



SAN FRANCISCO PLANNING DEPARTMENT

Subject to: (Select only if applicable)

- Affordable Housing (Sec. 415)
- Jobs Housing Linkage Program (Sec. 413)
- Downtown Park Fee (Sec. 412)
- First Source Hiring (Admin. Code)
- Child Care Requirement (Sec. 414)
- Other

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Planning Commission Motion No. 18951 HEARING DATE: AUGUST 15, 2013

Date: August 8, 2013
Case No.: **2013.0586C**
Project Address: **1050 SOUTH VAN NESS AVENUE**
Zoning: RTO-M (Residential Transit Oriented, Mission Neighborhood)
 50-X Height and Bulk District
Block/Lot: 3615/053
Project Sponsor: Ilene Dick
 Farella Braun + Martell
 Russ Building
 235 Montgomery Street
 San Francisco, CA 94104
Staff Contact: Diego R Sánchez – (415) 575-9082
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ADOPTING FINDINGS RELATING TO THE APPROVAL OF CONDITIONAL USE AUTHORIZATION PURSUANT TO SECTIONS 178 AND 303 OF THE PLANNING CODE TO ALTER AND INTENSIFY A PLANNED UNIT DEVELOPMENT (PLANNING COMMISSION MOTION 13816) BY LEGALIZING AND EXPANDING A GROUP HOUSING USE TO ALLOW UP TO 81 BEDS, PURSUANT TO PLANNING CODE SECTION 209.2, AND SEEKING AN EXCEPTION FROM THE REAR YARD REQUIREMENT AND THE BICYCLE PARKING REQUIREMENT, PURSUANT TO PLANNING CODE SECTIONS 134, 155.5, 303 AND 304, WITHIN THE RTO-M (RESIDENTIAL, TRANSIT ORIENTED, MISSION NEIGHBORHOOD) ZONING DISTRICT AND A 50-X HEIGHT AND BULK DISTRICT.

PREAMBLE

On May 19, 2013 Ilene Dick (hereinafter "Project Sponsor") filed an application with the Planning Department (hereinafter "Department") for Conditional Use Authorization under Planning Code Sections 178 and 303 to alter and intensify a Planned Unit Development (Planning Commission Motion 13816) to legalize and intensify a group housing use to allow up to 81 beds, pursuant to Planning Code Section 209.2, and to seek exceptions from the rear yard requirement and the bicycle parking requirement,

pursuant to Planning Code Section 134, 155.5, 303 and 304, within the RTO-M (Residential, Transit Oriented, Mission Neighborhood) Zoning District and a 50-X Height and Bulk District.

On August 15, 2013, the San Francisco Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Application No. 2013.0586C.

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

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. 2013.0586C, 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 is located on the west side of South Van Ness Avenue, between 21st and 22nd Streets. The site is improved with one two-story building and a religious facility (Saint Mary and Saint Martha Lutheran Church). A child care facility (d.b.a. Mission Kids) utilizes a portion of the ground floor of the two-story building. The religious facility uses the other spaces within the two-story building for a variety of purposes, including administration, and utilizes the second building for religious practice. The remainder of the site is used for off-street parking for the congregation and, temporarily for the users of the child care facility.
3. **Surrounding Properties and Neighborhood.** The properties that surround the project along South Van Ness Avenue are generally three- and four-story multi-family residences. Two- and five-story buildings are also present. This pattern is prevalent along the opposite side of South Van Ness. The zoning districts that surround the site are Residential, Mixed Moderate Density (RM-2), Residential, Transit Oriented, Mission Neighborhood (RTO-M) and Neighborhood Commercial Cluster (NC-1).

The Mission District neighborhood is a relatively densely populated area with higher levels of pedestrian traffic than many other San Francisco neighborhoods. This is also an area of vibrant commercial activity, being two blocks from Mission Street. Individuals tend to either walk or ride public transit to the area.

4. **Project Description.** The project proposes to legalize a group housing use of 57 beds and to expand that use by 24 beds, for a total of up to 81 beds. The group housing use is proposed to occupy a portion of the first and second floors of a two-story building found on the subject property. The project scope also includes fire/life safety improvements, electrical upgrades, mechanical systems upgrades, remodeling and addition of bathrooms and a request for exceptions from the Rear Yard requirement and Bicycle Parking requirement under Planning Code Sections 134 and 155.1 under a Planned Unit Development (PUD) Conditional Use authorization. The group housing will include space for services geared towards the Lesbian, Gay, Bisexual and Transgendered (LGBT) Community.
5. **Public Comment.** The Department has received one telephone call and one email communicating concern about potentially intensified anti-social behavior from the users of the proposed group housing use in the area surrounding the project site, including at a public open space approximately two blocks to the east. The Department also received six letters in support of the proposed 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. **Rear Yard.** Planning Code Section 134 requires a rear yard equal to 45% of the lot depth.

The project is not proposing a code complying rear yard as existing improvements are within the area required to be kept free of obstructions. The project is seeking an exception to the rear yard requirement given the existing conditions.

- B. **Useable Open Space – Residential.** Planning Code Section 135 requires that the minimum amount of usable open space provided for each bedroom, where two beds shall be considered one bedroom, to be 1/3 the amount required for a dwelling unit within the respective zoning district. Within the RTO-M zoning district, 133 square feet of useable open space, when provided in common, is required for each dwelling unit.

The project proposes a total of 81 beds, which is the equivalent of 41 bedrooms or 41 dwelling units. This quantity of bedrooms requires 1,817.67 square feet of common useable open space. The project is providing a total of 2,595 square feet of common useable open space at the rear yard and an inner courtyard, exceeding the minimum requirement established by Planning Code Section 135.

- C. **Off-Street Parking.** Planning Code Section 151.1 establishes an off-street parking maximum of up to one car for each three bedrooms or for each six beds, whichever results in the greater requirement, plus one for the manager's dwelling unit if any for group housing uses.

The project is not proposing any off-street parking for the group housing use and is in compliance with Planning Code Section 151.1.

- D. **Bicycle Parking.** Planning Code Section 155.5 requires one Class 1 bicycle parking space for every 3 bedrooms.

The project is proposing 81 group housing beds which is the equivalent of 41 bedrooms. Given this number of bedrooms, 14 bicycle parking spaces are required. The Project Sponsor is seeking an exception from this requirement as the population to be served, homeless individuals, typically do not require or demand space for parking bicycles and the existing site is configured in such a manner which requires great program modifications in existing spaces not subject to this Conditional Use authorization request, to comply.

- E. **Density Limitations for Group Housing.** Planning Code Section 208 establishes density limits for group housing units within the RTO-M Zoning District that restrict density by applicable requirements and limitations of the Planning Code, the Residential Design Guidelines in RTO districts, other applicable design guidelines, applicable elements and area plans of the General Plan, and design review by the Planning Department.

The project is proposing a total of 81 beds within the existing envelope of a two-story building. Given that the scope of work does not include substantial exterior alterations, design review by the Planning Department did not prohibit the proposed density. The project is designed in a manner such that the applicable requirements of the Planning Code do not prohibit the proposed density. The General Plan and the Mission Area Plan do not prohibit the proposed density.

- F. **Neighborhood Notification.** Planning Code Section 311 requires neighborhood notification for changes of use to group housing.

The project is proposing the legalization and expansion of a group housing use and conducted the Planning Code Section 311 notification in conjunction with the required notification for the Conditional Use authorization.

- G. **Eastern Neighborhood Infrastructure Impact Fees.** Planning Code Section 423 requires the application of the Eastern Neighborhood Infrastructure Impact Fee when a project proposes at least one net new group housing facility.

The project proposes a new group housing facility. However, Planning Code Section 406 provides 100% fee reduction of the Eastern Neighborhoods Infrastructure Impact Fee based on the affordability of the housing provided.

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 project is proposing to legalize an existing group housing use and expand the number of beds to a total of 81 beds. This legalization and expansion of service is being done within the existing building envelope as existing rooms will be officially converted to the group housing use. This new use at this intensity is desirable and compatible with the community at this location as the subject property is a locale within the community for services such as child care and religious practice.

- 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 will not alter or expand the size of the existing structures on the subject property as the project will locate the group housing use within existing rooms. Furthermore, the project proposes life safety upgrades.

- 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 project does not add off-street parking to the site and it is not anticipated that the use will generate additional traffic as the population being served by the group housing is one that typically does not possess private automobiles.

- iii. The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;

As a safeguard against any possible offensive emissions, the scope of the work will include upgrades to the mechanical systems of the building.

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

The project will not detract from the existing landscaping, screening and open space, will not affect the existing parking area and will not adversely affect lighting and signs.

- 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, on balance, is consistent with objectives and policies of the General Plan as detailed below.

8. **Planning Code Section 304** establishes criteria and limitations for the Planning Commission to consider when reviewing applications for the authorization of PUD's over and above those applicable to Conditional Uses. On balance, the project does comply with said criteria and limitations in that:

- A. Affirmatively promote applicable objectives and policies of the General Plan;

The project furthers multiple General Plan and the Mission Area Plan objectives and policies relating to housing and social services. Specifically, the project addresses those objectives and policies regarding homelessness, human services and the relationship between housing and sustainable means of mobility.

- B. Provide off-street parking adequate for the occupancy proposed;

The Planning Code establishes a maximum amount of off-street parking for the project. The project will not provide off-street parking, in compliance with the Planning Code.

- C. Provide open space usable by the occupants and, where appropriate, by the general public, at least equal to the open spaces required by this Code;

The project will provide 2,595 square feet of common useable open space at the rear yard and an inner courtyard, exceeding the minimum requirement established by Planning Code Section 135.

- D. Be limited in dwelling unit density to less than the density that would be allowed by Article 2 of this Code for a district permitting a greater density, so that the Planned Unit Development will not be substantially equivalent to a reclassification of property;

Planning Code Section 208 establishes density limits for group housing units within the RTO-M Zoning District that restrict density by applicable requirements and limitations of the Planning Code, the Residential Design Guidelines in RTO districts, other applicable design guidelines, applicable elements and area plans of the General Plan, and design review by the Planning Department. The project is proposing a group housing use of up to 81 beds, which is a density for group housing that will not be substantially equivalent to a reclassification of property.

- E. In RTO Districts include commercial uses only according to the provisions of Section 230 of this Code;

The project is located within the RTO-M zoning district, which is an RTO district, and does not include any commercial uses.

- F. Under no circumstances be excepted from any height limit established by Article 2.5 of this Code, unless such exception is explicitly authorized by the terms of this Code. In the absence of such an explicit authorization, exceptions from the provisions of this Code with respect to height shall be confined to minor deviations from the provisions for measurement of height

in Sections 260 and 261 of this Code, and no such deviation shall depart from the purposes or intent of those sections;

The project is not seeking any exceptions from the height limit. The project will legalize and expand a group housing use within the existing building envelope of a two story auxiliary building.

- G. In RTO and NCT Districts, include the extension of adjacent alleys or streets onto or through the site, and/or the creation of new publicly-accessible streets or alleys through the site as appropriate, in order to break down the scale of the site, continue the surrounding existing pattern of block size, streets and alleys, and foster beneficial pedestrian and vehicular circulation;

The project is located within the RTO-M zoning district, which is an RTO district, and will legalize and expand a group housing use within the existing building envelope of a two story auxiliary building. There are no significant exterior alterations planned, and the addition of new publicly-accessible streets or alleys through the site would not be appropriate as the existing improvements are of appropriate scale.

- H. Provide street trees as per the requirements of Section 138.1 of the Code;

Planning Code Section 138.1 does not require the project to add street trees.

- I. Provide landscaping and permeable surfaces in any required setbacks in accordance with Section 132 (g) and (h).

Planning Code Section 132 does not require the project to provide additional landscaping or permeable surfaces in the required setbacks.

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

HOUSING ELEMENT

Objectives and Policies

OBJECTIVE 6:

REDUCE HOMELESSNESS AND THE RISK OF HOMELESSNESS.

Policy 6.2:

Prioritize the highest incidences of homelessness, as well as those most in need, including families and immigrants.

The project will provide group housing with a focus on serving the LGBT Community. The LGBT Community is one with a need for directed group housing.

OBJECTIVE 12:

MAINTAIN AND ENHANCE A SOUND AND DIVERSE ECONOMIC BASE AND FISCAL STRUCTURE FOR THE CITY BALANCE HOUSING GROWTH WITH ADEQUATE INFRASTRUCTURE THAT SERVES THE CITY'S GROWING POPULATION

Policy 12.1:

Encourage new housing that relies on transit use and environmentally sustainable patterns of movement.

While the project is allowed to add off-street parking dedicated to the group housing use, the project will not add off-street parking spaces to the subject property in part as a means to promote sustainable patterns of movement.

MISSION AREA PLAN

Objectives and Policies

OBJECTIVE 7.2:

ENSURE CONTINUED SUPPORT FOR HUMAN SERVICE PROVIDERS THROUGHOUT THE EASTERN NEIGHBORHOODS.

Policy 7.2.1:

Promote the continued operation of existing human and health services that serve low-income and immigrant communities in the Eastern Neighborhoods.

The project will legalize and expand an existing group housing use that serves low-income communities within San Francisco.

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 can benefit neighborhood-serving retail by providing additional patrons to frequent the businesses.

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 conserve the housing and neighborhood character as the area is one with multiple multifamily housing dwellings. The project will also add to the cultural and economic diversity of the neighborhood.

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

The project will legalize and expand a group housing use that is focused on serving low-income residents of San Francisco.

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

It is not anticipated that the project will generate any substantial amount of new traffic that would impede MUNI service or overburden streets and parking given the nature of the use.

- 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 industry establishment as it proposes to legalize and expand a group housing use.

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

The project will not affect the subject property's ability to withstand an earthquake.

- G. That landmarks and historic buildings be preserved.

There is no landmark or historic building occupying the subject property.

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

The project will have no negative effect on existing parks and open spaces.

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. 2013.0586C** subject to the following conditions attached hereto as "EXHIBIT A" in general conformance with plans on file, dated May 1, 2013, 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. 18951. 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 August 15, 2013.

Jonas P. Ionin
Acting Commission Secretary

AYES: Commissioners Hillis, Sugaya, Fong, Antonini, Borden, Moore, and Wu

NAYES: None

ABSENT: None

ADOPTED: August 15, 2013

EXHIBIT A

AUTHORIZATION

This authorization is for a Conditional Use under a Planned Unit Development to allow a group housing use located at 1050 South Van Ness Avenue, Lot 53 in Assessor's Block 3615 pursuant to Planning Code Sections 178 and 303 and seeking exceptions from the rear yard requirement and the bicycle parking requirement pursuant to Planning Code Sections 134, 155.5, 303 and 304 within the RTO-M Zoning District and a 50-X Height and Bulk District; in general conformance with plans, dated May 1, 2013, and stamped "EXHIBIT B" included in the docket for **Case No. 2013.0586C** and subject to conditions of approval reviewed and approved by the Commission on August 15, 2013 under Motion No. **18951**. 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 August 15, 2013 under Motion No. **18951**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

The conditions of approval under the 'Exhibit A' of this Planning Commission Motion No. **18951** 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.** The authorization and right vested by virtue of this action is valid for three (3) years from the effective date of the Motion. The Department of Building Inspection shall have issued a Building Permit or Site Permit to construct the project and/or commence the approved use within this three-year period.

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

2. **Expiration and Renewal.** Should a Building or Site Permit be sought after the three (3) year period has lapsed, the project sponsor must seek a renewal of this Authorization by filing an application for an amendment to the original Authorization or a new application for Authorization. Should the project sponsor decline to so file, and decline to withdraw the permit application, the Commission shall conduct a public hearing in order to consider the revocation of the Authorization. Should the Commission not revoke the Authorization following the closure of the public hearing, the Commission shall determine the extension of time for the continued validity of the Authorization.

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

3. **Diligent pursuit.** 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. Failure to do so shall be grounds for the Commission to consider revoking the approval if more than three (3) years have passed since this Authorization was approved.

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

4. **Extension.** All time limits in the preceding three paragraphs may be extended at the discretion of the Zoning Administrator where implementation of the project is delayed by a public agency, an appeal or a legal challenge and only by the length of time for which such public agency, appeal or challenge has caused delay.

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

5. **Conformity with Current Law.** No application for Building Permit, Site Permit, or other entitlement shall be approved unless it complies with all applicable provisions of City Codes in effect at the time of such approval.

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

DESIGN

6. **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

7. **Garbage, composting and recycling storage.** Space for the collection and storage of garbage, composting, and recycling shall be provided within enclosed areas on the property and clearly labeled and illustrated on the architectural addenda. Space for the collection and storage of recyclable and compostable materials that meets the size, location, accessibility and other standards specified by the San Francisco Recycling Program shall be provided at the ground level of the buildings.

For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org .

MONITORING - AFTER ENTITLEMENT

8. **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

9. **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

10. **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>

11. **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>

12. **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