



# SAN FRANCISCO PLANNING DEPARTMENT

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## Historic Preservation Commission Motion No. 0212

HEARING DATE: OCTOBER 2, 2013

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**IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR PURSUANT TO ARTICLE 11 OF THE PLANNING CODE FOR APPROVAL, MODIFICATION, OR DISAPPROVAL BY THE PLANNING DEPARTMENT.**

WHEREAS, Planning Code Section 1111.1(a) gives the Historic Preservation Commission (“HPC”) the authority to (1) determine if a proposed alteration (“Permit to Alter”) should be considered a Major or a Minor Alteration; (2) approve, modify, or disapprove applications for permits to alter or demolish Significant or Contributory buildings or any building within a Conservation District; and, (3) delegate this function to the Planning Department (“Department”) for work determined to be Minor (hereinafter “Minor Permit to Alter”), whose decision is appealable to the HPC; and

WHEREAS, the HPC, at its regular hearing of October 6, 2010, approved Motion No. 0083, identifying minor scopes of work and delegating procedures and processes for the Department to issue Minor Permits to Alter. This Motion was later amended by Motion No. 0106, approved March 2, 2011 and Motion No. 0138, approved October 5, 2011. Motion No. 0138 outlined scopes of work that the HPC considered minor in nature and the procedures that the Department must follow in the review, issuance, and appeal of these applications (hereinafter “Minor Permits to Alter”). This delegation authority was for a two-year period and expires on October 5, 2013.

WHEREAS, the HPC, at its regular hearing of October 2, 2013, reviewed the processes and applications that the Department has been implementing under the authority granted to it by the HPC; and

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS the following list of scopes of work determined to be Minor Permits to Alter and the procedures outlined in Exhibit A of this Motion for delegation to the Department for approval, modification, or disapproval for two years from the date of this Motion. Specifically, the HPC adopts the following as Minor scopes of work:

**1. Exploratory and Investigative Work:**

- a. **To assess for underlying historic materials:** The removal of a limited amount of non-historic material to conduct investigation to determine the existence of underlying historic material. This work shall be limited to no more than 5% of the total surface area on a façade and the area must be stabilized and protected after the investigation is complete. Adjacent historic surfaces must be protected during exploratory and investigative work.
- b. **To assess the structure where historic fabric is extant:** The removal of a limited amount of historic fabric to conduct investigation to determine the existing conditions of the building including ascertaining the location and condition of structural elements. This scope of work qualifies for staff level approval provided that:

- i. It is demonstrated that a non-destructive evaluation (NDE) approach has been determined insufficient, exploratory demolition is required, and that there is no alternative location where such investigation can be undertaken.
  - ii. Provision of an investigation plan that includes the reason for the investigative work, what NDE techniques have been considered, and why its use is not appropriate.
  - iii. Provision of scaled drawings showing the area to be removed including plans, elevations, and details including the wall assembly where the exploratory work will be undertaken.
  - iv. Provision that any removal will be in whole rather than in partial to prevent damage to historic fabric. For example, for a brick wall removal should follow the mortar joints around brick units instead of saw-cutting brick units in half.
  - v. Provision of a protection plan for surrounding historic fabric during exploratory and investigative work including protection and stabilization assemblies with materials called out clearly.
  - vi. Provision of an appropriate salvage and storage plan for any historic fabric or material proposed to be removed during exploratory and investigative work.
  - vii. Provision of a post-investigation treatment plan including patching, repairing, finishing historic fabric and materials to match existing where exploratory and investigative work has been conducted.
2. **Window Replacement:** The replacement of windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or the replacement of glass curtain wall systems.

**Primary & Visible Secondary Façades:** Window replacement on primary elevations that closely match the historic (extant or not) windows in terms of configuration, material, and all exterior profiles and dimensions. Planning Department Preservation staff may require a site visit and review a mock-up of proposals for large-scale window replacement. This scope of work qualifies for staff level approval provided that:

- a. Where historic windows are proposed to be replaced, provision of a Window Condition Assessment report that documents the deteriorated, beyond repair condition of windows. This report shall be prepared by a qualified consultant.
- b. Where historic wood windows with true divided-lite muntins are demonstrated to be deteriorated beyond repair, replacement shall be with new wood windows of the same type and operation with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions. Detailed and dimensioned architectural plans will be provided to document existing and proposed window sash.
- c. Replacing non-historic windows with new windows based on documentation that illustrates the new windows closely match the configuration, material, and all exterior profiles and dimensions of the windows historically present.

**Non-Visible Secondary Facades:** Window replacement is limited to the size of the existing openings or a modest change in window area (up to 100 square feet). Installation of louvers for mechanical vents may also be undertaken. For example, this scope of work qualifies for staff level approval by:

- d. Replacing a non-visible historic or contemporary window with a new window of any configuration, material, or profile within the existing opening. While the scope of work qualifies for staff level approval, the applicant may be required to demonstrate compatibility with the unique features of the landmark building.
  - e. Adding, expanding, or removing a modest amount of window area in these discrete locations. The applicant would be required to demonstrate compatibility with the unique features and composition of the building.
  - f. Louvers for mechanical venting that do not change the existing opening and is finished with the same finish as the surrounding window frame.
3. **Installation of Rooftop Equipment:** The installation or replacement of rooftop equipment such as mechanical systems or wireless telecommunications equipment, excluding elevator overrides, provided that:
- a. Rooftop equipment excluding elevator overrides, that does not result in an addition of height above one story or 12-feet; does not cover more than 75% of the total roof area; is setback from the exterior walls; and, is not visible or is minimally visible from the surrounding public rights-of-way;
  - b. Rooftop equipment that can be easily removed in the future without disturbing historic fabric and is installed in a manner that avoids harming any historic fabric of the building; and,
  - c. All proposed ducts, pipes, and cables are located within the building and are not installed or anchored to an exterior elevation visible from a public right-of-way.
  - d. Wireless equipment that is not visible or is minimally visible from the surrounding public rights-of-way and that does not attach directly to any historic material.
4. **Construction of a non-visible roof deck on a flat roof:** The construction of pergolas or other structures, such as a stair or elevator penthouse for roof access, does not qualify under this scope of work. The construction of roof decks, including associated railings, windscreens, and planters, provided that:
- a. The deck and associated features cannot be viewed over street-facing elevations;
  - b. Existing access to the roof in compliance with the Building Code must be demonstrated.
5. **Signs & Awnings:** New tenant signs and awnings or a change of copy on existing signs & awnings that meet the Department's draft *Design Standards for Storefronts for Article 11 Conservation Districts* and is compatible in terms of material, location, number, size, method of attachment, and method of illumination with the property and/or district, provided that:

- a. Applications for new signs and awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
  - b. Signs and awnings shall not obscure or spread out over adjacent wall surfaces; and shall not include new attachments to terra cotta, cast iron, or other fragile historic architectural elements and is installed in a location that avoids damaging or obscuring character-defining features.
  - c. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and will have open sides and a free-hanging valance.
  - d. The awning or canopy structure is covered with canvas (Sunbrella or equivalent).
  - e. Signs or lettering shall be kept to a minimum size.
  - f. The installation of new signage that relates to the pedestrian scale of the street; is constructed of high-quality materials; is installed in a location that avoids damaging or obscuring character-defining details; is positioned to relate to the width of the ground-floor bays; and is illuminated through indirect means of illumination, such as reverse halo-lit.
6. **Replacement and/or Modification of Non-Historic Storefronts:** The replacement and/or modification of non-historic (or that have not gained significance in their own right) storefront materials, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work shall be confined within the piers and lintels of the ground floor of the property and determined to meet the Department's draft *Design Standards for Storefronts for Article 11 Conservation Districts* and is compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district. This scope of work qualifies for staff level approval provided that:
- a. The design of the new storefront system is based on physical or documented evidence of the property and matches the historic proportion, scale, profile, and finish of a storefront system from the period of significance of the property.
  - b. Contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the building will be removed. All underlying historic material will be cleaned, repaired, and left exposed. The transom area will be re-glazed and integrated into the storefront system with a design based on the historic proportion, scale, configuration, materials, and details of the property.
  - c. ADA-compliant entry systems meeting all Building Code requirements will be integrated into the storefront system and will be compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district.
7. **Solar Panels:** The installation of structures that support solar panels, regardless of visibility, provided that the installation would not require alterations to the building greater than normally required to install a solar energy system, such as an installation with minimum

spacing from the roof surface and mounted parallel with the slope of the roof (if roof is sloped greater than 1/12), not visible from adjacent street sightlines if on a flat roof, set in from the perimeter walls of the building, including the building's primary façade. Support structures should have a powder-coated or painted finish that matches the color of the roof material.

8. **Skylights:** The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. New skylights must be limited in number and size; mounted low to the roof with as low a curb as possible; and have a frame with a powder-coated or painted finish that matches the color of the roof material.
9. **Removal of non-historic features:** The removal of any features that are not historic features of the building and that have not gained significance in their own right for the purpose of returning the property closer to its historic appearance examples include but are not limited to fire escapes or signage and associated conduit. The replacement of such features does not qualify under this scope of work. This scope of work qualifies for staff level approval provided that:
  - a. All anchor points and penetrations where non-historic features are removed will be patched and repaired based on the Secretary of the Interior's Standards.
10. **Work described in an approved Mills Act maintenance plan.** Any work described in an approved Mills Act Rehabilitation/Restoration/Maintenance Plan that has been reviewed and endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the Secretary of the Interior's Standards.

BE IT FURTHER RESOLVED that for any application submitted for work on an Article 11 building or site, the Department, on behalf of the HPC, shall determine that all proposed alterations to exterior features of Significant or Contributory (Categories I, II, IV) buildings or any (Categories I-V) buildings within a Conservation District shall be consistent with the architectural character of the building and/or district, the *Secretary of the Interior's Treatment of Historic Properties*, as well as any applicable guidelines, local interpretations, bulletins, or other policies, and shall comply with the following specific requirements, where applicable:

1. The distinguishing historic qualities, features, and character of the building may not be obscured, damaged, or destroyed.
2. The integrity of distinctive stylistic features or examples of skilled craftsmanship that characterize a building shall be preserved.
3. Distinctive architectural features which are deteriorated shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material shall match the historic material in composition, design, color, profile, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on historic, physical or pictorial evidence, if available, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
4. Contemporary design of alterations is permitted, provided that such alterations do not destroy significant exterior architectural materials, including historic storefronts, and that such design

is compatible with the size, scale, color, profile, texture, material, and character of the building and its surroundings.

5. Specifically for any building within a Conservation District, all exterior alterations shall be compatible in scale and design with the District as set forth in Sections 6 and 7 of the Appendix which describes the District.

BE IT FURTHER RESOLVED that the Commission GRANTS this delegation for a two-year period from the date of this Motion and that this authority may be revoked at any time within said period at the HPC's discretion.

I hereby certify that the Historical Preservation Commission ADOPTED the foregoing Motion on October 2, 2013.

Jonas P. Ionin  
Acting Commission Secretary

AYES: Commissioners Hasz, Hyland, Johnck, Johns, Pearlman, Wolfram

NAYS: None

ABSENT: Commissioner Matsuda

ADOPTED: October 2, 2013