

FINAL

**West Portal
Community Benefit District
Management District Plan**

**San Francisco, California
May 2011**

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West Portal Community Benefit District Management District Plan

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ATTACHMENTS:

CBD Boundary Map

SECTION 1: Management District Plan Summary

Developed by a coalition of property and business owners, the West Portal Community Benefit District (CBD) is a proposed benefit assessment district designed to improve and convey special benefits to properties within the central business district of West Portal Avenue. The CBD is being established pursuant to the state law; the "Property and Business Improvement District Law of 1994", as amended and augmented by Article 15 of the San Francisco Business and Tax Regulations Code. The West Portal CBD will provide new services and activities, including; enhanced maintenance, streetscape improvements and economic development activities above and beyond what the City currently provides.

Location: The CBD is approximately 3 linear blocks. It includes all parcels that front West Portal Avenue between Ulloa Street and 15th Avenue. It also includes the public library, Muni transfer station and the parcels on both side of Ulloa between West Portal Avenue and Claremont Boulevard. A map of the proposed CBD boundaries is attached.

Services and Activities Provided:

- ◆ **Maintenance and Streetscape Improvements:** Programs that provide a cleaner and more aesthetically appealing environment for businesses, employees and pedestrians.
- ◆ **Economic Development:** Activities to support the growth and vitality of existing businesses, attract new businesses, and enhance the image of West Portal as a destination for consumer and investment revenues.

Budget: Total CBD budget for its first year of operation is **\$200,000**.

Method of Financing: Levy of assessments upon real property that specially benefit from the proposed services and activities.

Assessments: Annual assessments are calculated based upon each property's special benefit received from the identified services and activities and their relative cost. The assessment factors are based on building square footage and linear street frontage. The first year's assessment rates per foot are as follows:

Category	Annual Assmt Rate	Monthly Assmt Rate
Linear Street Frontage	\$29.94020	\$2.49502
Building Square Footage	\$0.074515	\$0.00618

CPI Adjustments: The CBD budget and assessments may be adjusted for inflation based on the consumer price index (CPI) for the San Francisco-Oakland-San Jose Area for all urban consumers not to exceed 3% annually to keep pace with the consumer price index and other program costs.

Collection: Assessments will appear as a separate line item on the annual County of San Francisco Property Tax bills or as a separate handbill from the County.

City Services: The Board of Supervisors, by adopting this plan, will confirm its intention to ensure an existing level of services in the district equivalent to the level that is being provided elsewhere in the City.

District Formation: CBD formation requires submission of petitions from property owners representing more than 30% of total assessments. Following a public hearing, if ballots, weighted by assessments, submitted in opposition to the assessment do not exceed the ballots submitted in favor of the assessments, the Board of Supervisors may authorize the formation of the district and the levy of assessments.

Duration: The CBD will have a thirteen year term commencing January 1, 2012 and terminating December 31, 2024 unless the property owners within the CBD elect to renew the District. Any major modifications or new or increased assessments during the term of the district that are not consistent with the provisions of original Management District Plan will require a new mail ballot process.

Governance The CBD will have a governing board, the Owners Association, pursuant to Section 36650 and 36651 of the Streets and Highways Code that will annually review the CBD budgets and policies within the limitations of the Management District Plan and file annual reports with the Board of Supervisors. The owner's association will incorporate as a non profit organization pursuant to the State Business and Tax regulations Code and will enter into a contract with the City and County of San Francisco to administer the district.

Section 2: CBD Improvement and Activity Plan

West Portal CBD Management District Plan

As determined by area property and business owners, the top priority for services and activities within the West Portal CBD area include:

- ◆ Enhanced Maintenance and Streetscape Improvements, and
- ◆ Economic Development
- ◆ Advocacy and Administration

Based upon these findings, the following service and activity categories will be funded by the CBD. The following narrative provides recommendations for the CBD's first year of operation. Program activities may be amended in subsequent years within the following general categories. Final programs and budgets will be subject to the review and approval of the CBD Owners Association prior to Board of Supervisors approval.

MAINTENANCE AND STREETSCAPE IMPROVEMENTS

The top priority for the West Portal property owners is enhanced maintenance services and street beautification. CBD maintenance teams will provide enhanced cleaning services, including sidewalk sweeping and litter removal, power washing and scrubbing of sidewalks, removal of illegal signs/posters/stickers, and graffiti removal. In addition to the enhanced maintenance services, the CBD will undertake efforts to beautify the public right-of-way streetscape and provide maintenance thereof. Such beautification efforts may include such items as; seasonal banners, flower baskets, tree installation or any other beautification efforts that the property owners deem necessary.

ECONOMIC DEVELOPMENT

It is not enough to just provide a clean and attractive business corridor and expect new business development to automatically appear. Attention must be focused on recruiting new investors to West Portal Avenue and retaining those businesses that adhere to the goals and missions of the CBD.

CBD funds will be used to do the market research and develop the demographics needed to attract future development and investment. Additionally, this program will identify the types of businesses and activities that are missing and needed in the West Portal business corridor. It will be important to continue to develop a strategy to recruit those businesses and activities. The Owners' Association will develop the annual work programs and budgets from a wide variety of options that may include, but not necessarily be limited to:

- ♦ Design and disseminate investor marketing materials to assist real estate brokers, developers and property owners in business recruitment efforts.
- ♦ Create and maintain a database with a variety of market and real estate information.
- ♦ Provide counseling, financing referrals and business support to start locally-owned independent businesses.
- ♦ Provide trouble-shooting and liaison services between property and business owners and the City in an effort to entice investment and business operations in West Portal.

ADVOCACY AND ADMINISTRATION

The CBD supports a professional staff that delivers programs and advocates on behalf of the West Portal business district. The CBD advocacy services will provide direction on policies and issues that affect the central business district.

Administrative services include compensation paid to the Executive Director and a part-time administrative assistant, if needed, for the day-to-day operations of the CBD. The budget for this item also pays for expenses relating to rent, office expenses, financial bookkeeping, annual reporting expenses, insurance (both general liability coverage and director and officer liability coverage), and any other expenses the CBD will incur during operation.

Section 3: CBD Operating Budget

2012 Operating Budget

The following table outlines the CBD maximum assessment operating budget for 2012.

ACTIVITY	TOTAL
Streetscape Improvements	\$128,000
Economic Development	\$24,000
Administration/Advocacy	\$48,000
Total Activities	\$200,000
LESS: Contribution from other sources, 1%	(\$2,000)
NET CBD ASSESSMENT BUDGET	\$198,000

- ♦ Approximately 1% of the overall budget will be revenues received from outside funds, e.g. grants, donations, contracts, in-kind services. *Note: Please see discussion in Exhibit C under General Benefit.*
- ♦ The CBD budget and assessments may be adjusted for inflation based on the consumer price index for the San Francisco-Oakland-San Jose Area for all urban consumers not to exceed 3% to keep pace with the consumer price index and other program costs.
- ♦ Every year the Owners' Association may reduce the annual budget and assessments, if it is deemed that not all services are needed for the following fiscal year.

13-Year Maximum Assessment Budget

The following table illustrates the CBD's maximum annual assessment budget for the 13-year life term adjusting it by the 3% inflation factor.

Fiscal Year Assessment	Maximum Total Assessment, Adjusted with Maximum Annual CPI Increase of 3%
2011-2012	\$198,000
2012-2013	\$203,940
2013-2014	\$210,058
2014-2015	\$216,360
2015-2016	\$222,851
2016-2017	\$229,536
2017-2018	\$236,422
2018-2019	\$243,515
2019-2020	\$250,820
2020-2021	\$258,345
2021-2022	\$266,095
2022-2023	\$274,078
2023-2024	\$282,301
Total Maximum Assessments	\$3,092,321

Section 4: Public Sector Participation

Existing City Services

The Board of Supervisors, by adopting this plan, will confirm its intention to ensure an existing level of services in the district equivalent to the level that is being provided elsewhere in the City.

Assessment funds will to pay for services that are above and beyond those services provided by the City.

Public Property Assessments

Proposition 218 states that no parcel is exempt from assessments if that parcel receives benefit from the improvements and activities. This includes government and Public use parcels. The City of San Francisco and any other government owned parcels within the CBD boundary will pay their assessment based on the special benefits conferred to those parcels. Government parcels receive benefit from the maintenance and streetscape improvements, but not from the economic development activities. Therefore, government uses will only be assessed on their fair share for the costs of the maintenance and streetscape improvements. The assessment methodology is to allocate the cost of these improvements on the basis of each parcel's linear street frontage. Please see Section 5: Assessment Methodology for further discussion.

The City and County of San Francisco owns 5 parcels within the CBD boundary, APNs: 2919 031, 2 979A002, 2 979A034, 2 988A007, and 2979 013A.

Section 5: Assessment Methodology

General

This Management District Plan provides for the levy of assessments for the purpose of providing services and activities that specially benefit real property in the CBD. These assessments are not taxes for the general benefit of the City, but are assessments for the services and activities which confer special benefits upon the real property for which the services and activities are provided.

Assessment Factors

West Portal property owners and business owners have emphasized that the assessment formula for the West Portal CBD be fair, balanced and have a direct relationship to special benefits received. The State enabling legislation also states, "Assessments levied on real property...shall be levied on the basis of the estimated benefit to the real property within the...district."

The assessment methodology for the District applies linear street frontage for the Maintenance and Streetscape Improvements and building square footage for the Economic Development Programs.

Government and residential uses only receive benefit from the maintenance and streetscape improvements, and therefore will be assessed on their fair share for the costs of these improvements. These uses do not receive benefit from the economic development activities, so therefore will not be assessed for any cost of these activities. That is to say that government and residential parcels will only be assessed for their linear street frontage and not building square footage.

Linear Street Frontage: Is the primary assessment variable for the Maintenance and Streetscape improvements. This reflects the fact that services delivered to each property along West Portal Avenue and Ulloa Street will have the greatest benefit to properties in relation to their exposure on the streets. That is to say that the more linear frontage a parcel has the more benefit it will receive from the services. Linear street frontage is also the primary assessment variable for the Advocacy and Administration activities. This acknowledges the fact that the Maintenance and Streetscape improvements are the greatest portion of the CBD budget, and therefore will require the largest effort advocating and administering. Approximately 84% of the Advocacy and Administration budget is allocated to the linear street frontage. Linear frontage footage was obtained from the County Assessor's parcel maps.

Building Square Footage: Is the primary assessment variable for Economic Development activities. The intent of the economic development program is to recruit and retain business investment. The larger the building the more benefit that parcel will receive from

these business recruitment activities. It also acknowledges the benefits from the services to the buildings, including tenants, residents and employees. Building square footage is the secondary assessment variable for the Advocacy and Administration activities. This acknowledges the fact that the Economic Development activities will require significantly less advocating and administering than the Maintenance and Streetscape improvements. Approximately 16% of the Advocacy and Administration budget is allocated to the building square footage.

Assessment Calculation

As discussed in Exhibit A, there are three activities proposed for the West Portal CBD; maintenance/streetscape, economic development and CBD advocacy and administration. The CBD advocacy/administration expense and the 1% from other sources are allocated to the other two activities based on each activities budget percentage of the total.

Activity	Total Service Budget	% of Budget	LESS: Other Income (1%)	Total Assessment Budget (99%)
Maintenance & Streetscape Improvements	\$128,000	64.00%	\$1,684.20	\$166,737
Economic Development	\$24,000	12.00%	\$315.80	\$31,263
Advocacy/Administration	\$48,000	24.00%		
TOTAL:	\$200,000	100.00%	2,000.00	\$198,000

To calculate the assessment for the improvements and activities, take the cost for each of the activities and divide it by the appropriate footage. There are 5,569 assessable linear feet and 410,786 assessable building square feet within the district boundary.

Therefore the assessment rate for the Maintenance and Streetscape improvements is \$29.94206 per linear foot (\$166,737 divided by 5,569). The assessment rate for the Economic Development programs is \$0.07611 per buildings square foot (\$31,263 divided by 410,786). The first year's assessment rates are as follows:

Category	Annual Assmt Rate	Monthly Assmt Rate
Linear Street Frontage	\$29.94206	\$2.49517
Building Square Footage	\$0.07611	\$0.00634

Annual Assessment Adjustments

Residential and Government Owned Parcels: Proposition 218 states that no parcel zoned for commercial, mixed use or public is exempt from assessments if that parcel receives benefit from the improvements and activities, this includes mixed use residential and government use parcels. In the West Portal CBD residential and public uses receive benefit from the maintenance and streetscape improvements, but not from the economic development activities. Therefore, residential and public uses will only be assessed their fair share for the costs of the maintenance and streetscape improvements.

Budget Adjustment: Any annual budget surplus or deficit will be rolled over to the following year's CBD budget, and assessments recalculated proportionately as long as it stays within the annual maximum 3% CPI adjustment.

Time and Manner for Collecting Assessments

As provided by state law, the West Portal CBD assessment will appear as a separate line item on the annual San Francisco City and County property tax bills, or by a special manual bill prepared by the City and County of San Francisco and either paid in one lump sum or in two equal installments. Laws for enforcement and collection of property taxes also apply to the CBD assessment.

Disestablishment

State law provides for the disestablishment of a CBD pursuant to an annual process. The 30-day period begins each year on the anniversary day that the Board of Supervisors first establishes the District. Within this annual 30-day period, if the owners of real property who pay more than 50 percent of the assessments levied submit a written petition for disestablishment, the CBD may be dissolved by the Board of Supervisors. The Board of Supervisors must hold a public hearing on the proposed disestablishment before voting on whether or not to disestablish the district.

Duration

The CBD will have a thirteen year term commencing January 1, 2012 and terminating December 31, 2024 unless the property owners within the CBD elect to renew the District. Any major modifications or new or increased assessments during the term of the district that are not consistent with the provisions of original Management District Plan will require a new mail ballot process.

Bond Issuance

No bonds will be issued to finance improvements.

Section 6: CBD Governance

Board of Supervisors

Following the submission of petitions from property owners representing more than 30% of the assessments to be paid, the Board of Supervisors, upon holding a public hearing on the proposed District, may elect to form a CBD. The CBD is established by a Board of Supervisors resolution, including the levy of an assessment on property, if the assessment is first approved by parcel owners in a balloting process.

CBD Governance

Governance The CBD will have a governing board, the Owners Association, pursuant to Section 36650 and 36651 of the Streets and Highways Code that will annually review the CBD budgets and policies within the limitations of the Management District Plan and file annual reports with the Board of Supervisors. The owner's association will incorporate as a non profit organization pursuant to the State Business and Tax regulations Code and will enter into a contract with the City and County of San Francisco to administer the district.

Per Section 1511 of the San Francisco Tax Regulations Code at least 20% of the voting members of the owners association shall be comprised of business owners located within the district that do not own, or have ownership interest in, commercial property located within the district. The owner's association will annually review the CBD budgets and policies within the limitations of the Management District Plan and file annual reports with the Board of Supervisors.

Section 7: Implementation Timeline

The West Portal CBD will have a thirteen year life from January 1, 2012 to December 31, 2024.

In order for the CBD to meet the start-up date of January 1, 2012, the formation needs to adhere to the following schedule:

2010-2011	- Gather petition signatures
May 2011	- Board of Supervisors adopts Resolution of Intention
	- Ballots are mailed (pursuant to Prop 218)
August 2011	- Ballot tally and final Public Hearing
	-Board of Supervisors adopts Resolution of Establishment
October 2011	- Initiate Administrative Contract with Owners Association
Fall 2011	- Owners Association starts implementation plan
January 1, 2012	- Begin CBD operations

Section 8: Assessment Roll

The following table lists the assessment roll for 2012.

APN	Owner Name	Site Address	PARCEL ASSMT	MONTHLY ASSMT
3012 018	3 R Company Lp	343 West Portal Ave	\$2,342.87	\$195.24
3012 019	3 R Company Lp	343 West Portal Ave	\$2,151.61	\$179.30
2979A031	Aidel Corp Landlord Cafe Tsing	807 - 815 Ulloa St	\$2,110.08	\$175.84
2979A025	Aidel Corp The	49 - 57 West Portal Ave	\$1,920.10	\$160.01
2483 012	Ampek Company	380 West Portal Ave Ste G	\$2,035.70	\$169.64
2988A032	Bacciocco Enterprises Llc	290 West Portal Ave	\$6,079.83	\$506.65
3012 016	Balestrieri Family Revocable Tr	369 - 373 West Portal Ave	\$1,846.73	\$153.89
2979A026	Barbco Llc	41 - 47 West Portal Ave	\$1,791.38	\$149.28
2483 011	Basuino Joeph E & Ann M Trustees	372 West Portal Ave	\$1,497.10	\$124.76
3012 027	Beatty Marilee S Living Tr	393 West Portal Ave	\$3,313.96	\$276.16
2988A031	Burton D Goldstein Revoc Trust	130 - 140 West Portal Ave	\$2,087.69	\$173.97
2989B033	Chijan Living Trust	279 West Portal Ave	\$4,780.82	\$398.40
3012 024	Chouteau Walter C	301 - 309 West Portal Ave	\$4,702.37	\$391.86
2931 007	Choy Family Trust The	62 - 70 West Portal Ave	\$1,847.19	\$153.93
3012 022	Chung Enterprises Lp	323 - 325 West Portal Ave	\$1,137.07	\$94.76
3012 022A	Chung Enterprises Lp	319 - 321 West Portal Ave	\$1,140.12	\$95.01
2919 031	City Property	900 - 910 Ulloa St	\$5,362.62	\$446.89
2979A002	City Property	Parking Lot	\$898.26	\$74.86
2979A034	City Property	819 V	\$3,697.84	\$308.15
2988A007	City Property	174 - 180 West Portal Ave	\$1946.23	\$162.19
2989B027A	Dagemmjian, Arthur A	163-167 West Portal Ave	\$938.44	\$78.20
2979 013	Donahue Richard C & Pamela C	840 - 850 Ulloa St	\$1044.38	\$87.03
2988A013	Edwin R & Susan Rosenberg Revoc T	240 - 244 West Portal Ave	\$1479.12	\$123.26
2931 004	Ehikian Bradley R	32 West Portal Ave	\$939.81	\$78.32
2483 009	Eng 1990 Trust	360 West Portal Ave	\$1,994.99	\$166.25
3012 015	Espinosa Norma C Living Trust	377 West Portal Ave	\$1,708.45	\$142.37
2989B017	Fox Family Trust Bank Of America	299 West Portal Ave	\$5,041.14	\$420.10
2989B027	Froba Revocable Trust 2003	169 - 173 West Portal Ave	\$938.82	\$78.24
3012 017	Galli Mildred D Trustee	361 - 365 West Portal Ave	\$1,856.17	\$154.68
2483 013	Glass Properties Lp	398 West Portal Ave	\$2,754.67	\$229.56
2989B032	Greenspan Family Trust	101 - 107 West Portal Ave	\$5,101.12	\$425.09
2979A027	Greenspan Henry & Hedwa Fam Tr	21 - 37 West Portal Ave	\$3,294.16	\$274.51
3012 023	Harbin West Hldgs Llc	311 - 317 West Portal Ave	\$1,922.76	\$160.23
2989B026	Harvey & Nancy Rogers Fmly Lp	179 - 183 West Portal Ave	\$1,877.33	\$156.44
2931 004A	Hau Family Tr	36 - 40 West Portal Ave	\$942.62	\$78.55
2988A013A	Hodge Beverly Jean	248 - 250 West Portal Ave	\$923.21	\$76.93
2988A003	Hsu Arthur C&Glendy M Trustees	118 - 126 West Portal Ave	\$1807.83	\$150.65
3012 021	Huffman Bert	331 West Portal Ave	\$1,009.59	\$84.13
2989B022	Kermani Eleanore	233 West Portal Ave	\$2,257.55	\$188.13
2989B028	Kwack Myung Sook	157 - 161 West Portal Ave	\$1,371.66	\$114.31
2483 002	Lamorinda Development & Inv	300 West Portal Ave	\$5,350.48	\$445.87
2931 003	Landa Laurence D Trust	24 - 30 West Portal Ave	\$2,242.33	\$186.86
2483 006	Lasa Ignacio D	330 West Portal Ave	\$1,497.10	\$124.76
2979A035	Lasa Ignacio D	1 West Portal Ave	\$2,582.70	\$215.23

APN	Owner Name	Site Address	PARCEL ASSMT	MONTHLY ASSMT
2989B025	Lrs West Portal Investment Grp Llc	195 - 199 West Portal Ave	\$1,798.48	\$149.87
2989B031	Malouf Rodney	111 - 127 West Portal Ave	\$2,239.56	\$186.63
2988A009	Mar Living Trust	190 - 198 West Portal Ave	\$4,265.10	\$355.43
2483 010	Mark & Helen Pasquini Properti	362 - 366 West Portal Ave	\$1,835.77	\$152.98
2483 007	Martinucci Family Trust	338 - 342 West Portal Ave	\$1,835.55	\$152.96
2483 008	Martinucci Family Trust	346 - 350 West Portal Ave	\$1839.58	\$153.30
2979A033	Mary Virginia Beroldo Revoc Tr	819 - 823 Ulloa St	\$1,038.30	\$86.53
2979A024A	Mitchell Trust The	59 - 63 West Portal Ave	\$1,774.89	\$147.91
3012 028	Morehead Beaty S Living Tr	381 West Portal Ave	\$1,359.96	\$113.33
2931 008	Norack Betty J Exempt Trust	76 - 78 West Portal Ave	\$1,986.77	\$165.56
2989B023	Northshore Resources Vi Ltd Partnership,	201 - 225 West Portal Ave	\$1,877.33	\$156.44
2989B024	Northshore Resources Vi Ltd Partnership,	201 - 225 West Portal Ave	\$1,877.33	\$156.44
2979A021A	Olson Susan M	99 West Portal Ave	\$3,453.18	\$287.77
2979A019	Patricia O Shapiro 2006 Tr	75 - 91 West Portal Ave	\$7,743.38	\$645.28
2979A023C	Pedro A F & Madeleine Galletti Revoc Tr	69 West Portal Ave	\$971.06	\$80.92
2979 013A	Recreation And Park Department	Muni Station/ Park	\$7,485.52	\$623.79
2988A008	Roher Martin S & Anne	186 West Portal Ave	\$1,287.71	\$107.31
2989B021	Sallaberry, George Sarnowski Yv	243 - 255 West Portal Ave	\$1,877.33	\$156.44
2988A005	Sapone John Exempt Marital Tru	150 - 156 West Portal Ave	\$1,445.58	\$120.47
2931 006	Schainsinger Family Trust 1989	54 - 60 West Portal Ave	\$1,903.81	\$158.65
2979 012	Shim Tom J & In Soon	820 - 824 Ulloa St	\$1,125.29	\$93.77
2931 005	Stratigos Theodore G	44 - 50 West Portal Ave	\$1,744.45	\$145.37
2483 004	Sugrue Family Charitable Trust	312 - 318 West Portal Ave	\$1,801.53	\$150.13
2988A001	Survivors Trust	101 Vicente St	\$5,466.34	\$455.53
2988A014	Thompson Giusti Properties	260 West Portal Ave	\$1,777.60	\$148.13
2988A012	Tobriner Rosabelle R & Tobrine	230 - 238 West Portal Ave	\$1,295.54	\$107.96
2988A011	Total John B&Sellweh M 1989 Rev Tr	220 - 226 West Portal Ave	\$1,827.33	\$152.28
2483 005	Villafuerte, Richard M	320 - 328 West Portal Ave	\$1,835.55	\$152.96
2931 009	Washington Mutual Bank	98 West Portal Ave	\$1,924.99	\$160.42
2931 010	Washington Mutual Bank	98 West Portal Ave	\$4,561.03	\$380.09
2979 052	West Portal Mobil	800 Ulloa St	\$2,046.54	\$170.55
2931 001	Westportal Llc	2 West Portal Ave	\$3,995.09	\$332.92
2931 002	Westportal Llc	16 West Portal Ave	\$1,850.16	\$154.18
2989B034	Wfc Holdings Corp.	145 West Portal Ave	\$3,898.41	\$324.87
2979A029	William A Siskin Exemption Tr	7 - 15 West Portal Ave	\$2,296.81	\$191.40
3012 029	Wipf Family Exemption Trust	379 West Portal Ave	\$1,298.50	\$108.21
2988A006	Wong Ying-Wood	170 West Portal Ave	\$2,501.34	\$208.45
3012 020	Yang Chi-Kuo & Lee Chen	335 - 337 West Portal Ave	\$1,011.12	\$84.26
3012 020A	Yang Chi-Kuo & Lee Chen	339 - 341 West Portal Ave	\$1140.12	\$95.01
3012 021A	Zhao/Zheng Family Tr	327 - 329 West Portal Ave	\$1,140.12	\$95.01
TOTAL:			\$198,000.00	

Proposed Boundaries of the West Portal CBD May 2011

