2(b)(1)(C)(vi).
- d. It shall not be required to operate within an enclosed building pursuant to Section 703.2(b)(1) so long as it is also a Mobile Food Facility as defined in Section 102.31. Any associated outdoor seating and/or dining area is subject to regulation as an Outdoor Activity Area as set forth elsewhere in this Code.
- 7. **Planning Code Section 303** establishes criteria for the Planning Commission to consider when reviewing applications for Conditional Use approval. On balance, the project does comply with said criteria in that:
 - A. The proposed new uses and building, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable, and compatible with, the neighborhood or the community.

The size of the proposed use is in keeping with other storefronts on the block. The project is desirable because it would add to the diversity of goods offered on the project site. The intent of the NC-3 District is to allow uses such as the proposed Quiznos restaurant that serves both the neighborhood and those outside of it.

- B. The proposed project will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity. There are no features of the project that could be detrimental to the health, safety or convenience of those residing or working the area, in that:
 - i. Nature of proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - The project is consistent with this criterion. The project does not include exterior alterations that will affect the size, shape, or arrangement of structures on the subject property.
 - ii. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - The proposed use is designed to meet the needs of the immediate neighborhood and is well served by public transit. Additionally, the project should not generate significant amounts of vehicular trips from the immediate neighborhood or elsewhere as it is anticipated that patrons of the proposed Quiznos will most likely arrive at the property for gasoline or would be local residents.
- iii. The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;

The project is subject to the standard conditions of approval for self-service specialty food uses and outlined in Exhibit A. Conditions 7 and 8 specifically obligates the Project Sponsor to mitigate noise and odor generated by the proposed Quiznos.

iv. Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs;

The project involves only interior alterations. The proposed formula retail establishment will submit any changes to signage and addition of lights to the Planning Department for review to ensure no detrimental changes occur.

C. That the use as proposed will comply with the applicable provisions of the Planning Code and will not adversely affect the General Plan.

The Project complies with all relevant requirements and standards of the Planning Code and is consistent with objectives and policies of the General Plan as detailed below.

D. That the use as proposed would provide development that is in conformity with the purpose of the applicable Neighborhood Commercial District.

The Project is consistent with the stated purpose of the NC-3 District in that the intended use is located at the ground floor and will provide a compatible convenience service to the immediate neighborhood.

- 8. **Planning Code Section 303(i)** establishes criteria for the Planning Commission to consider when reviewing Formula Retail Use applications for Conditional Use authorization.
 - a. The existing concentrations of formula retail uses within the Neighborhood Commercial District.

Within the NC-3 District that runs along Mission Street and bounded between Silver and Niagara Avenues there are nine existing formula retail uses, which are Safeway, Subways, Burger King, Popeye's, Walgreens, Round Table Pizza, Radio Shack, T-Mobile and Payless Shoes. Independently owned businesses within this NC-3 zoned portion of Mission Street significantly outnumber formula retail uses.

b. The availability of other similar retail uses within the Neighborhood Commercial District.

There are three other businesses within this NC-3 zoned portion of Mission Street that offer a product similar to the proposed Quiznos, one of which is also a formula retail use doing business as Subways.

c. The compatibility of the proposed formula retail use with the existing architectural and aesthetic character of the Neighborhood Commercial District.

The project does not provide any exterior alterations to the existing convenience store building where the proposed Quiznos would be located.

d. The existing retail vacancy rates within the Neighborhood Commercial District.

A Department survey found that there are approximately 17 retail vacancies within this NC-3 zoned portion of Mission Street.

e. The existing mix of Citywide-serving retail uses and neighborhood-serving retail uses within the Neighborhood Commercial District.

This NC-3 zoned portion of Mission Street contains a wide variety of neighborhood serving retail uses, such as restaurants, retail stores, grocery stores, bakeries, bars, banks, and professional and personal service uses.

9. **General Plan Compliance.** The Project is, on balance, consistent with the following Objectives and Policies of the General Plan:

NEIGHBORHOOD COMMERCE

Objectives and Policies

OBJECTIVE 1:

MANAGE ECONOMIC GROWTH AND CHANGE TO ENSURE ENHANCEMENT OF THE TOTAL CITY LIVING AND WORKINIG ENVIRONMENT.

Policy 1.1:

Encourage development which provides substantial net benefits and minimizes undesirable consequences. Discourage development that has substantial undesirable consequences that cannot be mitigated.

Policy 1.2:

Assure that all commercial and industrial uses meet minimum, reasonable performance standards.

Policy 1.3:

Locate commercial and industrial activities according to a generalized commercial and industrial land use plan.

The project will provide desirable goods and services to the neighborhood and will provide employment opportunities for the neighborhood. The operation of the proposed use will be required to abide by

minimum performance standards common to all similar commercial operations in San Francisco. Being located on a corner lot within an NC-3 District, the proposed use is located in an appropriate setting.

OBJECTIVE 2:

MAINTAIN AND ENHANCE A SOUND AND DIVERSE ECONOMIC BASE AND FISCAL STRUCTURE FOR THE CITY.

Policy 2.1:

Seek to retain existing commercial and industrial activity and to attract new such activity to the City.

The project will retain an existing commercial activity and will enhance the diverse economic base of the City.

- 10. **Planning Code Section 101.1(b)** establishes eight priority-planning policies and requires review of permits for consistency with said policies. On balance, the project does comply with said policies in that:
 - A. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses be enhanced.

The project will not displace any neighborhood-serving retail uses as the proposed use will be located within an existing gas station convenience store. The business would also create additional employment opportunities for the community.

B. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods.

The project will not adversely affect existing housing and is consistent with the surrounding neighborhood character.

C. That the City's supply of affordable housing be preserved and enhanced,

No housing is removed for this project.

D. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking.

The project is located at the northwest corner of Geneva Avenue and Mission Street which is well served by public transit. Additionally, approval of the project should not significantly alter the existing automobile traffic and parking availability that currently exists in the immediate neighborhood.

E. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced.

The project will not displace any service or industrial uses. The project will not affect industrial or service sector uses or related employment opportunities. Ownership of industrial or service sector businesses will not be affected by this project.

F. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake.

The project would comply with any building codes that are applicable to the project.

G. That landmarks and historic buildings be preserved.

The project does not involve exterior alterations. Therefore, no historic buildings will be adversely affected by the proposed change of use.

H. That our parks and open space and their access to sunlight and vistas be protected from development.

This project will not affect any parks or open space because there is no change to the existing building footprint.

- 11. The Project is consistent with and would promote the general and specific purposes of the Code provided under Section 101.1(b) in that, as designed, the Project would contribute to the character and stability of the neighborhood and would constitute a beneficial development.
- 12. The Commission hereby finds that approval of the Conditional Use authorization would promote the health, safety and welfare of the City.

DECISION

That based upon the Record, the submissions by the Applicant, the staff of the Department and other interested parties, the oral testimony presented to this Commission at the public hearings, and all other written materials submitted by all parties, the Commission hereby **APPROVES Conditional Use Application No. 2011.0969C** subject to the following conditions attached hereto as "EXHIBIT A" in general conformance with plans on file, dated September 2, 2011, and stamped "EXHIBIT B", which is incorporated herein by reference as though fully set forth.

APPEAL AND EFFECTIVE DATE OF MOTION: Any aggrieved person may appeal this Conditional Use Authorization to the Board of Supervisors within thirty (30) days after the date of this Motion No. 18576. The effective date of this Motion shall be the date of this Motion if not appealed (After the 30-day period has expired) OR the date of the decision of the Board of Supervisors if appealed to the Board of Supervisors. For further information, please contact the Board of Supervisors at (415) 554-5184, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on April 12, 2012.

Linda D. Avery Commission Secretary

AYES: Commissioners Sugaya, Antonini, Borden, Moore, Miguel, and Wu

NAYES: None

ABSENT: Commissioner Fong

ADOPTED: April 12, 2012

EXHIBIT A

AUTHORIZATION

This authorization is for a conditional use to allow a formula retail use operating as a self-service specialty food use (d.b.a. Quiznos) within an existing automotive gas station convenience store located at 5098 Mission Street, Block 6969, and Lot 016 pursuant to Planning Code Sections 303 and 703.4 within an NC-3 (Neighborhood Commercial, Moderate Scale) District and a 65-A Height and Bulk District; in general conformance with plans, dated September 2, 2011, and stamped "EXHIBIT B" included in the docket for Case No. 2011.0969C and subject to conditions of approval reviewed and approved by the Commission on April 12, 2012 under Motion No. 18576. This authorization and the conditions contained herein run with the property and not with a particular Project Sponsor, business, or operator.

RECORDATION OF CONDITIONS OF APPROVAL

Prior to the issuance of the building permit or commencement of use for the Project the Zoning Administrator shall approve and order the recordation of a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property. This Notice shall state that the project is subject to the conditions of approval contained herein and reviewed and approved by the Planning Commission on April 12, 2012 under Motion No. **18576**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

The conditions of approval under the 'Exhibit A' of this Planning Commission Motion No. **18576** shall be reproduced on the Index Sheet of construction plans submitted with the Site or Building permit application for the Project. The Index Sheet of the construction plans shall reference to the Conditional Use authorization and any subsequent amendments or modifications.

SEVERABILITY

The Project shall comply with all applicable City codes and requirements. If any clause, sentence, section or any part of these conditions of approval is for any reason held to be invalid, such invalidity shall not affect or impair other remaining clauses, sentences, or sections of these conditions. This decision conveys no right to construct, or to receive a building permit. "Project Sponsor" shall include any subsequent responsible party.

CHANGES AND MODIFICATIONS

Changes to the approved plans may be approved administratively by the Zoning Administrator. Significant changes and modifications of conditions shall require Planning Commission approval of a new Conditional Use authorization.

Conditions of Approval, Compliance, Monitoring, and Reporting

PERFORMANCE

1. Validity and Expiration. The authorization and right vested by virtue of this action is valid for three years from the effective date of the Motion. A building permit from the Department of Building Inspection to construct the project and/or commence the approved use must be issued as this Conditional Use authorization is only an approval of the proposed project and conveys no independent right to construct the project or to commence the approved use. The Planning Commission may, in a public hearing, consider the revocation of the approvals granted if a site or building permit has not been obtained within three (3) years of the date of the Motion approving the Project. Once a site or building permit has been issued, construction must commence within the timeframe required by the Department of Building Inspection and be continued diligently to completion. The Commission may also consider revoking the approvals if a permit for the Project has been issued but is allowed to expire and more than three (3) years have passed since the Motion was approved.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org.

2. **Extension** This authorization may be extended at the discretion of the Zoning Administrator only where failure to issue a permit by the Department of Building Inspection to perform said tenant improvements is caused by a delay by a local, State or Federal agency or by any appeal of the issuance of such permit(s).

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, $\underline{www.sf-planning.org}$.

DESIGN - COMPLIANCE AT PLAN STAGE

3. **Rooftop Mechanical Equipment.** Pursuant to Planning Code 141, the Project Sponsor shall submit a roof plan to the Planning Department prior to Planning approval of the building permit application. Rooftop mechanical equipment, if any is proposed as part of the Project, is required to be screened so as not to be visible from any point at or below the roof level of the subject building. For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org

MONITORING - AFTER ENTITLEMENT

4. Enforcement. Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of Planning Code applicable to this Project shall be subject to the enforcement procedures and administrative penalties set forth under Planning Code Section 176 or Section 176.1. The Planning Department may also refer the violation complaints to other city departments and agencies for appropriate enforcement action under their jurisdiction.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

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5. **Revocation due to Violation of Conditions.** Should implementation of this Project result in complaints from interested property owners, residents, or commercial lessees which are not resolved by the Project Sponsor and found to be in violation of the Planning Code and/or the specific conditions of approval for the Project as set forth in Exhibit A of this Motion, the Zoning Administrator shall refer such complaints to the Commission, after which it may hold a public hearing on the matter to consider revocation of this authorization.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

OPERATION

- 6. Garbage, Recycling, and Composting Receptacles. Garbage, recycling, and compost containers shall be kept within the premises and hidden from public view, and placed outside only when being serviced by the disposal company. Trash shall be contained and disposed of pursuant to garbage and recycling receptacles guidelines set forth by the Department of Public Works.
 For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works at 415-554-.5810, http://sfdpw.org
- 7. **Sidewalk Maintenance.** The Project Sponsor shall maintain the main entrance to the building and all sidewalks abutting the subject property in a clean and sanitary condition in compliance with the Department of Public Works Streets and Sidewalk Maintenance Standards.

 For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works, 415-695-2017, http://sfdpw.org/
- 8. **Noise Control.** The premises shall be adequately soundproofed or insulated for noise and operated so that incidental noise shall not be audible beyond the premises or in other sections of the building and fixed-source equipment noise shall not exceed the decibel levels specified in the San Francisco Noise Control Ordinance.

For information about compliance with the fixed mechanical objects such as rooftop air conditioning, restaurant ventilation systems, and motors and compressors with acceptable noise levels, contact the Environmental Health Section, Department of Public Health at (415) 252-3800, www.sfdph.org

For information about compliance with the construction noise, contact the Department of Building Inspection, 415-558-6570, www.sfdbi.org

For information about compliance with the amplified sound including music and television contact the Police Department at 415-553-0123, <u>www.sf-police.org</u>

9. **Odor Control.** While it is inevitable that some low level of odor may be detectable to nearby residents and passersby, appropriate odor control equipment shall be installed in conformance with the approved plans and maintained to prevent any significant noxious or offensive odors from escaping the premises.

For information about compliance with odor or other chemical air pollutants standards, contact the Bay Area Air Quality Management District, (BAAQMD), 1-800-334-ODOR (6367), www.baaqmd.gov and Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

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10. Community Liaison. Prior to issuance of a building permit to construct the project and implement the approved use, the Project Sponsor shall appoint a community liaison officer to deal with the issues of concern to owners and occupants of nearby properties. The Project Sponsor shall provide the Zoning Administrator with written notice of the name, business address, and telephone number of the community liaison. Should the contact information change, the Zoning Administrator shall be made aware of such change. The community liaison shall report to the Zoning Administrator what issues, if any, are of concern to the community and what issues have not been resolved by the Project Sponsor.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org