



SAN FRANCISCO PLANNING DEPARTMENT

Community Outreach Meeting Notification

Subject: Universal Planning Notification Project

Meeting Date: Tuesday, October 13, 2009

Meeting Time: 6:00 PM - 7:00 PM

October 5, 2009

Dear Interested Parties:

The Planning Department invites you to a community outreach meeting regarding **reform of the Planning Department's public notification processes (also known as the "Universal Planning Notification Project")** on Tuesday, October 13, 2009. The meeting will be held at the Planning Department, 1650 Mission Street, Room 431, from 6:00pm-7:00pm.

The Universal Planning Notification Project ("UPN") is part of the Planning Department's Action Plan 2008-2010, an effort adopted by the Planning Commission to improve and enhance the experience for all that work with the Planning Department, including the public, applicants, stakeholders and Department staff. The UPN project seeks to consolidate, simplify and improve the Planning Department's public notification processes, which currently number more than 40.

At the community outreach meeting on October 13th, Planning Department staff will present updated information on notification procedures and templates, including demonstration of revised variance hearing notifications.

The Planning Department has developed a website for the Universal Planning Notification Project: <http://upn.sfplanning.org>. On this website you will find a [summary of existing notification processes](#) and an [online survey](#) to solicit public feedback on current and potential notification processes.

If you will attend this meeting, please RSVP to Maria Oropeza via phone at 415.558.6307 or email at maria.oropeza@sfgov.org, prior to close of business on Thursday, October 8, 2009.

If you have any comments or questions regarding the UPN Project (or would like to be removed from future mailings) please contact me via phone at 415.558.6326 or email at scott.sanchez@sfgov.org.

Thank you for your interest in, and help to improve, our public notification processes.

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