



SAN FRANCISCO PLANNING DEPARTMENT

Memo to the Historic Preservation Commission

HEARING DATE: NOVEMBER 16, 2011

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Project Name: **Planning Code Amendments: Articles 10 & 11**
Case Number: 2011.0167I
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This memorandum concerns the Planning Code Amendments to Articles 10 and 11.

The proposed revisions to Planning Code Articles 10 and 11 were drafted by the Historic Preservation Commission (HPC) over the course of a series of hearings held between July and December, 2010. The City Attorney's office has reviewed the amendments to both Articles 10 and 11 as drafted by the HPC and has made suggested revisions on the drafts in order to approve them as-to-form. In addition, on September 7, October 3, October 13, October 17, and October 27, 2011, Supervisor Wiener circulated five Memoranda to the Historic Preservation Commission with proposed further amendments to Articles 10 and 11.

Included as attachments in today's packet are:

1. A clean copy of Article 10 that reflects the changes incorporated through the adopted Resolution 666 passed on October 19, 2011 and a clean copy of Article 11 that reflects the changes incorporated through the adopted Resolution 667 passed on November 2, 2011;
2. Five Memos to the HPC from Supervisor Wiener, dated September 7, October 3, October 13, October 17, and October 27, 2011.

SUMMARY OF THE NOVEMBER 2, 2011 HEARING

At the November 2, 2011 HPC hearing, the Commission passed Resolution Number 667 recommending that the Planning Commission recommend approval to the Board of Supervisors of an Ordinance that would amend Article 11. This resolution reflected amendments made to the proposed Ordinance through the October 27, 2011 public hearing. Previously, at the October 19, 2011 public hearing, the HPC had adopted Resolution Number 666 recommending that the Planning Commission recommend that the Board of Supervisors adopt an Ordinance that would amend Article 10.

In addition, the Commission discussed proposed amendments to Articles 10 and 11 made by Supervisor Wiener in five memos to the Commission, dated September 7, October 3, October 13, October 17, and October 27, 2011. The Commission completed its review of Supervisor Wiener's proposed amendments to Article 10, as summarized in the attached chart (Exhibit D).

ISSUES FOR CONSIDERATION: DEPARTMENT RESPONSE TO SUPERVISOR WIENER'S MEMO

Department Staff has reviewed the Memos from Supervisor Wiener (attached as Exhibit C) outlining suggested amendments to Articles 10 and 11 of the Planning Code. As noted above, the HPC has completed its review of the Supervisor's suggested modifications to Article 10. The following specific points in response to the Supervisor Wiener's suggestions regarding Article 11 may provide the basis for discussion at the HPC's November 16th public hearing.

Article 11:

1. SEC. 1107. PROCEDURES FOR DESIGNATION OF ADDITIONAL CONSERVATION DISTRICTS OR BOUNDARY CHANGE OF CONSERVATION DISTRICTS (October 13, 2001 Memo)

SEC. 1107. PROCEDURES FOR DESIGNATION OF ADDITIONAL CONSERVATION DISTRICTS OR BOUNDARY CHANGE OF CONSERVATION DISTRICTS, subsection (e), edit as follows:

(e) Designation by Board of Supervisors. The Board of Supervisors, or a committee thereof, shall hold a public hearing on any proposal so transmitted to it. The Board of Supervisors may approve, modify and approve, or disapprove the designation or boundary change by a majority vote of all its members. If a majority of the property owners in the proposed Conservation District or within the expanded boundaries consent in writing to the designation; if a majority of the property owners in the proposed Conservation District or within the expanded boundaries have not consented in writing to the designation, the Board of Supervisors may nonetheless designate and expand the boundaries of the Conservation District by a 2/3 vote of all its members.

Department recommendation: *The Department recommends that this topic be further discussed with appropriate stakeholders, including commercial tenants and renters, at a future public forum in order to best resolve the concerns of all parties. The Department made an identical recommendation regarding proposed changes to Article 10, Section 1004.4.*

2. SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (b) (Septembers 7, 2011 Memo)

SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (b), edit as follows:

(b) In addition to the contents specified for applications in (1) above, any application for a Permit to Demolish a Significant building or a Contributory building from which TDR have been transferred shall also contain the following information:

Department recommendation: *Leave this section unamended so that the updated historic evaluation still is required.*

The proposed amendment would remove the requirement to provide an updated historic evaluation for an unrated building (Category V) (there are a number of unrated buildings that are significant that the Downtown Plan overlooked or chose not to rate). Owners often apply to have a property reclassified in order to leverage TDR. This section was also intended to provide a mechanism for all properties that may demonstrate

that a building previously identified as Significant or Contributory no longer has integrity and should be reclassified.

3. SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (c) (September 7, 2011 Memo)

SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (c), the requirements (1)-(6) become (16) to (21) rather than a new subsection (c).

Department recommendation: The Department has no objection to this proposed amendment provided that the recommendation above for Section 1111(b) is included.

4. SEC. 1111.6. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR ALTERATIONS (September 7, 2011 Memo)

(b) The proposed work's compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties, as interpreted by the Planning Department for specific application in San Francisco, including any Guidelines, Interpretations, Bulletins, or other materials that the Planning Department or HPC has adopted (the "San Francisco Standards"), shall be considered. The San Francisco Standards shall be promulgated by the Planning Department following a public planning process, determination of conformance with the General Plan and Planning Code by the Planning Commission, and adoption by the HPC. The proposed work shall comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties, including any Guidelines, Interpretations, Bulletins, or other materials that the Historic Preservation Commission has adopted.

Department recommendation: The Department recommends that the Secretary of the Interior's Standards for the Treatment of Historic Properties be used, and that the Department may, with the HPC, draft interpretations of the Standards. The Department made an identical recommendation regarding proposed changes to Article 10, Section 1006.6

5. SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (a), (September 7, 2011 Memo)

(a) For Significant Buildings (Category I and II), ~~contributory Buildings (Category III)~~, and for Contributory Buildings ~~in a Conservation District~~ (Category III and IV) from which TDR have been transferred:

Department recommendation: The Department has no objection to this proposed amendment.

6. SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (b), (September 7, 2011 Memo)

(b) For Contributory Buildings ~~in a Conservation District (Category IV)~~ from which no TDR has been transferred:

This amendment adds Category III buildings to this section. The Department is not clear as to why Category III buildings were not included originally. This may have been an oversight.

Department recommendation: The Department has no objection to this amendment because Category III buildings were omitted from this section and this includes them with other Contributing buildings (Category IV).

7. SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (c)(A), (September 7, 2011 Memo)

(A) Based on new documentation presented, the building has not gained additional historical or architectural significance that may make it eligible for classification as a Category I, II, or IV building. Any determination that a Category V building may be eligible for reclassification shall be void if, within 180 days of such determination, the Board of Supervisors has not re-designated the building to a Category I, II or IV building;

This amendment would mean that the lack of an action by the BOS constitutes a decision not to reclassify a Category V building. From a process perspective this will be challenging for Planning and all review bodies. There is no indication of when the 180-day clock starts. If a new project also requires Section 309 review and CEQA clearance then the decision or lack of an action to reclassify would have to occur much sooner.

Department recommendation: Insert a cross reference to Sections 1106 and 1107 procedures for reclassification.

8. SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (d), (September 7, 2011 and October 13, 2011 Memo)

(d) The cumulative effects on the integrity of the Conservation District associated with demolition of the Contributory Building shall be considered and may be grounds for denial of the Permit to Demolish: if the effects would materially impair the significance of the Conservation District.

In the October 13, 2011 memo, the Supervisor requested recommendations on another Standard to be used in this section. The Department is currently working on this recommendation.

Department recommendation: The use of CEQA terminology (such as "materially impair") within the Planning Code is strongly discouraged.

The small amendment alters the intent of this section, and the added language will be very difficult to convey to the general public, as well as architects and planning staff.

9. SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (e) (September 7, 2011)

(e) If a building located within a Conservation District (Category II, IV, and V) or a Category III Building located outside of a Conservation District is found to have gained significance pursuant (c)(i1) above and the building has been re-classified by the Board of Supervisors within 180 days, then the Permit to Demolish will be reviewed under Subsection (a) or (b) above, and not under Subsection (c).

Department recommendation: Same as above for Sec. 1111.7: add a cross reference to Sections 1106 and 1107 procedures for reclassification.

ISSUES FOR CONSIDERATION: ECONOMIC HARDSHIP

At the request of the HPC, Department Staff has drafted language for consideration regarding Fee Waivers for Economic Hardship. Staff's intention was to draft the language narrowly enough to be useful while avoiding a large "loop hole." The Department recommends the addition of new Planning Code Sections 1006.1(f) and 1006.6(g), as follows:

SEC. 1006.1. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS.

(f) Permit and Application Fee Waivers. In cases of economic hardship an applicant may be exempt from paying the full fees pursuant to Section 350(e)(2) of the Planning Code.

SEC. 1006.6. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS

(g) For applications for residential buildings in RH, RM, and RTO Districts, exemption from the requirements of Section 1006.6 may be considered when compliance with the requirements of this Section would create an extreme economic hardship for the property owner because of conditions peculiar to the particular structure or other feature involved provided that:

1. The scope of work does not constitute a demolition pursuant to Section 1005(f) of the Planning Code.
2. The Planning Department has determined that the applicant meets the requirement for economic hardship such that the full fees have been waived pursuant to Section 350(e)(2) or the Planning Code.
3. The Zoning Administrator has determined that in all other respects the scope of work associated with the application is in conformance with Planning Code requirements.
4. The Historic Preservation Commission pursuant to Section 1006.4 of the Planning Code and upon confirmation of the above provisions has determined that the requirements of Section 1006.6 may be waived due to economic hardship and that completion of the scope of work will not be detrimental to the integrity of the district.

Staff continues to work with the Department's Finance team in order to develop appropriate processes and criteria for consideration regarding economic hardship.

RECOMMENDATION

The Department recommends that the Historic Preservation Commission consider further amendments to Articles 10 and 11 based on the Department's response to Supervisor Wiener's memo.

Attachments:

- Exhibit A: HPC-adopted amendments to Article 10
- Exhibit B: HPC-adopted amendments to Article 11
- Exhibit C: Five Memos from Supervisor Wiener
- Exhibit D: Chart Summarizing the HPC's November 2, 2011 Review of Supervisor Wiener's Proposed Modifications

FILE NO.

ORDINANCE NO.

[Planning Code—Article 10]

1
2
3 **Ordinance amending Article 10 of the San Francisco Planning Code in its entirety;**
4 **making environmental findings and findings of consistency with the General Plan and**
5 **Planning Code Section 101.1(b).**

6 NOTE: Additions are single-underline italics Times New Roman;
7 deletions are ~~strike through italics Times New Roman~~.
8 Board amendment additions are double-underlined;
9 Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. Findings. The Board of Supervisors of the City and County of San Francisco
12 hereby finds and determines that:

13 (a) General Plan and Planning Code Findings.

14 (1) On _____ at a duly noticed public hearing, the Planning Commission
15 in Resolution No. _____ found that the proposed Planning Code amendments
16 contained in this ordinance were consistent with the City's General Plan and with Planning
17 Code Section 101.1(b). In addition, the Planning Commission recommended that the Board
18 of Supervisors adopt the proposed Planning Code amendments. A copy of said Resolution is
19 on file with the Clerk of the Board of Supervisors in File No. _____ and is
20 incorporated herein by reference. The Board finds that the proposed Planning Code
21 amendments contained in this ordinance are on balance consistent with the City's General
22 Plan and with Planning Code Section 101.1(b) for the reasons set forth in said Resolution.

23 (2) Pursuant to Planning Code Section 302, the Board finds that the proposed
24 ordinance will serve the public necessity, convenience and welfare for the reasons set forth in
25 Planning Commission Resolution No. _____, which reasons are incorporated
herein by reference as though fully set forth.

Planning Department
BOARD OF SUPERVISORS

1 (b) Historic Preservation Commission Findings. On _____ at a duly
2 noticed public hearing, the Historic Preservation Commission in Resolution No.
3 _____ recommended that the Board of Supervisors adopt the proposed Planning
4 Code amendments. A copy of said Resolution is on file with the Clerk of the Board of
5 Supervisors in File No. _____ and is incorporated herein by reference.

6 (c) Environmental Findings. The Planning Department has determined that the
7 actions contemplated in this Ordinance are in compliance with the California Environmental
8 Quality Act (California Public Resources Code section 21000 et seq.). Said determination is
9 on file with the Clerk of the Board of Supervisors in File No. _____ and is
10 incorporated herein by reference.

11
12 Section 2. The San Francisco Planning Code is hereby amended by amending Article
13 10, to read as follows:

14 ARTICLE 10: PRESERVATION OF HISTORICAL ARCHITECTURAL AND
15 AESTHETIC LANDMARKS

16 Sec. 1001. Purposes.

17 Sec. 1002. Powers and Duties of *Planning* Department ~~of City Planning and City~~
18 ~~Planning~~ Historic Preservation Commission.

19 Sec. 1003. ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission.

20 Sec. 1004. Designation of Landmarks and Historic Districts.

21 Sec. 1004.1. Nomination and Initiation of Landmark and Historic District Designation.

22 Sec. 1004.2. ~~Referral to Landmarks Preservation Advisory Board~~ Decision by the Historic
23 Preservation Commission.

24 Sec. 1004.3. ~~Hearing by City Planning Commission~~. ~~Sec. 1004.4.~~ Designation by Board of
25 Supervisors.

- 1 Sec. ~~1004.5~~1004.4. Appeal to Board of Supervisors.
- 2 Sec. ~~1004.6~~1004.5. Notice of Designation by Board of Supervisors.
- 3 Sec. ~~1004.7~~1004.6. Notice of Amendment or Rescission of Designation.
- 4 Sec. 1005. Conformity and Permits.
- 5 Sec. 1006. Certificate of Appropriateness Required.
- 6 Sec. 1006.1. Applications for Certificate of Appropriateness.
- 7 Sec. 1006.2. Review by Planning Department ~~of City Planning and City Planning~~
- 8 ~~Commission.~~
- 9 Sec. 1006.3. Scheduling and Notice of Hearing.
- 10 Sec. 1006.4. ~~Referral to Advisory Board Prior to Hearing.~~ Sec. ~~1006.5~~. Conduct of Hearing;
- 11 Decision.
- 12 Sec. ~~1006.6~~1006.5. Nature of Planning Historic Preservation Commission Decision.
- 13 Sec. ~~1006.7~~1006.6. Standards for Review of Applications.
- 14 Sec. ~~1006.8~~1006.7. Appeals ~~from Planning Commission Decision~~ of a Certificate of
- 15 Appropriateness.
- 16 Sec. 1007. Unsafe or Dangerous Conditions.
- 17 Sec. 1008. Compliance with Maintenance Requirements.
- 18 Sec. 1009. Advice and Guidance to Property Owners.
- 19 Sec. 1010. Property Owned by Public Agencies.
- 20 Sec. 1011. Recognition of Structures of Merit.
- 21 Sec. 1012. Referral of Certain Matters.
- 22 Sec. 1013. Enforcement and Penalties.
- 23 Sec. 1014. Applicability.
- 24 Sec. 1015. Severability.
- 25 Appendix A List of Designated Landmarks.

- 1 Appendix B Jackson Square Historic District.
2 Appendix C Webster Street Historic District.
3 Appendix D Northeast Waterfront Historic District.
4 Appendix E Alamo Square Historic District.
5 Appendix F Liberty-Hill Historic District.
6 Appendix G Telegraph Hill Historic District.
7 Appendix H Blackstone Court Historic District.
8 Appendix I South End Historic District.
9 Appendix J Civic Center Historic District.
10 Appendix K Bush Street-Cottage Row Historic District.
11 Appendix L Dogpatch Historic District.

12
13 SEC. 1001. PURPOSES.

14 It is hereby found that structures, sites and areas of special character or special
15 historical, architectural or aesthetic interest or value have been and continue to be
16 unnecessarily destroyed or impaired, despite the feasibility of preserving them. It is further
17 found that the prevention of such needless destruction and impairment is essential to the
18 health, safety and general welfare of the public. The purpose of this legislation is to promote
19 the health, safety and general welfare of the public through:

20 (a) The protection, enhancement, perpetuation and use of structures, sites and
21 areas that are reminders of past eras, events and persons important in local, State or national
22 history, or which provide significant examples of architectural styles of the past or are
23 landmarks in the history of architecture, or which are unique and irreplaceable assets to the
24 City and its neighborhoods, or which provide for this and future generations examples of the
25 physical surroundings in which past generations lived;

1 (b) The development and maintenance of appropriate settings and environment for
2 such structures, and in such sites and areas;

3 (c) The enhancement of property values, the stabilization of neighborhoods and
4 areas of the City, the increase of economic and financial benefits to the City and its
5 inhabitants, and the promotion of tourist trade and interest;

6 (d) The preservation and encouragement of a City of varied architectural styles,
7 reflecting the distinct phases of its history: cultural, social, economic, political and architectural
8 and

9 (e) The enrichment of human life in its educational and cultural dimensions in order
10 to serve spiritual as well as material needs, by fostering knowledge of the living heritage of the
11 past.

12
13 SEC. 1002. POWERS AND DUTIES OF PLANNING DEPARTMENT OF CITY
14 PLANNING AND CITY PLANNING HISTORIC PRESERVATION COMMISSION.

15 The Planning Department of City Planning (hereinafter referred to as the "Department")
16 and the Planning Commission Historic Preservation Commission ("HPC") shall have and exercise
17 the powers and shall perform the duties set forth in this Section and elsewhere in this Article
18 10 with respect to historical preservation. ~~The Department and the Planning Commission shall be~~
19 ~~advised in the exercise and performance of their powers and duties by the Landmarks Preservation~~
20 ~~Advisory Board hereinafter created.~~

21 (a) The Planning Commission HPC:

22 (1) Shall recommend to the Board of Supervisors, after public hearing, on the
23 designation of landmarks and historic districts, as more fully set forth ~~in Section 1004.3 below~~ in
24 this Article 10;

1 (2) Shall ~~in appropriate cases, after public hearing,~~ review and decide on applications
2 for construction, alteration, demolition and other applications pertaining to landmark sites and
3 historic districts, as more fully set forth below in this Article 10;

4 (3) May take steps to encourage or bring about preservation of structures or other
5 features where the ~~Planning Commission~~HPC has decided to suspend action on an application,
6 as more fully set forth in Section 1006.6 below; ~~and~~

7 (4) May establish and maintain a list of structures and other features deemed
8 deserving of official recognition although not designated as landmarks or historic districts, and
9 take appropriate measures of recognition, as more fully set forth in Section 1011 below;

10 (5) Shall have the authority to review and comment upon environmental documents under
11 the California Environmental Quality Act and the National Environmental Policy Act for proposed
12 projects that may have an impact on historic or cultural resources;

13 (6) Shall act as the City's local historic preservation review commission for the purposes of
14 the Certified Local Government Program, may recommend properties for inclusion in the National
15 Register of Historic Places, and may review and comment on federal undertakings where authorized
16 under the National Historic Preservation Act;

17 (7) Shall review and comment upon any agreements proposed under the National Historic
18 Preservation Act where the City is a signatory prior to any approval action on such agreement;

19 (8) Shall have the authority to oversee and direct the survey and inventory of historic
20 properties;

21 (9) Shall review and provide written reports to the Planning Commission and Board of
22 Supervisors on ordinances and resolutions concerning historic preservation issues and historic
23 resources, redevelopment project plans, waterfront land use and project plans, and such other matters
24 as may be prescribed by ordinance;
25

1 (10) Shall have the authority to recommend approval, disapproval, or modification of
2 historical property contracts pursuant to the state Mills Act to the Board of Supervisors, without
3 referral or recommendation of the Planning Commission; and

4 (11) Shall recommend to the Planning Commission a Preservation Element of the General
5 Plan, shall periodically recommend to the Planning Commission proposed amendments to such
6 Preservation Element of the General Plan, and shall comment and provide recommendations to the
7 Planning Commission and the Board of Supervisors on other objectives, policies and provisions of the
8 General Plan and special area, neighborhood, and other plans designed to carry out the General Plan,
9 and proposed amendments thereto, that are not contained within such Preservation Element but
10 concern historic preservation.

11 (b) The Department and the ~~Planning Commission~~HPC:

12 (1) May carry out, assist and collaborate in studies and programs designed to
13 identify and evaluate structures, sites and areas worthy of preservation;

14 (2) May consult with and consider the ideas and recommendations of civic groups,
15 public agencies, and citizens interested in historical preservation;

16 (3) May inspect and investigate structures, sites and areas which they have reason
17 to believe worthy of preservation;

18 (4) May disseminate information to the public concerning those structures, sites and
19 areas deemed worthy of preservation, and may encourage and advise property owners in the
20 protection, enhancement, perpetuation and use of landmarks, property in historic districts, and
21 other officially recognized property of historical interest;

22 (5) May consider methods other than those provided for in this Article 10 for
23 encouraging and achieving historical preservation, and make appropriate recommendations to
24 the Board of Supervisors and to other bodies and agencies, both public and private; and
25

1 (6) May establish such policies, rules and regulations as they deem necessary to
2 administer and enforce this Article 10 and Charter Section 4.135 establishing the HPC.
3

4 SEC. 1003. ~~LANDMARKS PRESERVATION ADVISORY BOARD~~ HISTORIC
5 PRESERVATION COMMISSION.

6 ~~There is hereby created a Landmarks Preservation Advisory Board (hereinafter referred to as~~
7 ~~the "Advisory Board"), which shall advise the Department and the Planning Commission on historical~~
8 ~~preservation matters. The Advisory Board shall consist of nine voting members appointed by the Mayor~~
9 ~~and serving at his pleasure, without salary. Of the original appointments, five shall be for a four year~~
10 ~~term and four for a two year term; after the expiration of the said original terms, all appointments shall~~
11 ~~be for four year terms. In addition, the Art Commission shall choose one of its members to be an ex~~
12 ~~officio member of the Advisory Board, without vote.~~

13 (a) ~~In making appointments, the Mayor may consult persons and organizations interested in~~
14 ~~historical preservation. Appointees to the Advisory board shall be persons specially qualified by reason~~
15 ~~of training or experience in the historic and cultural traditions of the City, and interested in the~~
16 ~~preservation of its historic structures, sites and areas. The voting members shall be residents of the~~
17 ~~City.~~

18 In November of 2008, the electorate approved Charter Section 4.135, creating the HPC to
19 advise the City on historic preservation matters, participate in processes involving historic and cultural
20 resources, and take such other actions concerning historic preservation as may be prescribed by this
21 Code and other ordinances. Charter Section 4.135 sets forth the requirements for membership to the
22 HPC, as well as applicable nomination procedures and term limits for Commissioners. Additionally,
23 Charter Section 4.135 establishes staffing for the HPC and sets forth the HPC's role in the Planning
24 Department's budget process and establishment of rates, fees, and similar charges. Additional
25

1 requirements, including those related to the establishment of rules and regulations for the HPC's
2 organization and procedure, are set forth in Charter Sections 4.100 through 4.104.

3 ~~(b) The Director of City Planning, or his delegate, shall serve as Secretary of the Advisory~~
4 ~~Board, without vote. The Department shall render staff assistance to the Advisory Board.~~

5 ~~(c) The Advisory Board shall elect a Chairman from among its voting members, and shall~~
6 ~~establish rules and regulations for its own organization and procedure.~~

7
8 SEC. 1004. DESIGNATION OF LANDMARKS AND HISTORIC DISTRICTS.

9 (a) The HPC shall have the authority to recommend approval, disapproval, or modification
10 of landmark designations and historic district designations under this Code to the Board of
11 Supervisors. Pursuant to the procedures set forth hereinafter:

12 (1) The Board of Supervisors may, by ordinance, designate an individual structure
13 or other feature or an integrated group of structures and features on a single lot or site, having
14 a special character or special historical, architectural or aesthetic interest or value, as a
15 landmark, and shall designate a landmark site for each landmark; and

16 (2) The Board of Supervisors may, by ordinance, designate an area containing a
17 number of structures having a special character or special historical, architectural or aesthetic
18 interest or value, and constituting a distinct section of the City, as a historic district.

19 (b) Each such designating ordinance shall include, or shall incorporate by reference
20 to the pertinent resolution of the ~~Planning Commission~~HPC then on file with the Clerk of the
21 Board of Supervisors, as though fully set forth in such designating ordinance, the location and
22 boundaries of the landmark site or historic district, a description of the characteristics of the
23 landmark or historic district that justify its designation, and a description of the particular
24 features that should be preserved. Any such designation shall be in furtherance of and in
25 conformance with the purposes of this Article 10 and the standards set forth herein.

1 (c) The property included in any such designation shall upon designation be subject
2 to the controls and standards set forth in this Article 10. In addition, the said property shall be
3 subject to the following further controls and standards if imposed by the designating
4 ordinance:

5 (1) For a publicly-owned landmark, review of proposed changes to significant
6 interior architectural features.

7 (2) For a privately-owned landmark, review of proposed changes requiring a permit
8 to significant interior architectural features in those areas of the landmark that are or
9 historically have been accessible to members of the public. The designating ordinance must
10 clearly describe each significant interior architectural feature subject to this restriction.

11 (3) For a historic district, such further controls and standards as ~~the Board of~~
12 ~~Supervisors~~ deemed necessary or desirable, including but not limited to facade, setback and
13 height controls.

14 (4) For a City-owned park, square, plaza or garden on a landmark site, review of
15 alterations as identified in the designating ordinance.

16 (d) The Board of Supervisors may amend or rescind a designation at any time,
17 subject to all of the procedures set forth in this Article 10 for an original designation; provided,
18 however, that in the event that a landmark is accidentally destroyed or is demolished or
19 removed in conformity with the provisions of Section 1007, or is legally demolished or
20 relocated after compliance ~~has been had~~ with the provisions of ~~Section 1006.2~~ this Article 10, the
21 ~~Director of Planning~~ Director may request the ~~Planning Commission~~ HPC to recommend to the
22 Board of Supervisors that the designation be amended or rescinded, and in such case the
23 procedures for an original designation set forth in Sections 1004.1, and 1004.2 ~~and 1004.3~~
24 hereof shall not apply.

1 SEC. 1004.1. NOMINATION AND INITIATION OF LANDMARK AND HISTORIC DISTRICT
2 DESIGNATION.

3 (a) Nomination. The Department, property owner(s), or member(s) of the public may
4 request that the HPC initiate designation of a landmark site or historic district. A nomination for
5 initiation shall be in the form prescribed by the HPC and shall contain supporting historic,
6 architectural, and/or cultural documentation, as well as any additional information the HPC may
7 require. The HPC shall hold a hearing to consider the nomination no later than 45 days from the
8 receipt of the nomination request.

9 (b) Initiation. Initiation of designation of a landmark site or historic district shall be by
10 the Board of Supervisors or by a resolution of intention by the Planning Commission, the Art
11 Commission or the Advisory Board, HPC or on the verified application of owners of the property to be
12 designated or their authorized agents, made by one of the following methods:

13 (1) by resolution of the Board of Supervisors;

14 (2) by resolution of the HPC; or

15 (3) upon adoption of a resolution by the HPC to confirm a nomination made pursuant to
16 subsection (a) above, provided that the HPC may disapprove the nomination or may request further
17 information and continue the matter as appropriate.

18 The Board of Supervisors and the HPC shall make findings in support of any initiation of
19 designation of a landmark site or historic district. The Board of Supervisors shall promptly refer any
20 initiation of designation to the HPC for its review and recommendation. Any such application shall be
21 filed with the Department upon forms prescribed by the Planning Commission, and shall be
22 accompanied by all data required by the Planning Commission. Where such an application is submitted
23 for designation of a historic district, the application must be subscribed by or on behalf of at least 66
24 percent of the property owners in the proposed district.

1 SEC. 1004.2. ~~REFERRAL TO LANDMARKS PRESERVATION ADVISORY BOARD.~~

2 ~~The proposed designation, resolution or application shall be promptly referred to the Advisory~~
3 ~~Board for review and report to the Planning Commission as to conformance with the purposes and~~
4 ~~standards of this Article 10. The Advisory Board shall recommend approval, disapproval or~~
5 ~~modification of the proposal, or shall report its failure to reach a decision thereon, within 60 days after~~
6 ~~such referral. If no recommendation is rendered within 60 days, the Planning Commission may~~
7 ~~consider the proposed designation as provided in Section 1004.3 below notwithstanding the lack of~~
8 ~~such a recommendation.~~

9
10 ~~SEC. 1004.3. HEARING BY CITY PLANNING COMMISSION DECISION BY THE HISTORIC~~
11 ~~PRESERVATION COMMISSION.~~

12 ~~After receiving a report from the Advisory Board or after the expiration of 60 days from the~~
13 ~~date of referral to the Advisory Board, whichever is sooner, the Planning Commission~~ The HPC ~~shall~~
14 ~~hold a public hearing on the~~ proposed designation; ~~the Department shall set a time and~~
15 ~~place for such hearing.~~ A record of pertinent information presented at the hearing shall be made
16 and maintained as a permanent record.

17 (a) Notice of Hearing. Notice of the time, place and purpose of such hearing shall
18 be given by at least one publication in a newspaper of general circulation in the City not less
19 than 20 days prior to the date of hearing. Notice shall also be mailed not less than 10 days
20 prior to the date of hearing to the owners of all property included in the proposed designation,
21 using for this purpose the names and addresses of the last known owners as shown on the
22 records of the ~~Assessor~~ Tax Collector and to the applicant, if any. Failure to send notice by mail to
23 any such property owner where the address of such owner is not a matter of public record
24 shall not invalidate any proceedings in connection with the proposed designation. The
25 Department may also give such other notice as it may deem desirable and practicable.

1 (b) Time Limitation. The ~~Planning Commission~~HPC shall ~~consider the report and~~
2 ~~recommendation of the Advisory Board, if any, and shall~~ consider the conformance or lack of
3 conformance of the proposed designation with the purposes and standards of this Article 10.
4 Where the Board of Supervisors has referred an initiation of designation to the HPC, The Planning
5 Commission~~the HPC~~ shall hold a public hearing and shall approve, disapprove or modify the
6 proposal within 90 days from the date of referral of the proposed designation to the ~~Advisory~~
7 ~~Board~~HPC. Failure to act within said time shall constitute approval. The Board of Supervisors
8 may, by resolution, extend the time within which the ~~Planning Commission~~HPC is to render its
9 decision.

10 (c) ~~Notice of Action Taken. The Planning Commission shall promptly notify the applicant of~~
11 ~~action taken. If the Planning Commission approves or modifies the proposed designation in whole or in~~
12 ~~part, it shall transmit the proposal together with a copy of the resolution of approval, to the Clerk of the~~
13 ~~Board of Supervisors.~~

14 (d) ~~In the event that a proposed designation has been initiated prior to July 18, 2006, and~~
15 ~~the Planning Commission has failed to act upon such proposed designation as of the effective date of~~
16 ~~this ordinance, the Board of Supervisors may act on the proposed designation notwithstanding the~~
17 ~~Planning Commission failure to act on the proposed designation. Referral of Proposed Designation. If~~
18 ~~the HPC recommends approval of a landmark designation, it shall send its recommendation to the~~
19 ~~Board of Supervisors, without referral to the Planning Commission. If the HPC recommends approval~~
20 ~~of a historic district designation, it shall refer its recommendation to the Planning Commission, which~~
21 ~~shall have 45 days to review and comment on the proposed designation, which comments, if any, shall~~
22 ~~be sent by the Department to the Board of Supervisors with the HPC's recommendation. If the HPC~~
23 ~~disapproves designation of a landmark or historic district, that decision shall be final and shall not~~
24 ~~require referral unless appealed as set forth below.~~

1 SEC. ~~1004.4~~1004.3. DESIGNATION BY BOARD OF SUPERVISORS.

2 The Board of Supervisors shall hold a public hearing on any proposal so transmitted to
3 it, after due notice to the owners of the property included in the proposal, and such other
4 notice as the ~~said~~ Board may deem necessary. The Board of Supervisors may approve, ~~or~~
5 modify and approve, or disapprove the designation by a majority vote of all its members.
6

7 SEC. ~~1004.5~~1004.4. APPEAL TO BOARD OF SUPERVISORS.

8 If the ~~Planning Commission~~HPC disapproves the proposed designation, such action shall
9 be final, except upon the filing of a valid appeal to the Board of Supervisors within 30 days by
10 a protest subscribed by the owners of at least 20 percent of the property proposed to be
11 designated, or by any governmental body or agency, or by an organization with a recognized
12 interest in historical preservation; provided, however, that if the proposal was initiated by the
13 Board of Supervisors, the Clerk of the said Board shall be notified immediately of the
14 disapproval without the necessity for an appeal.

15 (a) Hearing. The Board of Supervisors shall hold a public hearing on any such
16 proposal appealed to it or initiated by it, after due notice to the owners of the property included
17 in the proposal and any applicant(s), and such other notice as the said Board may deem
18 necessary.

19 (b) Decision. The Board of Supervisors may overrule the ~~Planning Commission~~HPC
20 and approve, or modify and approve, the designation by a majority vote of all its members.

21 (c) Resubmission, Reconsideration. If a proposal initiated by application has been
22 disapproved by the ~~Planning Commission~~HPC or by the Board of Supervisors ~~on appeal~~, no
23 subsequent application that is the same or substantially the same may be submitted or
24 reconsidered for at least one year from the effective date of final action of the original
25 proposal.

1
2 SEC. ~~1004.6~~1004.5. NOTICE OF DESIGNATION BY BOARD OF SUPERVISORS.

3 When a landmark or historic district has been designated by the Board of Supervisors
4 as provided above, the Department shall promptly notify the owners of the property included
5 therein. The Department shall cause a copy of the designating ordinance, or notice thereof, to
6 be recorded in the office of the County Recorder.

7
8 SEC. ~~1004.7~~1004.6. NOTICE OF AMENDMENT OR RESCISSION OF DESIGNATION.

9 When a landmark or historic district designation has been amended or rescinded, the
10 Department shall promptly notify the owners of the property included therein, and shall cause
11 a copy of the appropriate ordinance, or notice thereof, to be recorded in the office of the
12 County Recorder.

13
14 SEC. 1005. CONFORMITY AND PERMITS.

15 (a) No person shall carry out or cause to be carried out on a designated landmark
16 site or in a designated historic district any construction, alteration, removal or demolition of a
17 structure or any work involving a sign, awning, marquee, canopy, mural or other appendage,
18 for which a City permit is required, except in conformity with the provisions of this Article 10. In
19 addition, no such work shall take place unless all other applicable laws and regulations have
20 been complied with, and any required permit has been issued for said work.

21 (b) (1) Installation of a new general advertising sign is prohibited in any ~~Hh~~historic
22 ~~Dd~~istrict or on any historic property regulated by this Article 10.

23 (2) The Central Permit Bureau shall not issue, and no other City department or
24 agency shall issue, any permit for construction, alteration, removal or demolition of a structure
25 or any permit for work involving a sign, awning, marquee, canopy, mural or other appendage

1 on a landmark site or in an ~~Historic District~~ historic district, except in conformity with the
2 provisions of this Article 10. In addition, no such permit shall be issued unless all other
3 applicable laws and regulations have been complied with.

4 (c) (1) Where so provided in the designating ordinance for a historic district, any or all
5 exterior changes visible from a public street or other public place shall require approval in
6 accordance with the provisions of this Article 10, regardless of whether or not a City permit is
7 required for such exterior changes. Such exterior changes may include, but shall not be
8 limited to, painting and repainting; landscaping; fencing; and installation of lighting fixtures and
9 other building appendages.

10 (2) The addition of a mural to any landmark or contributory structure in a historic
11 district shall require compliance with the provisions of this Article 10, regardless of whether or
12 not a City permit is required for the mural.

13 (3) Alterations to City-owned parks, squares, plazas or gardens on a landmark site,
14 where the designating ordinance identifies such alterations, shall require approval in
15 accordance with the provisions of this Article 10, regardless of whether or not a City permit is
16 required.

17 (d) The Department shall maintain with the Central Permit Bureau a current record
18 of designated landmarks and historic districts. Upon receipt of any application for a permit to
19 carry out any construction, alteration, removal or demolition of a structure or any work
20 involving a sign, awning, marquee, canopy, mural or other appendage, on a landmark site or
21 in a historic district, the Central Permit Bureau shall, unless the structure or feature concerned
22 has been declared unsafe or dangerous pursuant to Section 1007 of this Article 10, promptly
23 forward such permit application to the Department.

24 (e) After receiving a permit application from the Central Permit Bureau in
25 accordance with the preceding subsection, the Department shall ascertain whether ~~Section~~

1 ~~1006 requires~~ a Certificate of Appropriateness is required or has been approved for the work
2 proposed in such permit application. If ~~such a~~ Certificate of Appropriateness is required and has
3 been issued, and if the permit application conforms to ~~such~~ the work approved in the Certificate
4 of Appropriateness, the permit application shall be processed without further reference to this
5 Article 10. If ~~such a~~ Certificate of Appropriateness is required and has not been issued, or if ~~in~~
6 ~~the sole judgment of the Department~~ the permit application does not ~~so~~ conform to what was
7 approved, the permit application shall be disapproved or held by the Department until such
8 time as conformity does exist either through modifications to the proposed work or through the
9 issuance of an amended or new Certificate of Appropriateness; ~~the decision and action of the~~
10 ~~Department shall be final~~. Notwithstanding the foregoing, in the following cases the Department
11 shall process the permit application without further reference to this Article 10:

12 (1) When the application is for a permit to construct on a landmark site where the
13 landmark has been lawfully demolished and the site is not within a designated historic district;

14 (2) When the application is for a permit to make interior alterations only on a
15 privately-owned structure or on a publicly-owned structure, unless the designating ordinance
16 requires review of such alterations to the privately- or publicly-owned structure pursuant to
17 Section 1004(c) hereof. Notwithstanding the foregoing, if any proposed interior alteration requiring
18 a permit would result in any visual or material impact to the exterior of the subject building, a
19 Certificate of Appropriateness shall be required to address such exterior effects.

20 (3) When the application is for a permit to do ordinary maintenance and repairs
21 only. For the purpose of this Article 10, "ordinary maintenance and repairs" shall mean any
22 work, the sole purpose and effect of which is to correct deterioration, decay or damage of
23 existing materials, including repair of damage caused by fire or other disaster;

24 ~~(4) When the application is for a permit to comply with the UMB Seismic Retrofit~~
25 ~~Ordinances and the Zoning Administrator determines that the proposed work complies with the UMB~~

1 ~~Retrofit Architectural Design Guidelines, which guidelines shall be adopted by the Planning~~
2 ~~Commission.~~

3 (f) For purposes of this Article 10, demolition shall be defined as any one of the
4 following:

5 (1) Removal of more than 25 percent of the surface of all external walls facing a
6 public street(s); or

7 (2) Removal of more than 50 percent of all external walls from their function as all
8 external walls; or

9 (3) Removal of more than 25 percent of external walls from function as either
10 external or internal walls; or

11 (4) Removal of more than 75 percent of the building's existing internal structural
12 framework or floor plates unless the City determines that such removal is the only feasible
13 means to meet the standards for seismic load and forces of the latest adopted version of the
14 San Francisco Building Code and the State Historical Building Code.

15 (g) The following procedures shall govern review of the addition of murals to any
16 landmark or contributory structure in a historic district:

17 (1) Where the mural is proposed to be added to a landmark or contributory structure
18 in a historic district, located on property owned by the City, no Certificate of Appropriateness
19 shall be required. On such structures, the Art Commission shall not approve the mural until
20 the ~~Advisory Board~~HPC has provided advice to the Art Commission on the impact of the mural
21 on the historical structure. The ~~Advisory Board~~HPC shall provide advice to the Art Commission
22 within ~~50~~45 days of receipt of a written request for advice and information regarding the
23 placement, size and location of the proposed mural;

24 (2) Where the mural is proposed to be added to a landmark or contributory structure
25 in a historic district, located on property that is not owned by the City, a Certificate of

1 Appropriateness shall be required. The ~~Advisory Board~~HPC shall not act on the Certificate of
2 Appropriateness until the Art Commission has provided advice to the ~~Advisory Board~~HPC on
3 the mural. The Art Commission shall provide advice to the ~~Advisory Board~~HPC within 50 days
4 of receipt of a written request for advice and information regarding the proposed mural.

5
6 SEC. 1006. CERTIFICATE OF APPROPRIATENESS REQUIRED.

7 A Certificate of Appropriateness shall be required and shall govern review of permit
8 applications as provided in Sections 1005(e) and 1005(g), except in the specific cases set forth in
9 Section 1005(e), for the following types of work: In the case of:

10 (1) Any construction, alteration, removal or demolition of a structure or any work
11 involving a sign, awning, marquee, canopy, mural (as set forth in Planning Code Section
12 1005(g), or other appendage, for which a City permit is required, on a landmark site or in a
13 historic district;

14 (2) Exterior changes in a historic district visible from a public street or other public
15 place, where the designating ordinance requires approval of such changes pursuant to the
16 provisions of this Article 10; *and*

17 (3) The addition of a mural to any landmark or contributory structure in a historic
18 district, which is not owned by the City or located on property owned by the City, as set forth
19 in Planning Code Section 1005(g), regardless of whether or not a City permit is required for
20 the mural; *and or*

21 (4) Alterations to City-owned parks, squares, plazas or gardens on a landmark site,
22 where the designating ordinance identifies the alterations that require approval under this
23 Article 10.

24 A Certificate of Appropriateness shall be required and shall govern review of permit
25 applications as provided in Sections 1005(e) and 1005(g), except in the specific cases set forth in

1 ~~Section 1005(e)~~ The procedures, requirements, controls and standards in Sections 1006
2 through 1006.8 shall apply to all applications for Certificates of Appropriateness; provided,
3 however, that the designating ordinance for a historic district, or for a City-owned park,
4 square, plaza or garden on a landmark site, may modify or add to these procedures,
5 requirements, controls and standards.
6

7 SEC. 1006.1. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS.

8 (a) Who May Apply. An application for a Certificate of Appropriateness may be filed
9 by the owner, or authorized agent for the owner, of the property for which the Certificate is
10 sought.

11 (b) Where to File. Applications shall be filed in the office of the Planning Department
12 ~~of City Planning~~.

13 (c) Content of Applications. The content of applications shall be in accordance with
14 the policies, rules and regulations of the Department and the ~~City Planning Commission~~ HPC. All
15 applications shall be upon forms prescribed therefor, and shall contain or be accompanied
16 by all information required to assure the presentation of pertinent facts for proper
17 consideration of the case and for the permanent record. In general, the application shall be
18 accompanied by plans and specifications showing the proposed exterior appearance,
19 including but not limited to color, texture of materials, and architectural design and detail;
20 drawings or photographs showing the property in the context of its surroundings may also be
21 required. The applicant may be required to file with ~~his~~ the application ~~the~~ additional information
22 needed for the preparation and mailing of notices as specified in Section 1006.3.

23 (d) Verification. Each application filed by or on behalf of one or more property
24 owners shall be verified by at least one such owner or his authorized agent attesting to the
25 truth and correctness of all facts, statements and information presented.

1 (e) ~~Conditional Uses. In the case of any proposal for which the City Planning Code requires~~
2 ~~a conditional use authorization in addition to a Certificate of Appropriateness, the Department may~~
3 ~~combine the required applications, notices and hearings for administrative convenience and in the~~
4 ~~interests of the applicant and the public, to the extent deemed feasible and desirable by the Department.~~

5 Multiple Planning Approvals. For projects that require multiple planning approvals, the HPC shall
6 review and act on any Certificate of Appropriateness before any other planning approval action. For
7 projects that (1) require a conditional use authorization or permit review under Section 309, et. seq. of
8 the Code, and (2) do not concern an individually landmarked property, the Planning Commission may
9 modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the
10 Planning Commission shall apply all applicable historic resources provisions of the Code. For
11 projects located on vacant lots, the Planning Commission may modify any decision on a Certificate of
12 Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all
13 applicable historic resources provisions of the Planning Code.

14
15 SEC. 1006.2. REVIEW BY PLANNING DEPARTMENT OF CITY PLANNING AND CITY
16 PLANNING COMMISSION.

17 (a) ~~Cases Other Than Construction, Removal or Demolition.~~

18 (1) ~~In the case of any alteration of a structure or any work involving a sign, awning,~~
19 ~~marquee, canopy or other appendage, or exterior changes in a historic district visible from a public~~
20 ~~street or other public place, or alterations to a City owned park, square, plaza or garden on a~~
21 ~~landmark site, where a Certificate of Appropriateness is required, the application for said Certificate~~
22 ~~shall be reviewed by the Department with the advice of the Advisory Board. The department, with the~~
23 ~~advice of the Advisory Board, shall determine within 20 days after the application is accepted for filing,~~
24 ~~whether or not the proposal would have a significant impact upon, or is potentially detrimental to, the~~
25 ~~landmark site or historic district; and the Department shall notify the applicant of the determination~~

1 ~~made. If it is determined that there would be no such significant impact or potential detriment, the~~
2 ~~Department shall issue a Certificate of Appropriateness to the applicant.~~

3 ~~(2) If it is determined that the proposal would have a significant impact upon, or is~~
4 ~~potentially detrimental to, the landmark site or historic district, or upon request of the Planning~~
5 ~~Commission, the Planning Commission shall hold a public hearing on the application.~~

6 ~~(b) Construction, Removal or Demolition. The Planning Commission shall hold a public~~
7 ~~hearing on the application for a Certificate of Appropriateness for any construction, removal or~~
8 ~~demolition of a structure, except as may be otherwise provided in the designating ordinance for a~~
9 ~~historic district or for City owned park, square, plaza or garden on a landmark site.~~

10 The Department shall review an application for a Certificate of Appropriateness and determine
11 within 30 days of submittal whether the application is complete or whether additional information is
12 required.

13 (a) Minor Alterations. The HPC may define certain categories of work as Minor Alterations
14 and delegate approval of an Administrative Certificate of Appropriateness for such Minor Alterations
15 to Department staff. If the HPC delegates such approvals to Department staff, Minor Alterations shall
16 include the following categories of work:

17 (1) Work the sole purpose and effect of which is to comply with the Unreinforced Masonry
18 Building (UMB) Seismic Retrofit Ordinance and where the proposed work complies with the UMB
19 Retrofit Architectural Design Guidelines adopted by the HPC; or

20 (2) Any other work so delegated to the Department by the HPC.

21 (b) Administrative Certificates of Appropriateness. Upon receipt of a building permit
22 application, an Administrative Certificate of Appropriateness for Minor Alteration work may be
23 approved by the Department without a hearing before the HPC. The Department shall mail the
24 Department's written decision on an Administrative Certificate of Appropriateness to the applicant and
25 to any individuals or organizations who so request. Any Departmental decision on an Administrative

1 Certificate of Appropriateness may be appealed to the HPC within 15 days of the date of the written
2 decision. The HPC may also request review of any Departmental decision on an Administrative
3 Certificate of Appropriateness by its own motion within 20 days of the written decision.

4 (c) Applications for a Certificate of Appropriateness that are not Minor Alterations
5 delegated to Department staff shall be scheduled for hearing by the HPC pursuant to Sections 1006.3
6 and 1006.4 below.

7 SEC. 1006.3.SCHEDULING AND NOTICE OF HEARING.

8 (a) When an application for a Certificate of Appropriateness has been filed and Section
9 1006.2 provides that the Planning Commission shall hold a public hearing thereon, If a public hearing
10 before the HPC on a Certificate of Appropriateness is required, a timely appeal has been made of an
11 Administrative Certificate of Appropriateness, or the HPC has timely requested review of an

12 Administrative Certificate of Appropriateness, the Department shall set a time and place for said
13 hearing within a reasonable period. Notice of the time, place and purpose of the hearing shall
14 be given by the Department as follows:

15 (a)(1) By mail to the applicant not less than 20 days prior to the date of the hearing;

16 (b) By mail not less than 10 days prior to the date of the hearing to the owners of all real
17 property that is the subject of the application and, if said property is in a historic district, to the owners
18 of all real property within the historic district, using for this purpose the names and addresses of the
19 owners as shown on the latest citywide assessment roll in the office of the Tax Collector. Failure to
20 send notice by mail to any such property owner where the address of such owner is not shown on such
21 assessment roll shall not invalidate any proceedings in connection with such action;

22 (c) By publication at least once in a newspaper of general circulation in the City not less
23 than 20 days prior to the date of the hearing;

24 (2) By mail to any interested parties who so request in writing to the Department;

1 (3) For landmark sites: by mail not less than 20 days prior to the date of the hearing to all
2 owners and occupants of the subject property and owners and occupants of properties within 150 feet
3 of the subject property;

4 (4) For buildings located in historic districts: by mail not less than 20 days prior to the date
5 of the hearing to all owners and occupants of the subject property and owners and occupants of
6 properties within 300 feet of the subject property.

7 (5) By posting notice on the site not less than 20 days prior to the date of the hearing; and

8 (4)(6) Such other notice as the Department shall deem appropriate.

9 (b) For the purposes of mailed notice, the latest citywide assessment roll for names and
10 addresses of owners shall be used, and all efforts shall be made to the extent practical, to notify
11 occupants of properties in the notification area. Failure to send notice by mail to any such property
12 owner where the address of such owner is not shown on such assessment roll shall not invalidate any
13 proceedings in connection with such action;

14
15 **SEC. 1006.4. ~~REFERRAL TO ADVISORY BOARD PRIOR TO HEARING.~~**

16 ~~Where a public hearing before the Planning Commission has been scheduled thereon, the~~
17 ~~application for a Certificate of Appropriateness shall be promptly referred to the Advisory Board and~~
18 ~~shall be considered by the Advisory Board at its next regular meeting, or at a special meeting called for~~
19 ~~that specific purpose. The Advisory Board shall render a report to the Planning Commission at or prior~~
20 ~~to the scheduled public hearing; failure of the Advisory Board to consider the application or to render~~
21 ~~a report shall not constitute grounds for continuation of the public hearing.~~

22
23 **SEC. ~~1006.5~~1006.4. CONDUCT OF HEARING; DECISION.**

24 Where a public hearing before the ~~Planning Commission~~HPC has been scheduled:

1 (a) Report and Recommendation. The Department shall make necessary
2 investigations and studies prior to the hearing of the ~~Planning Commission~~HPC. The ~~Department~~
3 ~~shall provide its~~ report and recommendation ~~of the Director of Planning shall be submitted at the~~
4 ~~hearing to the HPC~~.

5 (b) Record. A record shall be kept of the pertinent information presented at the
6 hearing, and such record shall be maintained as a part of the permanent public records of the
7 Department. A verbatim record may be made if permitted or ordered by the ~~Planning~~
8 ~~Commission~~HPC.

9 (c) Continuations. The ~~Planning Commission~~HPC shall determine the instances in
10 which cases scheduled for hearing may be continued or taken under advisement. In such
11 cases, new notice need not be given of the further hearing date, provided such date is
12 announced at the scheduled hearing.

13 (d) Decision. The HPC shall approve, disapprove, or approve with modifications
14 Certificates of Appropriateness for work to designated landmarks or within historic districts, except
15 where it delegates such decisions to Departmental staff under the provisions of Section 1006.2 above.
16 The decision of the ~~Planning Commission~~HPC shall be rendered within 30 days from the date of
17 conclusion of the hearing; failure of the ~~Commission~~ HPC to act within the prescribed time shall
18 be deemed to constitute disapproval of the application. The decision of the ~~Planning~~
19 ~~Commission~~HPC, ~~in either approving or, disapproving the application pursuant to Section 1006.6,~~
20 shall be final except upon the filing of a valid appeal to the Board of Appeals or Board of
21 Supervisors as provided in Section ~~1006.8~~1006.7. ~~The decision of the Planning Commission, in~~
22 ~~suspending action on an application pursuant to Section 1006.6, shall be final.~~ If the ~~Planning~~
23 ~~Commission~~HPC, or the Board of Appeals or Board of Supervisors on appeal, approves the
24 application, ~~or after the expiration of any suspension period imposed by the Commission,~~ the
25 Department shall issue a Certificate of Appropriateness to the applicant.

1 (e) Time Limit for Exercise. When approving an application for a Certificate of
2 Appropriateness as provided herein, the ~~Planning Commission~~HPC may impose a time limit for
3 submission of a permit application conforming to the Certificate; otherwise, such permit
4 application must be submitted within a reasonable time.

5 (f) Delegation of Hearing. The ~~Planning Commission~~HPC may delegate to a
6 committee of one or more of its members, or to the Director of Planning or his or her designee,
7 ~~or to the Advisory Board~~, or to any combination of the foregoing, the holding of the hearing
8 required by this Article 10 for a Certificate of Appropriateness. The delegate or delegates shall
9 submit to the ~~Planning Commission~~HPC a record of the hearing, together with a report of
10 findings and recommendations relative thereto, for the consideration of the ~~Commission~~HPC in
11 reaching its decision in the case.

12 (g) Reconsideration. Whenever an application has been disapproved by the
13 ~~Planning Commission~~HPC, or by the Board of Appeals or Board of Supervisors on appeal as
14 described in Section ~~1006.8~~1006.7, no application, the same or substantially the same as that
15 which was disapproved, shall be resubmitted to or reconsidered by the ~~Planning~~
16 ~~Commission~~HPC within a period of one year from the effective date of final action upon the
17 earlier application.

18
19 SEC. ~~1006.6~~1006.5. NATURE OF PLANNING~~HISTORIC PRESERVATION~~ COMMISSION
20 DECISION.

21 The decision of the ~~Planning Commission~~HPC after its public hearing shall be in
22 accordance with the following provisions:

23 (a) If the application for a Certificate of Appropriateness proposes construction or
24 alteration of a structure or any work involving a sign, awning, marquee, canopy, mural or other
25 appendage, or exterior changes in a historic district visible from a public street or other public

1 place, the ~~Planning Commission~~HPC shall approve ~~or~~, disapprove, or modify the application in
2 whole or in part.

3 (b) If the application proposes removal or demolition of a structure on a designated
4 landmark site, the ~~Planning Commission~~HPC may disapprove or approve the application, or
5 may suspend action on it for a period not to exceed 180 days; provided that the Board of
6 Supervisors by resolution may, for good cause shown, extend the suspension for an
7 additional period not to exceed 180 days, if the said Board acts not more than 90 days and
8 not less than 30 days prior to the expiration of the original 180-day period.

9 (c) If the application proposes removal or demolition of a structure in a designated
10 historic district, other than on a designated landmark site, the ~~Planning Commission~~HPC may
11 disapprove or approve the application, or may suspend action on it for a period not to exceed
12 90 days, subject to extension by the Board of Supervisors as provided in the preceding
13 subsection; provided, however, that the designating ordinance for the historic district may
14 authorize the suspension of action for an alternate period which shall in no event exceed 90
15 days, without extension, and in such event the provision of the designating ordinance shall
16 govern.

17 (d) In the event action on an application to remove or demolish a structure is
18 suspended as provided in this Section, the ~~Planning Commission~~HPC, ~~with the advice and~~
19 ~~assistance of the Advisory Board~~, may take such steps as it determines are necessary to
20 preserve the structure concerned, in accordance with the purposes of this Article 10. Such
21 steps may include, but shall not be limited to, consultations with civic groups, public agencies,
22 and interested citizens, recommendations for acquisition of property by public or private
23 bodies or agencies, and exploration of the possibility of moving one or more structures or
24 other features.
25

1 SEC. ~~1006.7~~1006.6. STANDARDS FOR REVIEW OF APPLICATIONS.

2 The ~~Planning Commission, HPC, the Department, and the Advisory Board, and, in the case of~~
3 ~~multiple approvals under Section 1006.1(f), the Planning Commission, and any other decisionmaking~~
4 ~~body~~ shall be guided by the standards in this Section in their review of applications for
5 Certificates of Appropriateness for proposed work on a landmark site or in a historic district. In
6 appraising the effects and relationships mentioned herein, the ~~Planning Commission, the~~
7 ~~Department and the Advisory Board~~ decisionmaking body shall in all cases consider the factors of
8 architectural style, design, arrangement, texture, materials, color, and any other pertinent
9 factors.

10 (a) The proposed work shall be appropriate for and consistent with the effectuation
11 of the purposes of this Article 10.

12 ~~(b)~~ The proposed work shall comply with the Secretary of the Interior's Standards for the
13 Treatment of Historic Properties.

14 ~~(b)(c)~~ For applications pertaining to landmark sites, the proposed work shall preserve,
15 enhance or restore, and shall not damage or destroy, the exterior architectural features of the
16 landmark and, where specified in the designating ordinance pursuant to Section 1004(c), its
17 major interior architectural features. The proposed work shall not adversely affect the special
18 character or special historical, architectural or aesthetic interest or value of the landmark and
19 its site, as viewed both in themselves and in their setting, nor of the historic district in
20 applicable cases.

21 ~~(e)(d)~~ For applications pertaining to property in historic districts, other than on a
22 designated landmark site, any new construction, addition or exterior change shall be
23 compatible with the character of the historic district as described in the designating ordinance;
24 and, in any exterior change, reasonable efforts shall be made to preserve, enhance or restore,
25 and not to damage or destroy, the exterior architectural features of the subject property which

1 are compatible with the character of the historic district. Notwithstanding the foregoing, for any
2 exterior change where the subject property is not already compatible with the character of the
3 historic district, reasonable efforts shall be made to produce compatibility, and in no event
4 shall there be a greater deviation from compatibility. Where the required compatibility exists,
5 the application for a Certificate of Appropriateness shall be approved.

6 ~~(d)~~(e) For applications pertaining to all property in historic districts, the proposed work
7 shall also conform to such further standards as may be embodied in the ordinance
8 designating the historic district.

9 ~~(e)~~(f) For applications pertaining to the addition of murals on a landmark or
10 contributory structure in a historic district, the ~~Advisory Board and the Planning Commission~~HPC
11 shall consider only the placement, size and location of the mural, to determine whether the
12 mural covers or obscures significant architectural features of the landmark or contributory
13 structure. For purposes of review under this Article 10, the City shall not consider the content
14 or artistic merit of the mural.

15
16 SEC. ~~1006.8~~1006.7. APPEALS ~~FROM PLANNING COMMISSION DECISION OF A~~
17 CERTIFICATE OF APPROPRIATENESS.

18 (a) Right of Appeal. The HPC's or the Planning Commission's decision on a Certificate of
19 Appropriateness shall be final unless appealed to the Board of Appeals, which may modify the decision
20 by a 4/5 vote; provided however, that if the project requires Board of Supervisors approval or is
21 appealed to the Board of Supervisors as a conditional use authorization, the decision shall not be
22 appealed to the Board of Appeals but rather to the Board of Supervisors, which may modify the
23 decision by a majority vote. The action of the Planning Commission in approving or disapproving in
24 whole or in part an application for a Certificate of Appropriateness shall be subject to appeal to the
25 Board of Supervisors in accordance with this Section. An action of the Commission Any Certificate of

1 Appropriateness so appealed ~~from~~ shall not become effective unless and until approved by the
2 Board of Appeals or Board of Supervisors in accordance with this Section. Nothing in this
3 Section shall be construed to authorize the appeal of any decision under Section ~~1006.6~~1006.5
4 of this Article 10 to suspend action on an application.

5 (b) Notice of Appeal. Any appeal under this Section shall be taken by filing written
6 notice of appeal with the Board of Appeals or Clerk of the Board of Supervisors, whichever entity
7 is appropriate under the requirements of subsection (a), within 30 days after the date of action by
8 the ~~Planning Commission~~HPC or Planning Commission. ~~In the case of a historic district, the notice of~~
9 ~~appeal shall be subscribed by the owners of at least 20 percent of the property affected by the proposed~~
10 ~~Certificate of Appropriateness; for the purposes of this calculation, the property affected shall be~~
11 ~~deemed to be all property within the historic district. In the case of a landmark not in a historic district,~~
12 ~~the notice of appeal shall be subscribed by the property owner, or by any governmental body or~~
13 ~~agency, or by an organization with a recognized interest in historical preservation.~~

14 (c) Hearing. ~~Upon the filing of such written notice of appeal so subscribed,~~ The Board of
15 Supervisors, the Board of Appeals or the Clerk(s) thereof shall set a time and place for hearing
16 such appeal, which shall be not less than 10 nor more than 30 days after such filing. The
17 Board of Appeals or the Board of Supervisors must decide such appeal within 30 days of the
18 time set for the hearing thereon; provided that, if the full membership of the ~~Board~~board is not
19 present on the last day on which ~~said the~~ appeal is set or continued for hearing within said
20 period, the ~~Board~~board may postpone ~~said the~~ hearing and decision thereon until, but not later
21 than, the full membership of the ~~Board~~board is present; provided, further, that the latest date to
22 which said hearing and decision may be so postponed shall be not more than 90 days from
23 the date of filing of the appeal. Failure of the Board of Appeals or the Board of Supervisors to
24 act within such time limit shall be deemed to constitute approval by the Board of the
25 ~~action~~decision of the HPC or Planning Commission.

1 (d) ~~Decision. In acting upon any such appeal, the Board of Supervisors may disapprove the~~
2 ~~action of the Planning Commission only by a vote of not less than of all members of the Board.~~

3 (e) —Decisions Affecting City Hall. The provisions of this Subsection shall govern
4 decisions by the ~~City Planning Commission~~HPC on a Certificate of Appropriateness for
5 alteration work to be done at City Hall, in lieu of any other provision set forth above. Upon the
6 approval or disapproval by the ~~City Planning Commission~~HPC of a Certificate of
7 Appropriateness for alteration of City Hall, the Secretary of the ~~City Planning Commission~~HPC
8 shall transmit to the Clerk of the Board of Supervisors written notification of the
9 ~~Commission~~HPC's decision. The Clerk shall set a time and place for hearing on the decision,
10 which shall be not less than 10 nor more than 30 days after receipt of such notification. The
11 Board of Supervisors may ~~either~~ approve, disapprove, or modify the ~~Commission's~~ HPC's
12 decision by majority vote. The Board of Supervisors must take this action within 30 days of the
13 time set for the hearing thereon, provided that, if the full membership of the Board is not
14 present on the last day on which said hearing is set or continued within said period, the Board
15 may postpone said hearing and decision thereon until, but not later than, the full membership
16 of the Board is present; provided further, that the latest date to which said hearing and
17 decision may be so postponed shall be not more than 90 days from the date of the receipt of
18 written notification. Failure of the Board of Supervisors to act within such time limit shall be
19 deemed to constitute approval by the Board of the action of the ~~City Planning Commission~~HPC.

20
21 SEC. 1007. UNSAFE OR DANGEROUS CONDITIONS.

22 None of the provisions of this Article 10 shall be construed to prevent any measures of
23 construction, alteration, or demolition necessary to correct the unsafe or dangerous condition
24 of any structure, other feature, or part thereof, where such condition has been declared
25 unsafe or dangerous by the ~~Superintendent~~ Director of the ~~Bureau~~ Department of Building

1 Inspection or the Chief of the Bureau of Fire Prevention and Public Safety, and where the
2 proposed measures have been declared necessary, by such official, to correct the ~~said~~
3 condition; provided, however, that only such work as is absolutely necessary to correct the
4 unsafe or dangerous condition may be performed pursuant to this Section. In the event any
5 structure or other feature shall be damaged by fire, or other calamity, or by Act of God or by
6 the public enemy, to such an extent that in the opinion of the aforesaid officials it cannot
7 reasonably be repaired and restored, it may be removed in conformity with normal permit
8 procedures and applicable laws.

9
10 SEC. 1008. COMPLIANCE WITH MAINTENANCE REQUIREMENTS.

11 The owner, lessee or other person in actual charge of a landmark, or of a structure in
12 a historic district, shall comply with all applicable codes, laws and regulations governing the
13 maintenance of the property. It is the intent of this Section to preserve from deliberate or
14 inadvertent neglect the exterior portions of such landmark or structure, the interior portions
15 thereof when subject to control as specified in the designating ordinance, and all interior
16 portions thereof whose maintenance is necessary to prevent deterioration and decay of any
17 exterior portion. Failure to comply with this Section shall be subject to enforcement and penalties
18 pursuant to Section 1013 below.

19
20 SEC. 1009. ADVICE AND GUIDANCE TO PROPERTY OWNERS.

21 The ~~Advisory Board~~HPC may, upon request of the property owner, render advice and
22 guidance with respect to any proposed work for which a Certificate of Appropriateness is not
23 required, on a designated landmark site or in a designated historic district. In rendering such
24 advice and guidance, the ~~Advisory Board~~HPC shall be guided by the purposes and standards
25

1 in this Article 10. This Section shall not be construed to impose any regulations or controls
2 upon any property.

3
4 SEC. 1010. PROPERTY OWNED BY PUBLIC AGENCIES.

5 (a) The Department shall take appropriate steps to notify all public agencies
6 ~~which~~that own or may acquire property in the City; about the existence and character of
7 designated landmarks and historic districts; if possible, the Department shall cause a current
8 record of such landmarks and historic districts to be maintained in each such public agency. In
9 the case of any publicly owned property on a landmark site or in a historic district which is not
10 subject to the permit review procedures of the City, the agency owning the said property shall
11 seek the advice of the ~~Planning Commission~~HPC prior to approval or authorization of any
12 construction, alteration or demolition thereon; and the ~~Planning Commission, with the aid of the~~
13 ~~Advisory Board and~~HPC, in consultation with the Art Commission in appropriate cases, shall
14 render a report to the owner as expeditiously as possible, based on the purposes and
15 standards in this Article 10. ~~If Planning Commission review of a public project involving~~ In the case
16 of any publicly owned property on a landmark site or in a historic district that is subject to the permit
17 review procedures of the City under any other law or under the Charter, the agency owning the
18 property shall be subject to the provisions of this Article 10, and if the project involves construction,
19 alteration or demolition on a landmark site or in a historic district ~~is required under any other law,~~
20 ~~or under the Charter, the Planning Commission shall render the report referred to in this Section to~~
21 ~~such public agency without specific request therefor~~ a Certificate of Appropriateness shall be required
22 subject to the procedures set forth in this Article 10.

23 (b) All officers, boards, commissions and departments of the City shall cooperate
24 with the ~~Advisory Board and the Planning Commission~~HPC in carrying out the spirit and intent of
25 this Article 10.

1 (c) Nothing in this Article 10 shall be construed to imposed any regulations or
2 controls upon designated landmarks owned or controlled by the Golden Gate Bridge Highway
3 and Transportation District.

4
5 SEC. 1011. RECOGNITION OF STRUCTURES OF MERIT.

6 (a) The ~~Advisory Board may recommend, and the Planning Commission~~HPC may
7 approve, a list of structures of historical, architectural or aesthetic merit ~~which~~ that have not
8 been designated as landmarks and are not situated in designated historic districts. ~~The~~
9 ~~said~~This list may be added to from time to time. The purpose of this list shall be to recognize
10 and encourage the protection, enhancement, perpetuation and use of such structures. The
11 ~~Advisory Board and the Planning Commission~~HPC shall maintain a record of historic structures in
12 the City ~~which~~that have been officially designated by agencies of the State or federal
13 government, and shall cause such structures to be added to the aforesaid list.

14 (b) Nothing in this Article 10 shall be construed to impose any regulations or
15 controls upon such structures of merit included on ~~the said~~such a list and neither designated as
16 landmarks nor situated in historic districts.

17 (c) The ~~Planning Commission, with the advice of the Advisory Board,~~HPC may authorize
18 such steps as it deems desirable to recognize the merit of, and to encourage the protection,
19 enhancement, perpetuation and use of any such listed structure, or of any designated
20 landmark or any structure in a designated historic district, including but not limited to the
21 issuance of a certificate of recognition and the authorization of a plaque to be affixed to the
22 exterior of the structure; and the ~~Planning Commission~~HPC shall cooperate with appropriate
23 State and federal agencies in such efforts.

24 (d) The ~~Planning Commission, with the advice of the Advisory Board,~~HPC may make
25 recommendations to the Board of Supervisors and to any other body or agency responsible,

1 to encourage giving names pertaining to San Francisco history to streets, squares, walks,
2 plazas and other public places.

3
4 SEC. 1012. Referral of Certain Matters.

5 Prior to passage by the Board of Supervisors, the following matters shall be submitted to the
6 HPC for its written report regarding effects upon historic or cultural resources: ordinances and
7 resolutions concerning historic preservation issues and historic resources; redevelopment project
8 plans; and waterfront land use and project plans.

9 (a) Time Period for Review. The HPC shall submit any written report to the Board of
10 Supervisors within 90 days of the date of referral. Failure of the HPC to act within the prescribed time
11 shall be deemed to constitute a recommendation of disapproval, except that the Board of Supervisors
12 may, by resolution, extend the prescribed time within which the HPC is to render its report.

13 (b) Report to Planning Commission. If the Planning Commission is required to take action
14 on the matter, the HPC shall submit any report to the Planning Commission as well as to the Board of
15 Supervisors.

16 (c) Referral Back of Proposed Amendments to the Municipal Code. In acting upon any
17 proposed amendment to the Municipal Code concerning historic preservation issues and historic
18 resources, the Board of Supervisors may modify said amendment but shall not take final action upon
19 any material modification that has not been referred to the HPC for its written report. Should the
20 Board of Supervisors adopt a motion proposing to modify the amendment while it is before the Board,
21 the amendment and the motion proposing modification shall be referred back to the HPC for its written
22 report. In all such cases of referral back, the amendment and the proposed modification shall be heard
23 by the HPC according to the requirement for a new proposal.

24
25 **SEC. 1013. ENFORCEMENT AND PENALTIES.**

1 Enforcement and Penalties shall be as provided in Sections 176 and 176.1 of this
2 Code.

3
4 SEC. 1014. APPLICABILITY.

5 (a) No application for a permit to construct, alter or demolish any structure or other
6 feature on a proposed landmark site or in a proposed historic district, filed subsequent to the
7 day that ~~an application has been filed or~~ a resolution adopted to initiate designation or a
8 resolution adopted to confirm initiation of designation of the ~~said~~ proposed landmark site or historic
9 district, shall be approved by the Department while proceedings are pending on such
10 designation; ~~provided however, that after 180 days have elapsed from the date of initiation of said~~
11 ~~designation, if final action on such designation has not been completed, the permit application may be~~
12 ~~approved.~~ for the following time periods:

13 (1) For proposed landmark sites: for 180 days after a resolution is passed initiating
14 designation or confirming nomination of designation; or

15 (2) For historic districts: for one year after a resolution is passed initiating designation or
16 confirming nomination of designation.

17 The HPC or the Board of Supervisors may approve by resolution a one-time extension of up to
18 180 days of either of the above-time periods. If final action on such designation has not been
19 completed before the end of the relevant time period, the permit application may be approved.

20 Notwithstanding the above, the Department may approve a permit to construct, alter, or
21 demolish a structure or other feature on a proposed landmark site or in a proposed historic district
22 while proceedings are pending on a proposed designation if the property owner or authorized agent of
23 the property owner applies for and is granted approval of a Certificate of Appropriateness for such
24 work pursuant to the requirements of this Article 10.

1 (b) The provisions of this Article 10 shall be inapplicable to the construction,
2 alteration or demolition of any structure or other feature on a landmark site or in a historic
3 district, where a permit for the performance of such work was issued prior to the effective date
4 of the designation of the said landmark site or historic district, and where such permit has not
5 expired or been cancelled or revoked, provided that construction is started and diligently
6 prosecuted to completion in accordance with the Building Code.

7
8 SEC. 1015. - SEVERABILITY.

9 If any Section, Subsection, Subdivision, Paragraph, sentence, clause or phrase of this
10 Article 10 or any part thereof, is for any reason held to be unconstitutional or invalid, such
11 decision shall not affect the validity of the remaining portions of this Article 10 or any part
12 thereof. The Board of Supervisors hereby declares that it would have passed each Section,
13 Subsection, Subdivision, Paragraph, sentence, clause or phrase thereof, and any amendments
14 thereto, irrespective of the fact that any one or more Sections, Subsections, Subdivisions,
15 Paragraphs, sentences, clauses or phrases be declared unconstitutional.

16
17 Section 3. The Appendices to Article 10 are not amended by this ordinance and thus
18 have not been included here for brevity.

19
20 Section 4. In enacting this Ordinance, the Board intends to amend only those words,
21 phrases, paragraphs, subsections, sections, articles, numbers, punctuation, charts, diagrams
22 or any other constituent part of the Planning Code that are explicitly shown in this legislation
23 as additions, deletions, Board amendment additions, and Board amendment deletions in
24 accordance with the "Note" that appears under the official title of the legislation. This
25 Ordinance shall not be construed to effectuate any unintended amendments. Any additions or

1 deletions not explicitly shown as described above, omissions, or other technical and non-
2 substantive differences between this Ordinance and the Planning Code that are contained in
3 this legislation are purely accidental and shall not effectuate an amendment to the Planning
4 Code. The Board hereby authorizes the City Attorney, in consultation with affected City
5 departments, to make those necessary adjustments to the published Planning Code, including
6 non-substantive changes such as renumbering or relettering, to ensure that the published
7 version of the Planning Code is consistent with the laws that this Board enacts.
8

9 Section 5. Effective Date. This ordinance shall become effective 30 days from the date
10 of passage.
11

12 Section 4 . Effective Date. This ordinance shall become effective 30 days from the
13 date of passage.
14

15 APPROVED AS TO FORM:
16 DENNIS J. HERRERA, City Attorney

17 By:



18 Marlena G. Byrne
19 Deputy City Attorney
20
21
22
23
24
25

FILE NO.

ORDINANCE NO.

[Planning Code—Article 11]

1
2
3 **Ordinance amending Article 11 of the San Francisco Planning Code in its entirety;**
4 **making environmental findings and findings of consistency with the General Plan and**
5 **Planning Code Section 101.1(b).**

6 NOTE: Additions are *single-underline italics Times New Roman*;
7 deletions are ~~*strike-through italics Times New Roman*~~.
8 Board amendment additions are double-underlined;
9 Board amendment deletions are ~~striketrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. Findings. The Board of Supervisors of the City and County of San Francisco
12 hereby finds and determines that:

13 (a) General Plan and Planning Code Findings.

14 (1) On _____ at a duly noticed public hearing, the Planning Commission
15 in Resolution No. _____ found that the proposed Planning Code amendments
16 contained in this ordinance were consistent with the City's General Plan and with Planning
17 Code Section 101.1(b). In addition, the Planning Commission recommended that the Board
18 of Supervisors adopt the proposed Planning Code amendments. A copy of said Resolution is
19 on file with the Clerk of the Board of Supervisors in File No. _____ and is
20 incorporated herein by reference. The Board finds that the proposed Planning Code
21 amendments contained in this ordinance are on balance consistent with the City's General
22 Plan and with Planning Code Section 101.1(b) for the reasons set forth in said Resolution.

23 (2) Pursuant to Planning Code Section 302, the Board finds that the proposed
24 ordinance will serve the public necessity, convenience and welfare for the reasons set forth in
25 Planning Commission Resolution No. _____, which reasons are incorporated
herein by reference as though fully set forth.

Planning Department
BOARD OF SUPERVISORS

1 (b) Historic Preservation Commission Findings. On _____ at a duly
2 noticed public hearing, the Historic Preservation Commission in Resolution No.
3 _____ recommended that the Board of Supervisors adopt the proposed Planning
4 Code amendments. A copy of said Resolution is on file with the Clerk of the Board of
5 Supervisors in File No. _____ and is incorporated herein by reference.

6 (c) Environmental Findings. The Planning Department has determined that the
7 actions contemplated in this Ordinance are in compliance with the California Environmental
8 Quality Act (California Public Resources Code section 21000 et seq.). Said determination is
9 on file with the Clerk of the Board of Supervisors in File No. _____ and is
10 incorporated herein by reference.

11 Section 2. The San Francisco Planning Code is hereby amended by amending Article
12 11, to read as follows:

13 ARTICLE 11: PRESERVATION OF BUILDINGS AND DISTRICTS OF
14 ARCHITECTURAL, HISTORICAL, AND AESTHETIC IMPORTANCE IN THE C-3 DISTRICTS

15 Sec. 1101. Findings and Purposes.

16 Sec. 1102. Standards for Designation of Buildings.

17 Sec. 1102.1. Designation of Buildings.

18 Sec. 1103. Standards for Designation of Conservation Districts.

19 Sec. 1103.1. Conservation District Designations.

20 Sec. 1104. ~~Notice of Designation.~~ Intentionally Left Blank.

21 Sec. 1105. ~~Reconsideration of Designation.~~ Intentionally Left Blank.

22 Sec. 1106. Procedures for Change of Designation; and Designation of Additional
23 Significant and Contributory Buildings.
24
25

1 Sec. 1107. Procedures for Designation of Additional Conservation Districts or
2 Boundary Change of Conservation Districts.

3 Sec. 1108. Notice of Designation.

4 Sec. 1109. Preservation Lots: Eligibility for Transfer of Development Rights.

5 Sec. 1110. Construction, Alteration or Demolition of Significant or Contributory Buildings
6 or Buildings in Conservation Districts.

7 Sec. 1111. Applications for Permits to Alter, Permits to Demolish, and Permits for New
8 Construction in Conservation Districts.

9 Sec. 1111.1. Determination of Minor and Major Alterations.

10 Sec. 1111.2. ~~Referral of Applications for Major Alterations to Landmarks Preservation~~
11 ~~Advisory Board. Review by the Department of City Planning~~ Sign Permits.

12 Sec. 1111.3. ~~Recommendation by the Director of Planning~~ Review by the Planning
13 Department.

14 Sec. 1111.4. ~~Consideration and Decision by the City Planning Commission~~ Scheduling and
15 Notice of Historic Preservation Commission Hearings.

16 Sec. 1111.5. Decision by the ~~City Planning~~ Historic Preservation Commission.

17 Sec. 1111.6. Standards and Requirements for Review of Applications for Alterations.

18 Sec. 1111.7. ~~Permits for Signs~~ Standards and Requirements for Review of Applications for
19 Permits to Demolish.

20 Sec. 1112. ~~Demolition of Significant and Contributory Buildings and Buildings in~~
21 ~~Conservation Districts~~ Intentionally Left Blank.

22 ~~Sec. 1112.1. Applications for a Permit to Demolish.~~

23 ~~Sec. 1112.2. Disposition of Applications to Demolish Contributory Buildings and Unrated~~
24 ~~Buildings in Conservation Districts.~~

1 ~~Sec. 1112.3. Applications to Demolish Significant Buildings or Contributory Buildings from~~
2 ~~which TDR Have Been Transferred; Acceptance and Notice.~~

3 ~~Sec. 1112.4. Referral to the Landmarks Preservation Advisory Board Prior to Hearing; Review~~
4 ~~by the Director of Planning.~~

5 ~~Sec. 1112.5. Planning Commission Hearing and Decision.~~

6 ~~Sec. 1112.6. Decision of the Planning Commission.~~

7 ~~Sec. 1112.7. Standards and Review of Applications to Demolish.~~

8 Sec. 1113. Standards of Review for New and Replacement Construction in
9 Conservation.

10 Sec. 1114. Modification of a Decision of the Historic Preservation Commission.

11 Sec. 1115. Appeal.

12 Sec 1116. Unlawful Alteration or Demolition.

13 Sec. ~~1115~~1117. Conformity with Other City Permit Processes.

14 Sec. ~~1116~~1118. Unsafe or Dangerous Conditions.

15 Sec. ~~1117~~1119. Maintenance Requirements and Enforcement Thereof.

16 Sec. ~~1119~~1120. Enforcement and Penalties.

17 Sec. ~~1120~~1121 Relationship to Article 10.

18 Sec. ~~1121~~1122. Notice of Amendment.

19 Sec. ~~1122~~1123. Notice Procedure.

20 Sec. ~~1123~~1124. Time Provisions.

21 Sec. ~~1124~~1125. Severability.

22 Appendix A Category I Buildings.

23 Appendix B Category II Buildings.

24 Appendix C Category III Buildings.

25 Appendix D Category IV Buildings.

1 Appendix E Kearny-Market-Mason-Sutter Conservation District.

2 Appendix F New Montgomery-Second Street Conservation District.

3 Appendix G Commercial-Leidesdorff Conservation District.

4 Appendix H Front-California Conservation District.

5 Appendix I Kearny-Belden Conservation District.

6 Appendix J Pine-Sansome Conservation District.

7
8 SEC. 1101. FINDINGS AND PURPOSES.

9 (a) It is hereby found that a substantial number of the buildings in the C-3 District
10 have a special architectural, historical, and aesthetic value. These buildings contribute
11 substantially to San Francisco's reputation throughout the United States as a City of
12 outstanding beauty and physical harmony. A substantial number of these special buildings
13 have been and continue to be unnecessarily destroyed or impaired, despite the feasibility of
14 preserving and continuing their use, and without adequate consideration for the irreplaceable
15 loss to the people of the City of their aesthetic, cultural, historic and economic value.

16 (b) It is further found that distinct and definable subareas within the C-3 District
17 possess concentrations of buildings that together create a unique historic, architectural, and
18 aesthetic character which contributes to the beauty and attractiveness of the City. The quality
19 of these geographic areas has been and continues to be degraded by the unnecessary
20 demolition of buildings of substantial architectural and aesthetic merit, by their replacement
21 with buildings which conflict with the character and scale of the area, and by alteration of
22 buildings in a manner which conflicts with the character and scale of the area.

23 (c) It is therefore declared that the protection, enhancement, and perpetuation of
24 buildings and definable subareas of special architectural, historical, and aesthetic interest is
25

necessary to promote the health, safety, prosperity and welfare of the people of the City.

Accordingly, the purposes of this Article are:

(1) The protection, enhancement, and perpetuation of structures and subareas of special architectural, historical, and aesthetic character which contribute to the urban environment;

(2) The maintenance and improvement of a healthy economy for the City by enhancing both property values and the City's attractiveness as a place to do business;

(3) The protection and improvement of the City's attractiveness to tourists and other visitors, and the stimulus to business provided thereby;

(4) The enrichment of the educational, cultural, aesthetic and spiritual life of the inhabitants of the City by fostering knowledge of the heritage of the City's past and retaining the quality of the City's urban environment.

(d) It is further found that the use of Transferable Development Rights ("TDR") as provided herein is necessary to promote the urban planning and design goals of the *Master General Plan* by (1) maintaining appropriate overall development capacities in each zoning district within the C-3 area, as defined by applicable floor area, height, bulk and other parameters; (2) encouraging and directing development into the Special Development District in order to maintain a compact downtown financial district; and (3) facilitating the retention of Significant Buildings, and ~~encouraging the retention of~~ Contributory Buildings, and the compatible replacement or alteration of Unrated buildings in Conservation Districts, as defined herein.

SEC. 1102. STANDARDS FOR DESIGNATION OF BUILDINGS.

The buildings in the C-3 Districts are divided into five categories according to the Building Rating methodology as set forth and explained in the Preservation of the Past section

of the Downtown Plan, a component of the ~~Master~~ General Plan. Those categories are as follows:

(a) Significant Buildings - Category I. Buildings ~~which~~ that:

- (1) Are at least 40 years old; and
- (2) Are judged to be Buildings of Individual Importance; and
- (3) Are rated Excellent in Architectural Design or are rated Very Good in both

Architectural Design and Relationship to the Environment.

(b) Significant Buildings - Category II. Buildings:

- (1) ~~Which~~ That meet the standards in Section 1102(a) above; and
- (2) To which, because of their depth and relationship to other structures, it is

feasible to add different and higher replacement structures or additions to height at the rear of the structure, even if visible when viewing the principal facades, without affecting their architectural quality or relationship to the environment and without affecting the appearance of the retained portions as separate structures when viewing the principal facades. The designation of Category II Buildings shall identify for each building the portion of the building beyond which such additions may be permitted.

(c) Contributory Buildings - Category III. Buildings ~~which~~ that:

- (1) Are located outside a designated Conservation District; and
- (2) Are at least 40 years old; and
- (3) Are judged to be Buildings of Individual Importance; and
- (4) Are rated either Very Good in Architectural Design or Excellent or Very Good in

Relationship to the Environment.

(d) Contributory Buildings - Category IV. Buildings ~~which~~ that:

- (1) Are located in a designated Conservation District; and
- (2) Are at least 40 years old; and

1 (3) Are judged to be Buildings of Individual Importance, and are rated either Very
2 Good in Architectural Design or Excellent or Very Good in Relationship to the Environment.

3 (4) Are judged to be Buildings of Contextual Importance and are rated Very Good in
4 Architectural Design and/or Excellent or Very Good in Relationship to the Environment.

5 (e) Unrated Buildings - Category V. Buildings ~~which~~ that are not designated as
6 Significant or Contributory.

7
8 SEC. 1102.1. DESIGNATION OF BUILDINGS.

9 The buildings in the C-3 District are classified as follows:

10 (a) Significant Buildings - Category I. The buildings listed in Appendix A to this
11 Article 11 are hereby designated as Significant Buildings - Category I.

12 (b) Significant Buildings - Category II. The buildings listed in Appendix B to this
13 Article 11 are hereby designated as Significant Buildings - Category II.

14 (c) Contributory Buildings - Category III. The buildings listed in Appendix C to this
15 Article 11 are hereby designated as Contributory Buildings - Category III.

16 (d) Contributory Buildings - Category IV. The buildings listed in Appendix D to this
17 Article 11 are hereby designated as Contributory Buildings - Category IV.

18 (e) Unrated Buildings - Category V. All buildings in the C-3 District not otherwise
19 designated in this Section are hereby designated as Unrated - Category V.

20
21 SEC. 1103. STANDARDS FOR DESIGNATION OF CONSERVATION DISTRICTS.

22 Portions of the C-3 District may be designated as Conservation Districts if they contain
23 substantial concentrations of buildings that together create subareas of special architectural
24 and aesthetic importance. Such areas shall contain substantial concentrations of Significant
25

1 and Contributory Buildings and possess substantial overall architectural, aesthetic or historic
2 qualities justifying additional controls in order to protect and promote those qualities.

3 SEC. 1103.1. CONSERVATION DISTRICT DESIGNATIONS.

4 The following Conservation Districts are hereby designated for the reasons indicated in
5 the appropriate Appendix:

6 (a) The Kearny-Market-Mason-Sutter Conservation District is hereby designated as
7 set forth in Appendix E.

8 (b) The New Montgomery-Second Street Conservation District is hereby designated
9 as set forth in Appendix F.

10 (c) The Commercial-Leidesdorff Conservation District is hereby designated as set
11 forth in Appendix G.

12 (d) The Front-California Conservation District is hereby designated as set forth in
13 Appendix H.

14 (e) The Kearny-Belden Conservation District is hereby designated as set forth in
15 Appendix I.

16 (f) The Pine-Sansome Conservation District is hereby designated as set forth in
17 Appendix J.

18
19 SEC. 1104. INTENTIONALLY LEFT BLANK. NOTICE OF DESIGNATION.

20
21 ~~(a) The Zoning Administrator shall notify by mail the owners of every building designated~~
22 ~~by this ordinance as a Significant or Contributory Building and every building within a conservation~~
23 ~~district as established by this ordinance.~~

24 ~~(b) With respect to buildings designated Significant or Contributory by this ordinance,~~
25 ~~notice shall also be given by posting each such building in a conspicuous place as well as by~~

1 ~~publication pursuant to the provisions of California Government Code Section 6064. The notice shall~~
2 ~~state that the owner of every building so designated has the right to request a change of designation~~
3 ~~and the time permitted for making such a request.~~

4 (c) ~~—The Zoning Administrator shall cause a copy of this ordinance, or notice thereof, to be~~
5 ~~recorded in the office of the County Recorder for properties designated as Significant or Contributory,~~
6 ~~and for properties designated within a conservation district, by this ordinance.~~

7 SEC. 1105. INTENTIONALLY LEFT BLANK. RECONSIDERATION OF DESIGNATION.

8 (a) ~~—Request for Reconsideration. Within 45 days of the effective date of this ordinance, a~~
9 ~~request for reconsideration and change of a designation may be filed by any affected property owner,~~
10 ~~by any organization or group which has historic preservation stated as one of its goals in its bylaws or~~
11 ~~articles of incorporation, or the application of at least 50 registered voters of the City, based on the~~
12 ~~grounds that under the standards contained in Section 1102 the designation set forth in this ordinance~~
13 ~~is incorrect. Such a request shall be filed with the Department of City Planning on forms provided for~~
14 ~~that purpose. The Department of City Planning shall not accept or act upon any application filed after~~
15 ~~45 days have passed. Once a request for reconsideration has been made as to any building, no~~
16 ~~additional requests shall be accepted as to that building; however, another applicant may seek a~~
17 ~~change of designation different from that sought in the original reconsideration request. Any property~~
18 ~~owner who contends that the designation applicable to its property deprives the owner of a~~
19 ~~constitutionally protected property right, or that, by reason of such application, the property owner is~~
20 ~~entitled to compensation, shall assert such argument in connection with and in aid of the application~~
21 ~~filed under this Section and provide all evidence in the property owner's possession in support of such~~
22 ~~contention.~~

23 (b) ~~—Referral to the Landmarks Preservation Advisory Board; Review by the Department of~~
24 ~~City Planning. Upon determination by the Zoning Administrator that an application is complete, the~~
25

1 ~~Zoning Administrator shall promptly refer the matter to the Landmarks Preservation Advisory Board~~
2 ~~for review and recommendation, and the Department of City Planning shall undertake a study of the~~
3 ~~reconsideration request and prepare a report and recommendation. The Landmarks board shall~~
4 ~~recommend approval, disapproval, or approval with modifications of the application within 30 days of~~
5 ~~receiving it; provided, however, that if more than 30 applications are received within any 15 day~~
6 ~~period at the Department of City Planning, the Zoning Administrator may extend the time for Advisory~~
7 ~~Board action with respect to those applications for an additional period of time not to exceed 45 days,~~
8 ~~and if more than 50 applications are received within such time, for an additional period of time deemed~~
9 ~~necessary to allow sufficient time for Board review. If the Landmarks Board fails to respond within the~~
10 ~~allowed time the City Planning Commission shall proceed without a recommendation from the~~
11 ~~Landmarks Board.~~

12 (c) ~~— Submittal to the Planning Commission. Upon completion of the study by the Department~~
13 ~~of City Planning and recommendation by the Landmarks Advisory Board, the matter shall be scheduled~~
14 ~~for public hearing before the Planning Commission; provided, however, that in no event shall it be~~
15 ~~scheduled later than 30 days after the Advisory Board has made its recommendation unless the~~
16 ~~applicant consents to an extension of this time limit. Notice of the hearing shall be given by mail to the~~
17 ~~applicant and to any other persons requesting notice.~~

18 (d) ~~— City Planning Commission Decision. The Planning Commission may approve,~~
19 ~~disapprove, or approve with modifications the reconsideration application. The building shall be~~
20 ~~deemed to be designated according to the decision of the Planning Commission and the provisions of~~
21 ~~this Article 11 applicable to that designation shall apply to the building notwithstanding another~~
22 ~~designation of the building in Appendices A, B, C or D to this Article.~~

23 SEC. 1106. PROCEDURES FOR CHANGE OF DESIGNATION; AND DESIGNATION
24 OF ADDITIONAL SIGNIFICANT AND CONTRIBUTORY BUILDINGS.
25

1 Buildings may be designated as Significant or Contributory or their designation may be
2 changed through amendment of Appendices A, B, C and D of this Article. Such designation or
3 change of designation shall be governed by the following provisions in lieu of the provisions of
4 Section 302:

5 (a) Initiation. The designation or change of designation of a Significant or
6 Contributory building may be initiated by motion of the Board of Supervisors, by resolution of
7 the ~~Planning Commission or the Landmarks Preservation Advisory Board~~ Historic Preservation
8 Commission, by the verified application of the owner or authorized agent of the affected
9 property, by the application of any organization or group ~~which~~ that has historic preservation
10 stated as one of its goals in its bylaws or articles of incorporation, or by the application of at
11 least 50 registered voters of the City. Except in the case of initiation by governmental bodies,
12 any such application shall contain historic, architectural, and/or cultural documentation to support
13 the initiation or change of designation as well as any additional information that may be required by
14 the application procedures and policies established by the Historic Preservation Commission. be filed
15 with the Department of City Planning upon forms prescribed by the Department of City Planning, and
16 shall be accompanied by all data required by the Department. If initiated by motion of the Board of
17 Supervisors, the Clerk of the Board of Supervisors shall refer the matter to the Historic Preservation
18 Commission for its review and recommendation prior to passage by the Board of Supervisors, without
19 referral to the Planning Commission.

20 (b) Notice; ~~Referral to the Landmarks Preservation Advisory Board;~~ Referral to the
21 Historic Preservation Commission; Review by the ~~Planning~~ Department of City Planning. Upon
22 determination by the ~~Zoning Administrator~~ Department that a verified application is complete and
23 contains all necessary information or upon receipt of the motion or resolution of one of the
24 governmental bodies set forth in Subsection (a) above, the ~~Zoning Administrator~~ Department
25 shall: (1) promptly schedule a hearing before the Historic Preservation Commission on the proposed

1 designation or change of designation; and (2) send notice of the ~~proposed designation or change of~~
2 designation ~~hearing~~ by mail no less than 20 days prior to the date of the hearing to the owner(s) of
3 the affected property, ~~unless the application is that of the owner; the applicant(s), if any, for the~~
4 designation or change in designation; to the owners of all properties within 150 feet of the affected
5 property; and to any interested parties who so request in writing to the Department. and (2) promptly
6 refer the matter to the Landmarks Preservation Advisory Board for review and the submittal of a
7 recommendation. The Department of City Planning shall also undertake a study of the proposed
8 designation or change of designation.

9 (c) Action by the Planning Historic Preservation Commission. ~~Upon completion of the~~
10 ~~review of the~~ The proposed designation or change of designation ~~by the Department of City~~
11 ~~Planning and the submittal of the report by the Landmarks Board, the matter~~ shall be placed on the
12 agenda of the Planning Historic Preservation Commission for public hearing. The Planning
13 Historic Preservation Commission shall determine the appropriate designation or change in
14 designation of the building. If the Planning Historic Preservation Commission approves or
15 modifies the proposed designation or change of designation in whole or in part, it shall transmit
16 ~~the proposal~~ its recommendation, together with a copy of the resolution ~~of approval~~, to the Clerk
17 of the Board of Supervisors without referral to the Planning Commission.

18 (d) Designation by Board of Supervisors. The Board of Supervisors, or a committee
19 thereof, shall hold a public hearing on any proposal so transmitted to it. The Board of
20 Supervisors may approve, modify and approve, or disapprove the designation or change of
21 designation by a majority vote of all its members.

22 (e) Appeal to Board of Supervisors. If the Planning Historic Preservation Commission
23 disapproves the proposed designation or change of designation, such action shall be final
24 except upon the filing of a notice of appeal to the Board of Supervisors within 30 days by the
25 applicant or any of the persons, organizations or groups listed in Section 1106(a); provided,

1 however, that if the proposal was initiated by the Board of Supervisors, the Clerk of the ~~said~~
2 Board shall be notified immediately of the disapproval without the necessity for an appeal.

3 (f) Hearing and Decision By the Board of Supervisors. The Board of Supervisors, or a
4 committee thereof, shall hold a public hearing on any such proposal appealed to it or initiated
5 by it. The Board of Supervisors may uphold the ~~Planning~~ Historic Preservation Commission,
6 overrule the ~~Planning~~ Historic Preservation Commission and approve, or modify and approve,
7 the designation or change of designation by a majority vote of all its members.

8 (g) Notice of Board of Supervisors Proceedings. Notice of the hearing scheduled
9 before the ~~Planning Commission and~~ Board of Supervisors, and of the availability of applicable
10 reports, shall be given by mail no less than 20 days prior to the date of the hearing to the initiators
11 of the designation or change of designation, to the ~~owners~~ owner(s) of any affected building, to
12 any appellants, and to any other interested person or organization who so requests in writing to
13 the Department requesting notice.

14 (h) Grounds for Designation or Change of Designation. The designation of a
15 building may be changed if (1) changes in the area in the vicinity of a building located outside
16 a Conservation District warrant a change in the rating of the building with respect to its
17 relationship to the environment and therefore place it in a different category, pursuant to
18 Section 1102; or (2) changes in Conservation District boundaries make a building of
19 Contextual Importance fall outside a Conservation District and therefore no longer eligible for
20 designation as a Contributory building, or, conversely, make a building of Contextual
21 Importance fall within a Conservation District and therefore eligible for designation as a
22 Contributory Building; or (3) changes in the physical features of the building due to
23 circumstances beyond the control of the owner, or otherwise permitted by this Article, warrant
24 placing the building in a different category pursuant to the standards set forth in Section 1102;
25 or (4) restoration of the building to its original quality and character warrants placing the

1 building in a different category pursuant to the standards set forth in Section 1102; or (5) by
2 the passage of time, the building has become at least 40 years old, making it eligible to be
3 considered for designation as a Significant or Contributory building, pursuant to Section 1102;
4 or (6) the discovery of new factual information (for example, information about the history of
5 the building) makes the building eligible for rating as a Building of Individual or Contextual
6 Importance and, therefore, eligible to be designated as a Significant or Contributory Building.

7
8 SEC. 1107. PROCEDURES FOR DESIGNATION OF ADDITIONAL CONSERVATION
9 DISTRICTS OR BOUNDARY CHANGE OF CONSERVATION DISTRICTS.

10 A Conservation District may be designated or its boundary changed through
11 amendment of Section 1103.1 of this Article 11. The Historic Preservation Commission may
12 recommend approval, disapproval, or modification of Conservation District designations or boundary
13 changes to the Board of Supervisors. Such designation or boundary change shall be governed by
14 the following provisions in lieu of the provisions of Section 302.

15 (a) Initiation of Designation or Boundary Change. The designation of an area of the
16 C-3 District as a Conservation District or the change of District boundaries may be initiated by
17 motion of the Board of Supervisors, by resolution of the ~~Planning~~Historic Preservation
18 ~~Commissioner~~the Landmarks Preservation Advisory Board, upon the verified application of the
19 owners or other authorized agents of greater than 25 percent of the structures in the area
20 proposed for designation (or, as to an alteration, 25 percent of the structures of the proposed
21 new district unless it would be an area smaller than the existing district, in which case it shall
22 be 25 percent of the structures of the existing district), upon the verified application of any
23 organization or group ~~which~~that has historic preservation stated as one of its goals in its
24 bylaws or articles of incorporation, or upon the verified application of at least 150 registered
25 voters of the City. Except in case of an initiation by governmental bodies, any such application

1 shall contain historic, architectural, and/or cultural documentation to support the designation or
2 boundary change as well as any additional information that may be required by the application
3 procedures and policies established by the Historic Preservation Commission be filed with the
4 Department of City Planning upon forms prescribed by the Department of City Planning, and shall be
5 accompanied by all data required by said Department.

6 (b) Notice; Referral to the ~~Landmarks Preservation Advisory Board~~ Historic Preservation
7 Commission; Review by the Planning Department of City Planning. Notice, referral to the
8 Landmarks Board and review by the Department of City Planning shall be as provided in Section
9 1106(b) of this Article. If a proposed Conservation District designation or boundary change is initiated
10 by the Board of Supervisors, the Clerk of the Board shall refer the matter to the Historic Preservation
11 Commission for its review and recommendation. Upon determination by the Planning Department that
12 a verified application is complete and contains all necessary information or upon receipt of a motion or
13 resolution by the Board of Supervisors or the Historic Preservation Commission initiating designation
14 or a change in designation, the Department shall (1) promptly schedule a hearing before the Historic
15 Preservation Commission on the proposed district or boundary change; and (2) send notice of the
16 Historic Preservation Commission hearing by mail no less than 20 days prior to the date of the hearing
17 to the initiators of the designation or boundary change, to the owners of all lots within the proposed
18 new district or the district being modified, and to any interested parties who make a request in writing
19 to the Department.

20 (c) ~~Submittal to the Planning Commission. Submittal to and action by the Planning~~
21 ~~Commission shall be as set forth in Section 1106(e) of this Article. Action by the Historic Preservation~~
22 ~~Commission. The proposed designation or boundary change shall be placed on the agenda of the~~
23 ~~Historic Preservation Commission for public hearing. If the Historic Preservation Commission~~
24 ~~approves or modifies the proposed designation or boundary change in whole or in part, the~~
25 ~~Department shall transmit the Historic Preservation Commission's recommendation together with a~~

1 copy of the Historic Preservation Commission's resolution and with any comments of the Planning
2 Commission, as set forth in subsection (d) below, to the Clerk of the Board of Supervisors.

3 (d) Review by the Planning Commission. Following action by the Historic Preservation
4 Commission, the Department shall promptly refer the Historic Preservation Commission's
5 recommendation on the proposed Conservation District designation or boundary change to the
6 Planning Commission, which shall have 45 days to review and comment on the proposed designation
7 or boundary change. The Planning Commission's comments, if any, shall be forwarded to the Board of
8 Supervisors together with the Historic Preservation Commission's recommendation. Notice of the
9 Planning Commission hearing shall be given as provided in Section 1107(b) of this Article.

10 (e) Designation by Board of Supervisors. The Board of Supervisors, or a committee
11 thereof, shall hold a public hearing on any proposal so transmitted to it. The Board of
12 Supervisors may approve, modify and approve, or disapprove the designation or boundary
13 change by a majority vote of all its members.

14 ~~(e)(f)~~ Appeal to Board of Supervisors. If the ~~Planning~~ Historic Preservation Commission
15 disapproves the proposed designation or boundary change, such action shall be final except
16 upon the filing of a notice of appeal to the Board of Supervisors within 30 days by the
17 applicant or any of the persons, organizations, or groups listed in Section 1107(a); provided,
18 however, that if the proposal was initiated by the Board of Supervisors, the Clerk of the ~~said~~
19 ~~b~~Board shall be notified immediately of the disapproval without the necessity for an appeal.

20 ~~(f)(g)~~ Hearing and Decision by the Board of Supervisors. The Board of Supervisors, or a
21 committee thereof, shall hold a public hearing on any such proposal appealed to it or initiated
22 by it. The Board of Supervisors may uphold the ~~Planning~~ Historic Preservation Commission,
23 overrule the ~~Planning~~ Historic Preservation Commission and approve, or modify and approve,
24 the designation or boundary change by a majority vote of all its members.
25

1 ~~(g)~~(h) Notice of Board of Supervisors Proceedings. Notice of the hearing scheduled
2 pursuant to this Section before the Planning Commission shall be given by mail no less than 20 days
3 prior to the date of the hearing to: the initiators of applicants for the designation or alteration, if
4 any; the owners of all lots within 300 feet of the proposed new district or of that portion of the
5 district being altered; appellants, if any; as well as and to interested individuals or organizations
6 who request such notice in writing to the Department.

7 ~~(h)~~(i) Standards Applicable to Designation or Boundary Change. The standards
8 governing the designation and change of District boundaries are those set forth in Section
9 1103. Areas may be removed from Conservation Districts if the character of the area has
10 changed such that the area no longer qualifies under the standards set forth in Section 1103.

11 SEC. 1108. NOTICE OF DESIGNATION.

12 When a building has been designated Significant or Contributory or its designation is
13 changed pursuant to Section 1106, or when a new Conservation District is established or the
14 boundary of a Conservation District changed pursuant to Section 1107, the ~~Zoning~~
15 ~~Administrator~~ Planning Department shall notify each affected property owner by mail and shall
16 cause a copy of the ordinance, or notice thereof, to be recorded ~~in the office of~~ with the County
17 Recorder. The Department shall file in its permanent records any new designation or change of
18 designation of a Significant or Contributory Building or a new Conservation District or change of a
19 Conservation District boundary and shall notify the Central Permit Bureau pursuant to Section 1117 of
20 this Article.

21
22 SEC. 1109. PRESERVATION LOTS: ELIGIBILITY FOR TRANSFER OF
23 DEVELOPMENT RIGHTS.
24
25

1 ~~For the purpose of transfer of development rights (TDR) as provided in Section 128 of this~~
2 ~~Code, Lots~~ on which are located Significant or Contributory Buildings, or Category V Buildings
3 in those certain Conservation Districts and portions thereof as indicated in Section 8 of the
4 Appendix relating to that District are eligible preservation lots as provided in Section 128 of this
5 Code for the purposes of Transferable Development Rights ("TDR"), as provided in this Section:

6 (a) Significant Buildings. Lots on which are located buildings designated as
7 Significant Buildings - Category I or Category II - are eligible to transfer the difference
8 between the allowable gross floor area permitted on the lot by Section 124 of this Code and
9 the gross floor area of the development on the lot, if all the requirements for transfer set forth
10 in Section 128 are met. Lots on which are located Significant Buildings which have been
11 altered in conformance with the provisions of this Article retain eligibility for the transfer of
12 TDR.

13 (b) Contributory Buildings. Lots on which are located buildings designated as
14 Contributory Buildings - Category III or Category IV - are eligible to transfer the difference
15 between the allowable gross floor area permitted on the lot by Section 124 of ~~the~~ this Code
16 and the gross floor area of the development on the lot, if all the requirements for transfer set
17 forth in Section 128 are met. Alteration or demolition of such a building in violation of Section
18 1110 ~~or Section 1112~~, or alterations or demolitions made without a permit issued pursuant to
19 Sections 1111 through 1111.6Z, eliminates eligibility for the transfer of TDR; provided,
20 however, that such eligibility may nonetheless be retained or acquired again if, pursuant to
21 Section ~~1114(b)~~ 1116(b): the property owner demonstrates as to any alteration that it was ~~not~~
22 major, or if the property owner restores the demolished or altered building a Minor Alteration as
23 defined herein and has applied for a Permit for Minor Alteration pursuant to Section 1111.1; or that
24 the property owner has obtained a Permit to Alter to restore the original distinguishing qualities and
25 character-defining features that were altered. Once any TDR have been transferred from a

1 Contributory Building, the building is subject to the same restrictions on demolition and
2 alteration as a Significant Building. These restrictions may not be removed by the transfer of
3 TDR back to the building.

4 (c) Category V Buildings in Conservation Districts. Where explicitly permitted in
5 Section 8 of the Appendix establishing a Conservation District, lots located in such a District
6 on which are located Category V Buildings (designated as neither Significant nor Contributory)
7 are eligible to transfer the difference between the allowable gross floor area permitted on the
8 lot under Section 124 of the Code and the gross floor area of the development on the lot, if all
9 the requirements for transfer set forth in Section 128 are met; provided, however, that a lot is
10 eligible as a Preservation Lot pursuant to this Section only if: (1) the exterior of the building is
11 substantially altered so as to make it compatible with the scale and character of the Significant
12 and Contributory Buildings in the district, including those features described in Sections 6 and
13 7 of the Appendix to Article 11 describing the relevant district, and has thus been determined
14 by the Historic Preservation Commission to be a Compatible Rehabilitation, and the building
15 meets or has been reinforced to meet the standards for seismic loads and forces of the 1975
16 Building Code; or (2) the building on the lot is new, having replaced a Category V Building,
17 and has received approval by the Historic Preservation Commission as a Compatible
18 Replacement Building, pursuant to Section 1113. ~~The procedures governing these determinations~~
19 ~~are set forth in Section 309.~~

20 SEC. 1110. CONSTRUCTION, ALTERATION OR DEMOLITION OF SIGNIFICANT OR
21 CONTRIBUTORY BUILDINGS OR BUILDINGS IN CONSERVATION DISTRICTS.

22 ~~With respect to a designated Significant or Contributory Building or any Category V Building~~
23 ~~in a Conservation District, no person shall carry out or cause to be carried out any alteration to the~~
24 ~~exterior of a building for which a permit is required pursuant to the Building Code unless the permit is~~
25

1 ~~approved pursuant to the provisions of Sections 1111 through 1111.6 of this Article; provided,~~
2 ~~however, that this approval is not required with respect to the owner of a Contributory Building of~~
3 ~~Category III who has not transferred any TDR and who elects to proceed with a major alteration~~
4 ~~without reference to Sections 1111 through 1111.6. Election to proceed without a permit pursuant to~~
5 ~~this Section may be made at the time that the Zoning Administrator determines that the proposed~~
6 ~~alteration is major pursuant to Section 1111.1. If no election is made at the time of the Zoning~~
7 ~~Administrator's determination that an alteration is major, the applicant may make such election at any~~
8 ~~time thereafter. Review under Sections 1111 through 1111.6 shall cease after such election has been~~
9 ~~made and the permit shall be processed without regard to the requirements of that Section. Election~~
10 ~~shall be made in writing on a form provided by the Zoning Administrator. Where an owner elects not to~~
11 ~~proceed pursuant to Sections 1111 through 1111.6, the proposed alteration for which the application is~~
12 ~~filed shall be deemed not to meet the requirements of Section 1111.6, and if the alteration permit is~~
13 ~~issued and work commenced thereunder, the Zoning Administrator shall not issue a Statement of~~
14 ~~Eligibility for the lot on which the building is located.~~

15 (a) No person shall carry out or cause to be carried out any construction, alteration,
16 removal or demolition of a structure or any work involving a sign, awning, marquee, canopy, mural, or
17 other appendage, or any new or replacement construction for which a permit is required pursuant to
18 the Building Code, on any designated Significant or Contributory Building or any building in a
19 Conservation District unless a permit for such work has been approved pursuant to the provisions of
20 this Article 11.

21 (b) The Historic Preservation Commission shall approve, disapprove, or modify all
22 applications for permits to alter or demolish any Significant or Contributory Buildings or buildings
23 within Conservation Districts, and permits for any new and replacement construction within
24 Conservation Districts, subject to appeal as provided in Section 1115 of this Article 11. The Historic
25 Preservation Commission shall review and act on such permits prior to any other Planning approval

1 action(s). Buildings or areas within the C-3 District designated pursuant to the provisions of both
2 Article 10 and Article 11 shall be regulated pursuant to the procedures of both Articles. In case of
3 conflict, the more restrictive provisions shall apply.

4 (c) If the proposed work would constitute a demolition as defined in Section 1005(f) of this
5 Code, such work shall, in addition to any other requirements, be subject to the provisions of this Article
6 11 governing demolitions and shall require a "Permit to Demolish." All other proposed construction
7 or alteration of a structure, including any new or replacement construction, or any work involving a
8 sign, awning, marquee, canopy, mural, or other appendage work, but excepting ordinary maintenance
9 and repairs, shall require a "Permit to Alter."

10 (d) No person shall demolish or cause to be demolished a Significant or Contributory
11 Building or any building in a Conservation District without obtaining a Permit to Demolish and, if
12 located within a Conservation District, a permit for a Compatible Replacement Building.

13 (e) If at any time following the approval of a Permit to Alter, changes are proposed to the
14 scope of work such that the proposed new scope of work, if approved, would constitute a demolition as
15 defined herein, the owner shall file a new application for a Permit to Demolish and shall obtain such
16 approval prior to proceeding with the proposed new scope of work.

17 (f) A building permit application or amendment for any work that exceeds the scope of
18 work of an approved Permit to Alter or Permit to Demolish shall be referred to the Planning
19 Department by the Central Permit Bureau for Historic Preservation Commission review and approval
20 pursuant to this Article 11 before the permit may be approved or issued.

21 (g) Notwithstanding the foregoing, in the following cases the Department may process the
22 permit application without further reference to this Article 11:

23 (1) When the application is for a permit for ordinary maintenance and repairs only. For
24 the purpose of this Article 11, "ordinary maintenance and repairs" shall mean any work, the sole
25

1 purpose and effect of which is to correct deterioration, decay or damage of existing materials,
2 including repair of damage caused by fire or other disaster.

3 (2) When the application is for a permit to construct any new or replacement structures on a
4 site where a Significant or Contributory Building has been lawfully demolished pursuant to this Code
5 and the site is not within a designated Conservation District; or

6 (3) When the application is for a permit to make interior alterations only and does not
7 constitute a demolition as defined herein, unless the Department has determined that the proposed
8 interior alterations may result in any visual or material impact to the exterior of the building or when
9 the designating ordinance or applicable Appendix in this Article requires review of such interior
10 alterations.

11 SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH,
12 AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS.

13 ~~The Zoning Administrator may define categories of alterations which are deemed to be minor~~
14 ~~alterations and individual permits falling within those categories shall be reviewed and acted upon~~
15 ~~without referral to the Zoning Administrator for review pursuant to Sections 1111 through 1111.6. All~~
16 ~~other applications for permits to undertake any alteration of a building designated Significant or~~
17 ~~Contributory or a building in any Conservation District shall be referred to the Zoning Administrator~~
18 ~~by the Central Permit Bureau within five days of receipt. An applicant for a major alteration permit for~~
19 ~~a Category V Building in any of the Conservation Districts which provides for such eligibility may~~
20 ~~request on the application a determination that if the proposed alteration is completed as approved, the~~
21 ~~building will be deemed a Compatible Rehabilitation under Section 1109(c) so that the lot on which the~~
22 ~~building is located becomes eligible as a Preservation Lot for the transfer of TDR.~~

23 Upon receipt of any application for a building permit, demolition permit, site permit, alteration
24 permit, or any other permit relating to a Significant or Contributory Building or a building within a
25

1 Conservation District, the Central Permit Bureau shall forward such application to the Planning
2 Department for determination as to whether the application is subject to the provisions of this Article
3 and, if so, for approval under this Article. An application for a Permit to Alter or Permit to Demolish
4 or for new and replacement construction in any Conservation District shall be filed by the owner or
5 authorized agent for the owner of the property for which the permit is sought with the Planning
6 Department. Each application shall be verified by at least one property owner or his or her authorized
7 agent attesting to the truth and correctness of all facts, statements and information presented.

8 (a) Content of Applications. The content of applications shall be in accordance with the
9 policies, rules and regulations of the Department and the Historic Preservation Commission. All
10 applications shall be upon forms prescribed therefore and shall contain or be accompanied by all
11 information required to assure the presentation of all pertinent facts for proper consideration of the
12 case and for the permanent record. Applications shall include the following information:

13 (1) Plans, sections and elevations showing all existing and proposed work, including but not
14 limited to color, texture of materials, architectural design, profile, and detail;

15 (2) All demolition calculations and associated detail drawings showing all interior and
16 exterior alterations associated with the proposed scope of work, including but not limited to any
17 changes to the exterior and internal structural framework, floor plates, removal of interior walls, or
18 changes to the foundation;

19 (3) Specifications describing the means and methods associated with the proposed scope of
20 work, including any technical specifications for all exterior restoration or cleaning work;

21 (4) Photographs showing the property and the context of its surroundings;

22 (5) Any other information that the Department determines may be necessary for the
23 particular scope of work proposed; and

24 (6) Information needed for the preparation and mailing of notices as specified in Section

25 1111.4.

1 (b) In addition to the contents specified for applications in (1) above, any application for a
2 Permit to Demolish shall also contain the following information:

3 (1) An updated historic resource evaluation and conditions assessment report that includes
4 any pertinent information on the condition of the building and historical, architectural, and cultural
5 documentation about the building;

6 (2) The amount paid for the property;

7 (3) The date of purchase, the party from whom purchased, and a description of the business
8 or family relationship, if any, between the owner and the person from whom the property was
9 purchased;

10 (4) The cost of any improvements since purchase by the applicant and date the
11 improvements were made;

12 (5) The assessed value of the land, and improvements thereon, according to the most recent
13 assessments;

14 (6) Real estate taxes for the previous five years;

15 (7) Annual debt service, if any, for the previous five years;

16 (8) All appraisals obtained within the previous five years by the owner or applicant in
17 connection with his or her purchase, financing or ownership of the property;

18 (9) Any listing of the property for sale or rent, price asked and offers received, if any;

19 (10) Any consideration by the owner for profitable and adaptive uses for the property,
20 including renovation studies, plans, and bids, if any;

21 (11) If it is a Preservation Lot eligible to transfer TDR, the amount and value of such
22 untransferred TDR;

23 (12) Annual gross income from the property for the previous five years;

24 (13) Itemized operating and maintenance expenses for the previous five years;

25 (14) Annual cash flow for the previous four years; and

1 (15) Building plans, elevations, sections, detail drawings, and any other information required
2 for the Replacement Building.

3 (c) For Permits to Demolish buildings from which TDR have been transferred the
4 application shall contain the following information in addition to that set forth in (a) and (b) above:

5 (1) The Statement of Eligibility as set forth in Section 128;

6 (2) An itemized list of the amount of TDR that has been transferred from the property;

7 (3) A list of the amount of untransferred TDR rights remaining on the property;

8 (4) The amount received for rights transferred;

9 (5) The transferee(s); and

10 (6) A copy of each document effecting a transfer of such rights.

11 (d) An application for a Permit to Demolish any building located in a Conservation District
12 or an application for new construction on vacant lots shall include plans, specifications and elevations
13 showing the proposed exterior appearance, including but not limited to color, texture of materials, and
14 architectural design and detail, for the replacement construction.

15 (e) Category V Buildings (Unrated). The owner or owner's representative of a Category V
16 building located in a Conservation District may apply for one of the following:

17 (1) Compatible Rehabilitation. An applicant for a Permit to Alter a Category V Building
18 (Unrated) may request on the application a determination by the Historic Preservation Commission
19 that if the proposed alteration is completed as approved, the building will be deemed a Compatible
20 Rehabilitation under Section 1109(c) so that the lot on which the building is located becomes eligible
21 as a Preservation Lot for the transfer of TDR.

22 (2) Compatible Replacement Building. An applicant for new construction in a Conservation
23 District on a lot where a Category V Building (Unrated) has been lawfully demolished may request on
24 the application a determination by the Historic Preservation Commission that if the proposed new
25 construction is completed as approved, the new building will be deemed a Compatible Replacement

1 Building under Section 1109(c) so that the lot on which the building is located becomes eligible as a
2 Preservation Lot for the transfer of TDR.

3 SEC. 1111.1. DETERMINATION OF MINOR AND MAJOR ALTERATIONS.

4 ~~Within 10 days after referral by the Central Permit Bureau, the Zoning Administrator shall~~
5 ~~determine in writing if the proposed alteration is a Major Alteration or a Minor Alteration.~~

6 (a) ~~An alteration is considered Major if any of the following apply:~~

7 (1) ~~The alteration will substantially change, obscure or destroy exterior character defining~~
8 ~~spaces, materials, features or finishes; or~~

9 (2) ~~The alteration would affect all or any substantial part of a building's structural~~
10 ~~elements, exterior walls or exterior ornamentation; or~~

11 (3) ~~The alteration occurs by virtue of construction which results in a substantial addition of~~
12 ~~height above the height of the building.~~

13 (b) ~~An alteration is considered minor if:~~

14 (1) ~~The criteria set forth in Subsection (a) do not apply; or~~

15 (2) ~~It is an alteration of the ground floor display areas within the architectural frame (piers~~
16 ~~and lintels) of the building to meet the needs of first floor commercial uses; or~~

17 (a) The Historic Preservation Commission shall determine if a proposed alteration is a
18 Major Alteration or a Minor Alterations and may delegate approval of Minor Alteration to Department
19 staff, whose decisions may be appealed to the Historic Preservation Commission pursuant to
20 subsection 1111.1(b). All work not determined to be a Minor Alteration shall be a Major Alteration
21 and subject to Historic Preservation Commission approval. If so delegated to Department staff, the
22 categories of Minor Alteration shall include but are not limited to the following:

23 ~~(3)(1) The Alterations whose sole purpose and effect of the alteration is to comply with the~~
24 ~~UMB Seismic Retrofit Ordinances and the Zoning Administrator determines that the proposed work~~
25

1 that comply ~~complies~~ with the UMB Retrofit Architectural Design Guidelines, which guidelines
2 shall be adopted by the ~~Planning~~ Historic Preservation Commission; ~~or~~

3 (2) Any other work so delegated to the Department by the Historic Preservation
4 Commission.

5 (b) Minor Alterations delegated to Department staff shall be approved, approved with
6 modifications, or disapproved as a Permit for Minor Alteration by the Department without a hearing
7 before the Historic Preservation Commission. The Department shall mail its written decision
8 approving a Permit for Minor Alteration to the applicant and any individuals or organizations who
9 have so requested in writing to the Department. The Department's decision may be appealed to the
10 Historic Preservation Commission within 15 days of the date of the written decision. The Historic
11 Preservation Commission may also review the decisions of the Department by its own motion if such
12 motion is made within 20 days of the date of the written decision.

13 (c) All applications for a Permit to Alter that are not Minor Alterations delegated to
14 Department staff shall be approved, approved with modifications, or disapproved by the Historic
15 Preservation Commission pursuant to the procedures in Section 1111.4 and 1111.5 below.

16 ~~(e) The Zoning Administrator shall mail to the applicant and any individuals or~~
17 ~~organizations who so request the written determination as to the category of the proposed alteration.~~
18 ~~Decisions of the Zoning Administrator may be appealed to the Board of Permit Appeals within 10 days~~
19 ~~of the written determination in the manner provided in Section 308.2.~~

20 ~~(d) Permits determined to be for minor alterations shall be returned, with that~~
21 ~~determination noted, to the Central Permit Bureau for further processing; provided, however, that the~~
22 ~~Zoning Administrator may take any action with respect to the application otherwise authorized.~~

1 SEC. 1111.2. ~~REFERRAL OF APPLICATIONS FOR MAJOR ALTERATIONS TO~~
2 ~~LANDMARKS PRESERVATION ADVISORY BOARD: REVIEW BY THE DEPARTMENT OF CITY~~
3 ~~PLANNING.~~

4 (a) ~~— Upon determination that the proposed alteration is a major alteration, the Director of~~
5 ~~Planning shall refer applications for permits to alter Significant and Contributory Buildings to the~~
6 ~~Landmarks Preservation Advisory Board for its report and recommendation, which shall be rendered~~
7 ~~within 30 days. Said time limit for the Board to render its report may be extended by the Department of~~
8 ~~City Planning for an additional 30 days to render its report in the case of complex alterations, multiple~~
9 ~~hearings, or upon request of the applicant. If the Board fails to submit a report and recommendation~~
10 ~~within the time allowed, the matter may be considered without reference to such report and~~
11 ~~recommendation.~~

12 (b) ~~— Simultaneously with the proceedings before the Landmarks Board, the application shall~~
13 ~~be reviewed by the Department of City Planning.~~

14 (c) ~~— Applications for permits to alter any Category V building in a Conservation District~~
15 ~~which alteration is determined to be major shall be governed by the standards of Section 1111.6(e) and~~
16 ~~the procedures set forth in Section 309. SIGN PERMITS.~~

17 (a) New general advertising signs are prohibited in any Conservation District or on any
18 historic property regulated by this Article 11.

19 (b) If a permit for a sign is required pursuant to Article 6 of this Code, the requirements of
20 this Section shall apply to such permit in addition to those of Article 6.

21 (c) Apart from and in addition to the requirements of Article 6, an application for a
22 business sign, general advertising sign, identifying sign, or nameplate to be located on a Significant or
23 Contributory Building or any building in a Conservation District shall be subject to review by the
24 Historic Preservation Commission pursuant to the provisions of this Article. The Historic Preservation
25 Commission shall disapprove the application or approve it with modifications if the proposed location,

1 materials, typeset, size of lettering, means of illumination, method of replacement, or the attachment
2 would adversely affect the special architectural, historical or aesthetic significance of the subject
3 building or the Conservation District. No application shall be denied on the basis of the content of the
4 sign.

5 **SEC. 1111.3. ~~RECOMMENDATION BY THE DIRECTOR OF PLANNING.~~**

6 ~~After considering any report and recommendation submitted by the Landmarks Preservation~~
7 ~~Advisory Board, the Director of Planning shall make a determination on the application and shall~~
8 ~~submit a written recommendation containing findings to the Planning Commission. The~~
9 ~~recommendation may be to approve, to approve with conditions, or disapprove the application for~~
10 ~~alteration, and, where applicable, the application for a determination that the building is a Compatible~~
11 ~~Rehabilitation. The Commission, the applicant and any other person who so requests shall be supplied~~
12 ~~with a copy of reports and recommendations of the Landmarks Preservation Advisory Board and the~~
13 ~~findings and recommendations of the Director of Planning.~~ REVIEW BY THE PLANNING

14 DEPARTMENT.

15 The Department shall review all applications and shall determine within 30 days after the
16 application is filed whether the application is complete. Applications for Minor Alterations that have
17 been delegated to Department staff may be approved by the Department pursuant to Section 1111.1
18 without a hearing before the Historic Preservation Commission. Upon acceptance as complete of any
19 other application under this Article or upon appeal to or a request by the Historic Preservation
20 Commission to exercise its review powers over a Minor Permit to Alter as set forth in 1111.1, the
21 Historic Preservation Commission shall hold a hearing and approve, approve with modifications, or
22 disapprove the application in accordance with the procedures set forth in this Section 1111.
23
24
25

1 SEC. 1111.4. ~~CONSIDERATION AND DECISION BY THE CITY PLANNING~~
2 ~~COMMISSION.~~

3 (a) ~~— The recommendation of the Director of Planning shall be placed on the consent~~
4 ~~calendar of the City Planning Commission; provided, however, that upon the request of the applicant~~
5 ~~or of any person prior to the City Planning Commission meeting or by a member of the Commission at~~
6 ~~the meeting, the matter may be removed from the consent calendar and calendared for a public hearing~~
7 ~~before the Planning Commission at a later meeting, which shall be the next regular meeting of the~~
8 ~~Commission unless the applicant otherwise consents.~~

9 (b) ~~— Notice of the time, place and purpose of the hearing before the City Planning~~
10 ~~Commission shall begin given as follows:~~

11 (1) ~~— By mail to the applicant;~~

12 (2) ~~— When the application is for alteration of a building located in a Conservation District,~~
13 ~~by mail not less than 10 days prior to the date of the hearing to the owners of all real property within~~
14 ~~300 feet of property that is the subject of the application.~~ SCHEDULING AND NOTICE OF HISTORIC

15 PRESERVATION COMMISSION HEARINGS

16 If a public hearing before the Historic Preservation Commission is required under this Section
17 1111, the Department shall set a time and place for the hearing within a reasonable period. Notice of
18 the time, place, and purpose of the hearing shall be given by the Department not less than 20 days prior
19 to the date of the hearing as follows:

20 (a) By mail to the owner of the subject property;

21 (b) By mail to the applicant;

22 (c) By mail to any interested parties who make a request in writing to the Department;

23 (d) For applications for a building located in a Conservation District, by mail to the owners
24 of all real property within 300 feet of the subject property;

1 (e) For applications for a building not located in a Conservation District, by mail to the
2 owners of all real property within 150 feet of the subject property;

3 (f) By posting notice on the site; and

4 (g) By any other means as the Department deems appropriate.

5 Notice for Historic Preservation Commission review of Minor Permits to Alter. A hearing for
6 the Historic Preservation Commission to exercise its review powers over a Minor Permit to Alter shall
7 be noticed:

8 (a) By mail not less than 10 days prior to the date of the hearing to the applicant, all owners
9 within 150 feet of the subject property, as well as to any other interested parties who so request in
10 writing to the Department; and

11 (b) By posted notice on the site not less than 10 days prior to the date of the hearing.

12 SEC. 1111.5. DECISION BY THE CITY PLANNING HISTORIC PRESERVATION
13 COMMISSION.

14 (a) The ~~Planning~~Historic Preservation Commission may approve, disapprove, or
15 approve with conditions an application for ~~an alteration permit~~ a Permit to Alter or a Permit to
16 Demolish and, where applicable for new or replacement construction, for a determination that the
17 building is a Compatible Rehabilitation under Section 1113 or a Compatible Replacement Building
18 under Section 1109(c), and shall make findings in support of its decision. ~~If the Planning~~
19 Commission approves the recommendation of the Director of Planning, it may adopt or modify the
20 findings of the Director of Planning as appropriate. ~~Where the Planning Commission disapproves the~~
21 recommendations of the Director of Planning, it shall make findings supporting its decision. ~~If the~~
22 Commission disapproves the application for a permit to alter, it shall recommend disapproval to the
23 Central Permit Bureau which shall deny the application. The Planning Commission's determination
24 that a building qualifies or fails to qualify as a Compatible Rehabilitation is a final administrative
25

1 ~~decision. Any decision of the Planning Commission rendered pursuant to this Section shall be rendered~~
2 ~~within 30 days from the date of conclusion of the hearing.~~

3 (b) For applications for a Permit to Demolish, the applicant has the burden of establishing
4 that the criteria governing the approval of applications set forth in Section 1111.7 have been met.

5 (c) The decisions of the Historic Preservation Commission shall be final except upon
6 modification by the Planning Commission as provided in Section 1114 or upon the filing of a timely
7 appeal to the Board of Appeals or Board of Supervisors as provided in Section 1115.

8
9 SEC. 1111.6. STANDARDS AND REQUIREMENTS FOR REVIEW OF
10 APPLICATIONS FOR ALTERATIONS.

11 The Historic Preservation Commission, the Board of ~~Permit~~ Appeals, the Board of
12 Supervisors, the ~~City~~ Planning Commission and the Department, the Director of Planning, and the
13 ~~Landmarks Board~~ shall be governed by the following standards in the review of applications for
14 ~~major alteration permits~~ Permits to Alter. In the case of conflict with other requirements, including the
15 requirements of Article 10, the more restrictive standards shall apply.

16 (a) The proposed alteration shall be consistent with and appropriate for the
17 effectuation of the purposes of this Article 11.

18 (b) The proposed work shall comply with the Secretary of the Interior's Standards for the
19 Treatment of Historic Properties, including any guidelines, interpretations, bulletins, or other materials
20 that the Historic Preservation Commission has adopted.

21 ~~(b)(c)~~ For Significant Buildings - Categories I and II, and for Contributory Buildings -
22 Categories III and IV, proposed alterations of structural elements and exterior features shall
23 be consistent with the architectural character of the building, and shall comply with the
24 following specific requirements:
25

1 (1) The distinguishing original qualities or character of the building may not be
2 damaged or destroyed. Any distinctive architectural feature which affects the overall
3 appearance of the building shall not be removed or altered unless it is the only feasible means
4 to protect the public safety.

5 (2) The integrity of distinctive stylistic features or examples of skilled craftsmanship
6 that characterize a building shall be preserved.

7 (3) Distinctive architectural features which are to be retained pursuant to Paragraph
8 (1) but which are deteriorated shall be repaired rather than replaced, whenever possible. In
9 the event replacement is necessary, the new material shall match the material being replaced
10 in composition, design, color, texture and other visual qualities. Repair or replacement of
11 missing architectural features shall be based on accurate duplication of features,
12 substantiated by historic, physical or pictorial evidence, if available, rather than on conjectural
13 designs or the availability of different architectural elements from other buildings or structures.
14 Replacement of nonvisible structural elements need not match or duplicate the material being
15 replaced.

16 (4) Contemporary design of alterations is permitted, provided that such alterations
17 do not destroy significant exterior architectural material and that such design is compatible
18 with the size, scale, color, material and character of the building and its surroundings.

19 (5) The degree to which distinctive features need be retained may be less when the
20 alteration is to exterior elements not constituting a part of a principal facade or when it is an
21 alteration of the ground-floor frontage in order to adapt the space for ground-floor uses.

22 (6) In the case of Significant Buildings - Category I, any additions to height of the
23 building (including addition of mechanical equipment) shall be limited to one story above the
24 height of the existing roof, shall be compatible with the scale and character of the building,
25 and shall in no event cover more than 75 percent of the roof area.

1 (7) In the case of Significant Buildings - Category II, a new structure or addition,
2 including one of greater height than the existing building, may be permitted on that portion of
3 the lot not restricted in Appendix B even if such structure or addition will be visible when
4 viewing the principal facades at ground level, provided that the structure or addition does not
5 affect the appearance of the retained portion as a separate structure when so viewing the
6 principal facades and is compatible in form and design with the retained portion. Alteration of
7 the retained portion of the building is permitted as provided in Paragraphs (1) through (6) of
8 this Subsection ~~(b)~~(c).

9 ~~(e)~~(d) Within Conservation Districts, all major exterior alterations, of Category V
10 Buildings, shall be compatible in scale and design with the District as set forth in Sections 6
11 and 7 of the Appendix which describes the District.

12 (e) If TDR have been transferred from any Contributory Building, the building shall be
13 subject to the same restrictions on alterations as a Significant Building. These restrictions may not be
14 removed by the transfer of TDR back to the building.

15 SEC. 1111.7. ~~PERMITS FOR SIGNS.~~

16 ~~(a) — Installation of a new general advertising sign is prohibited in any Historic District or~~
17 ~~Conservation District or on any historic property regulated by this Article 11.~~

18 ~~(b) — Wherever a permit for a sign is required pursuant to Article 6 of this Code, an~~
19 ~~application for such permit shall be governed by the provisions of this Section in addition to those of~~
20 ~~Article 6.~~

21 ~~(c) — Apart from and in addition to any grounds for approval or disapproval of the~~
22 ~~application under Article 6, an application involving a permit for a business sign, or general~~
23 ~~advertising sign, identifying sign, or nameplate to be located on a Significant or Contributory Building~~
24 ~~or any building in a Conservation District may be disapproved, or approved subject to conditions if the~~
25

1 ~~proposed location, materials, means of illumination or method or replacement of attachment would~~
2 ~~adversely affect the special architectural, historical or aesthetic significance of the building or the~~
3 ~~Conservation District. No application shall be denied on the basis of the content of the sign.~~

4 (d) ~~—The Director of Planning shall make the determination required pursuant to Subsection~~
5 ~~(b). Any permit applicant may appeal the determination of the Director of Planning to the City~~
6 ~~Planning Commission by filing a notice of appeal with the Secretary of the Commission within 10 days~~
7 ~~of the determination. The City Planning Commission shall hear the appeal and make its determination~~
8 ~~within 30 days of the filing of the notice of appeal. STANDARDS AND REQUIREMENTS FOR~~
9 ~~REVIEW OF APPLICATIONS FOR DEMOLITION.~~

10 (a) ~~The Historic Preservation Commission, Planning Commission, Board of Appeals, and~~
11 ~~the Board of Supervisors (each referred to as a "Decisionmaker" for the purposes of this Section) shall~~
12 ~~apply the following standards in their review of applications for a Permit to Demolish a Significant or~~
13 ~~Contributory Building or building within a Conservation District. No demolition permit may be~~
14 ~~approved unless:~~

15 (1) ~~For Significant Buildings (Category I and II); Contributory Buildings (Category III);~~
16 ~~and Contributory Buildings in a Conservation District (Category IV) from which TDR have been~~
17 ~~transferred:~~

18 (A) ~~The Decisionmaker determines and makes written findings based on substantial~~
19 ~~evidence in the record that the property retains no substantial remaining market value or reasonable~~
20 ~~use, taking into account the value of any TDR that have been transferred or which may be available to~~
21 ~~transfer from the property and the cost of rehabilitation to meet the requirements of the Building Code~~
22 ~~or City, State and federal laws. Costs necessitated by alterations or demolition made in violation of~~
23 ~~Article 10 or 11, or by failure to maintain the property in violation of Section 1119, may not be~~
24 ~~included in the calculation of rehabilitation costs; or~~
25

1 (B) The Director of the Department of Building Inspection or the Chief of the Bureau of Fire
2 Prevention and Public Safety determines after consultation, to the extent feasible with the Historic
3 Preservation Commission and the Planning Department, that an imminent safety hazard exists and that
4 demolition of the structure is the only feasible means to secure the public safety.

5 (2) For Contributory Buildings in a Conservation District (Category IV) from which no
6 TDR has been transferred:

7 (A) The Decisionmaker determines and makes written findings based on substantial
8 evidence in the record that the property retains no substantial remaining market value or reasonable
9 use, taking into account the value of any TDR that may be available to transfer from the property and
10 costs of rehabilitation to meet the requirements of the Building Code or City, State and federal laws.
11 Costs necessitated by alterations or demolition made in violation of Article 10 or 11, or by failure to
12 maintain the property in violation of Section 1119, may not be included in the calculation of
13 rehabilitation costs;

14 (B) The Director of the Department of Building Inspection or the Chief of the Bureau of Fire
15 Prevention and Public Safety determines, after consultation to the extent feasible with the Historic
16 Preservation Commission and the Planning Department, that an imminent safety hazard exists and that
17 demolition of the structure is the only feasible means to secure the public safety; or

18 (C) The Decisionmaker determines based on substantial evidence in the record that:

19 (i) Because of physical conditions specific to the Contributory Building or site, the
20 rehabilitation and reuse of the building will not meet most of the goals and objectives of the proposed
21 replacement project;

22 (ii) The proposed replacement project is compatible with the Conservation District in which
23 the property is located; and

1 (iii) Specific economic, social, or other benefits of the proposed replacement project
2 significantly outweigh the benefit conferred from the historic preservation of the particular structure or
3 feature.

4 (3) For Category V Buildings (Not Rated) in Conservation Districts: The Decisionmaker
5 determines that: (A) the building has not gained additional historical or architectural significance that
6 may make it eligible for classification as a Category I, II, or IV building; and (B) the proposed
7 Replacement Building is compatible with the Conservation District in which the property is located. If
8 the Decisionmaker determines based on new documentation presented that a Category V building has
9 gained significance such that it is eligible for classification as a Category I, II, or IV building, the
10 Permit to Demolish shall be reviewed under Subsection (a)(1) or (a)(2) above, and not under this
11 Subsection (a)(3). Additionally, if the building has completed a Compatible Rehabilitation pursuant to
12 Section 1109(c), and has transferred development rights from the property, then the building shall be
13 treated as a Significant Building (Category I or II).

14 (b) The cumulative effects on the integrity of the Conservation District associated with
15 demolition of a Contributory Building shall be considered and may be grounds for denial of the Permit
16 to Demolish.

17 (c) In addition to the above requirements, no demolition permit shall be issued by the
18 Department of Building Inspection or any other agency for any building located in a Conservation
19 District until an application for the new or replacement building has been approved in accordance with
20 the standards for new construction in a Conservation Districts as provided in this Article, and the
21 building or site permit conforming to such approval has been lawfully issued.

22 **SEC. 1112. INTENTIONALLY LEFT BLANK. -DEMOLITION OF SIGNIFICANT AND**
23 **CONTRIBUTORY BUILDINGS AND BUILDINGS IN CONSERVATION DISTRICTS.**
24
25

1 ~~No person shall demolish or cause to be demolished all or any part of a Significant or~~
2 ~~Contributory Building or any building in a Conservation District without obtaining a demolition or~~
3 ~~alteration permit pursuant to the provisions of this Article. Applications for permits to demolish~~
4 ~~Category V Buildings located outside a Conservation District may be processed without reference to~~
5 ~~this Article.~~

6 ~~SEC. 1112.1. APPLICATIONS FOR A PERMIT TO DEMOLISH.~~

7 ~~Applications for a permit to demolish any Significant or Contributory Building or any building~~
8 ~~in a Conservation District shall comply with the provisions of Section 1006.1 of Article 10 of this Code.~~

9 ~~In addition to the contents specified for applications in Section 1006.1 of Article 10, any~~
10 ~~application for a permit to demolish a Significant Building, or a Contributory Building from which~~
11 ~~FDR have been transferred, on the grounds stated in Section 1112.7(a)(1), shall contain the following~~
12 ~~information:~~

13 ~~(a) — For all property:~~

14 ~~(1) — The amount paid for the property;~~

15 ~~(2) — The date of purchase, the party from whom purchased, and a description of the business~~
16 ~~or family relationship, if any, between the owner and the person from whom the property was~~
17 ~~purchased;~~

18 ~~(3) — The cost of any improvements since purchase by the applicant and date incurred;~~

19 ~~(4) — The assessed value of the land, and improvements thereon, according to the most recent~~
20 ~~assessments;~~

21 ~~(5) — Real estate taxes for the previous two years;~~

22 ~~(6) — Annual debt service, if any, for the previous two years;~~

23 ~~(7) — All appraisals obtained within the previous five years by the owner or applicant in~~
24 ~~connection with his or her purchase, financing or ownership of the property;~~
25

1 (8) — ~~Any listing of the property for sale or rent, price asked and offers received, if any;~~

2 (9) — ~~Any consideration by the owner for profitable and adaptive uses for the property,~~
3 ~~including renovation studies, plans, and bids, if any; and~~

4 (b) — ~~For income producing property:~~

5 (1) — ~~Annual gross income from the property for the previous four years;~~

6 (2) — ~~Itemized operating and maintenance expenses for the previous four years;~~

7 (3) — ~~Annual cash flow for the previous four years.~~

8 ~~Applications for the demolition of any Significant or Contributory Building shall also contain a~~
9 ~~description of any Transferable Development Rights or the right to such rights which have been~~
10 ~~transferred from the property, a statement of the quantity of such rights and untransferred rights~~
11 ~~remaining, the amount received for rights transferred, the transferee, and a copy of each document~~
12 ~~effecting a transfer of such rights.~~

13 ~~SEC. 1112.2. DISPOSITION OF APPLICATIONS TO DEMOLISH CONTRIBUTORY~~
14 ~~BUILDINGS AND UNRATED BUILDINGS IN CONSERVATION DISTRICTS.~~

15 (a) — ~~The Zoning Administrator shall determine, within five days of acceptance of a complete~~
16 ~~application, the designation of the building and, with respect to Contributory Buildings, whether any~~
17 ~~TDR have been transferred from the lots of such buildings.~~

18 (b) — ~~If the Zoning Administrator determines that TDR have been transferred from the lot of a~~
19 ~~Contributory Building, the application for demolition of that building shall be reviewed and acted upon~~
20 ~~as if it applied to a Significant Building.~~

21 (c) — ~~The Zoning Administrator shall approve any application for demolition of a~~
22 ~~Contributory Building in a Conservation District from which no TDR have been transferred, or an~~
23 ~~Unrated Building located in a Conservation District, if a building or site permit has been lawfully~~
24 ~~issued for a replacement structure on the site, in compliance with Section 1113. The Zoning~~
25

1 ~~Administrator shall approve an application for demolition of a Significant Building—Category II if a~~
2 ~~building or site permit has been lawfully issued for an alteration or replacement structure on the~~
3 ~~portion of the site which would be affected by the demolition, in compliance with Section 1111.6(b)(7).~~

4 ~~The Zoning Administrator shall disapprove any application for a demolition permit where the~~
5 ~~foregoing requirement has not been met; provided, however, that the Zoning Administrator shall~~
6 ~~approve any otherwise satisfactory application for such a permit notwithstanding the fact that no~~
7 ~~permit has been obtained for a replacement structure if the standards of Section 1112.7 for allowing~~
8 ~~demolition of a Significant Building are met.~~

9 ~~(d) — The Zoning Administrator shall approve applications to permit demolition of a~~
10 ~~Contributory Building—Category III from which no TDR have been transferred only if a building or~~
11 ~~site permit for a replacement building on the same site has been approved, and it has been found,~~
12 ~~pursuant to review under the procedural provisions of Section 309, that the proposed replacement will~~
13 ~~not adversely affect the character, scale or design qualities of the general area in which it is located,~~
14 ~~either by reason of the quality of the proposed design or by virtue of the relation of the replacement~~
15 ~~structure or structures to their setting. Notwithstanding the preceding sentence, the Zoning~~
16 ~~Administrator shall approve any such demolition permit application if the standards of Section 1112.7~~
17 ~~for allowing demolition of a Significant Building are met.~~

18 ~~SEC. 1112.3. APPLICATIONS TO DEMOLISH SIGNIFICANT BUILDINGS OR~~
19 ~~CONTRIBUTORY BUILDINGS FROM WHICH TDR HAVE BEEN TRANSFERRED; ACCEPTANCE~~
20 ~~AND NOTICE.~~

21 ~~Upon acceptance as complete of applications for a permit to demolish any Significant Building~~
22 ~~or to demolish any Contributory Building from which TDR have been transferred, the application shall~~
23 ~~be placed on the agenda of the Planning Commission for hearing.~~

1 ~~SEC. 1112.4. REFERRAL TO THE LANDMARKS PRESERVATION ADVISORY BOARD~~
2 ~~PRIOR TO HEARING; REVIEW BY THE DIRECTOR OF PLANNING.~~

3 ~~The application for a permit to demolish a building covered by Section 1112.3 shall be referred~~
4 ~~to the Landmarks Preservation Advisory Board and considered by said Board pursuant to the~~
5 ~~provisions of Section 1006.4 of this Code. The Director of Planning shall prepare a report and~~
6 ~~recommendation for the Planning Commission. If the Landmarks Board does not act within 30 days of~~
7 ~~referral to it, the Planning Commission may proceed without a report and recommendation from the~~
8 ~~Landmarks Board.~~

9 ~~SEC. 1112.5. PLANNING COMMISSION HEARING AND DECISION.~~

10 ~~The application shall be heard by the Planning Commission. Notice of the hearing shall be~~
11 ~~given in the manner set forth in Section 309(e). In such proceedings, the applicant has the burden of~~
12 ~~establishing that the criteria governing the approval of applications set forth in Section 1112.7 have~~
13 ~~been met.~~

14 ~~SEC. 1112.6. DECISION OF THE PLANNING COMMISSION.~~

15 ~~The Planning Commission may approve, disapprove or approve with conditions, the~~
16 ~~application, and shall make findings relating its decision to the standards set forth in Section 1112.7.~~
17 ~~The decision of the Planning Commission shall be rendered within 30 days from the date of conclusion~~
18 ~~of the hearing.~~

19 ~~SEC. 1112.7. STANDARDS AND REVIEW OF APPLICATIONS TO DEMOLISH.~~

20 ~~The Board of Permit Appeals, the City Planning Commission, the Director of Planning, and the~~
21 ~~Landmarks Board shall follow the standards in this Section in their review of applications for a permit~~
22 ~~to demolish any Significant or Contributory Building from which TDR have been transferred.~~
23
24
25

1 ~~No demolition permit may be approved unless: (1) it is determined that under the designation,~~
2 ~~taking into account the value of Transferable Development Rights and costs of rehabilitation to meet~~
3 ~~the requirements of the Building Code or other City, State or federal laws, the property retains no~~
4 ~~substantial remaining market value or reasonable use; or (2) the Superintendent of the Bureau of~~
5 ~~Building Inspection or the Chief of the Bureau of Fire Prevention and Public Safety determines, after~~
6 ~~consultation, to the extent feasible, with the Department of City Planning, that an imminent safety~~
7 ~~hazard exists and that demolition of the structure is the only feasible means to secure the public safety.~~
8 ~~Costs of rehabilitation necessitated by alterations made in violation of Section 1110, by demolition in~~
9 ~~violation of Section 1112, or by failure to maintain the property in violation of Section 1117, may not~~
10 ~~be included in the calculation of rehabilitation costs under Subsection (1).~~

11
12 SEC. 1113. STANDARDS OF REVIEW FOR NEW AND REPLACEMENT
13 CONSTRUCTION IN CONSERVATION DISTRICTS.

14 (a) The Historic Preservation Commission, Planning Commission, Board of Appeals, and
15 Board of Supervisors shall find in their review of applications for ~~No person shall construct or cause to~~
16 ~~be constructed~~ any new or replacement structure or for an addition to any existing structure in a
17 Conservation District ~~unless it is found~~ that such construction is compatible in scale and design
18 with the District as set forth in Sections 6 and 7 of the Appendix ~~which~~ that describes the
19 District.

20 (b) Applications for a building or site permit to construct or add to a structure in any
21 Conservation District shall be reviewed and approved, approved with modifications, or disapproved
22 by the Historic Preservation Commission before any other Planning approval action that may be
23 required, including review by the Planning Commission pursuant to the procedures set forth in
24 Section 309 and shall only be approved pursuant to Section 309 if they meet the standards
25 set forth herein. For projects that require Section 309 review, the Planning Commission may modify

1 the decision of the Historic Preservation Commission pursuant to Section 1114, provided that the
2 project does not concern a designated Significant (Categories I and II) or a Contributory (Category III)
3 building.

4 (c) ~~if~~ if a building or site permit application for construction of a building to construct or
5 add to a structure in any Conservation District is approved by the Historic Preservation Commission
6 pursuant to this Section Article without modification by the Planning Commission and if the building
7 is constructed in accordance with such approval, and if the building is located in a
8 Conservation District for which, pursuant to Section 8 of the Appendix establishing that
9 district, such a transfer is permitted, the building shall be deemed a Compatible Replacement
10 Building, and the lot on which such building is located shall be eligible as a Preservation Lot
11 for the transfer of TDR.

12
13 **SEC. 1114. MODIFICATION OF A DECISION OF THE HISTORIC PRESERVATION**
14 **COMMISSION.**

15 For projects that require multiple planning approvals, the Historic Preservation Commission
16 shall review and act on any Permit to Alter or Permit to Demolish before any other Planning approval
17 action.

18 (a) For projects that require a Conditional Use Authorization or Permit Review under
19 Section 309 and do not concern a Significant Building (Categories I & II) or a Contributory Building
20 (Category III only), the Planning Commission may modify any decision on a Permit to Alter or Permit
21 to Demolish by a two-thirds vote, provided that the Planning Commission shall apply all applicable
22 historic resources provisions of this Code.

23 (b) For projects to be located on vacant lots, the Planning Commission may modify any
24 decision on a Permit to Alter by a two-thirds vote, provided that the Planning Commission shall apply
25 all applicable historic resources provisions of this Code.

1 SEC. 1115. APPEAL.

2 The Historic Preservation Commission's or the Planning Commission's decision on a Permit to
3 Alter or a Permit to Demolish shall be final unless appealed to the Board of Appeals, which may modify
4 the decision by a four-fifths vote; provided however, that if the project requires Board of Supervisors
5 approval or is appealed to the Board of Supervisors as a Conditional Use Authorization, the decision
6 shall not be appealed to the Board of Appeals but rather to the Board of Supervisors, which may modify
7 the decision by a majority vote. Any appeal must be made within 30 days after the date of the final
8 action by the Historic Preservation Commission or Planning Commission.

9
10 SEC. 1116. UNLAWFUL ALTERATION OR DEMOLITION.

11 (a) In addition to any other penalties provided in Section ~~1119~~1120 or elsewhere,
12 alteration or demolition of a Significant or Contributory Building or any building within a
13 Conservation District in violation of the provisions of this Article shall eliminate the eligibility of
14 the building's lot as a Preservation Lot, ~~and such~~ Such a lot, ~~if it is the site of an unlawfully~~
15 ~~demolished Significant Building, or Contributory Building from which TDR have been transferred,~~
16 may not be developed in excess of the floor area ratio of the demolished building for a period
17 of 20 years from the unlawful demolition, if it is the site of an unlawfully demolished Significant
18 Building (Category I or II), or Contributory Building (Category III) or the site of an unlawfully
19 demolished Contributory Building (Category IV) from which TDR have been transferred. No
20 department shall approve or issue a permit that would authorize construction of a structure
21 contrary to the provisions of this Section.

22 (b) A property owner may be relieved of the penalties provided in Subsection (a) if:
23 (1) as to an unlawful alteration ~~or demolition~~, the owner can demonstrate to the ~~Zoning~~
24 ~~Administrator~~ Historic Preservation Commission that the violation would have constituted a Minor
25

1 ~~Alteration and has applied for a Permit for Minor Alteration to legalize the violation did not constitute~~
2 ~~a major alteration as defined in Section IIII.1;~~ or (2) as to an unlawful alteration, the owner
3 restores the original distinguishing qualities and character of the building destroyed or altered,
4 including exterior character-defining spaces, materials, features, finishes, exterior walls and
5 exterior ornamentation. A property owner who wishes to effect a restoration pursuant to
6 Subsection (b)(2) shall, in connection with the filing of a building or site permit application,
7 seek approval of the proposed restoration by reference to the provisions of this Section. If the
8 ~~Historic Preservation Commission approves the application is approved and it is determined~~
9 ~~determines~~ that the proposed work will effect adequate restoration, the ~~City Planning~~ Historic
10 Preservation Commission shall so find. Upon ~~such~~ approval, and the completion of ~~such~~ work,
11 the lot shall again become an eligible Preservation Lot and the limitation on floor area ratio set
12 forth in Subsection (a) shall not thereafter apply. The ~~City Planning~~ Historic Preservation
13 Commission may not approve the restoration unless it first finds that the restoration can be
14 done with a substantial degree of success. The determination under this Subsection (b)(2) is a
15 final administrative decision.

16 SEC. ~~III~~1117. CONFORMITY WITH OTHER CITY PERMIT PROCESSES.

17 Except where explicitly so stated, nothing in this Article shall be construed as relieving
18 any person from other applicable permit requirements. The following requirements are
19 intended to insure conformity between existing City permit processes and the provisions of
20 this Article:

21 (a) Upon the designation of a building as a Significant or Contributory Building, or
22 upon the designation of the Conservation District, the ~~Zoning Administrator~~ Planning Department
23 shall inform the Central Permit Bureau of said designation or, in the case of a Conservation
24 District, of the boundaries of said District and a complete list of all the buildings within said
25

1 District and their designations. The Central Permit Bureau shall maintain a current record of
2 such Buildings and Conservation Districts.

3 (b) Upon receipt of any application for a building permit, demolition permit, site
4 permit, alteration permit, or any other permit relating to a Significant or Contributory Building
5 or a building within a designated Conservation District, the Central Permit Bureau shall
6 forward such application to the Planning Department of City Planning, ~~except as provided in~~
7 ~~Section 1111~~. If the ~~Zoning Administrator~~Planning Department determines that the application is
8 subject to provisions of this Article, processing shall proceed under the provisions of this
9 Article. The Central Permit Bureau shall not issue any permit for construction, alteration,
10 removal or demolition of any structure, or for any work involving a Significant or Contributory
11 Building or a building within a Conservation District unless either the ~~Zoning~~
12 ~~Administrator~~Planning Department has determined that such application is exempt from the
13 provisions of this Article, or processing under this Article is complete and necessary approvals
14 under this Article have been obtained. The issuance of any permit by a City department or
15 agency that is inconsistent with any provision of this Article may be revoked by the
16 ~~Superintendent of the Bureau~~Director of the Department of Building Inspection pursuant to ~~Section~~
17 ~~303(e)~~the provisions of the San Francisco Building Code.

18 (c) No abatement proceedings or enforcement proceedings shall be undertaken by
19 any department of the City for a Significant or Contributory building or a building within a
20 Conservation District without, to the extent feasible, prior notification of the ~~Department of City~~
21 ~~Planning~~ Department and the Historic Preservation Commission. Such proceedings shall comply
22 with the provisions of this Article where feasible.

23 **SEC. ~~1116~~1118. UNSAFE OR DANGEROUS CONDITIONS.**

1 Where the ~~Superintendent of the Bureau~~Director of the Department of Building Inspection or
2 the Chief of the Bureau of Fire Prevention and Public Safety determines that a condition on or
3 within a Significant or Contributory Building is unsafe or dangerous and determines further
4 that repair or other work rather than demolition will not threaten the public safety, said official
5 shall, after consulting with the ~~Planning Department of City Planning and the Historic Preservation~~
6 Commission, to the extent feasible, determine the measures of repair or other work necessary
7 to correct the condition in a manner which, insofar as it does not conflict with State or local
8 requirements, is consistent with the purposes and standards set forth in this Article.

9
10 SEC. ~~1171119~~. MAINTENANCE REQUIREMENTS AND ENFORCEMENT
11 THEREOF.

12 (a) Maintenance. The owner, lessee, or other person in actual charge of a
13 Significant or Contributory Building shall comply with all applicable codes, laws and
14 regulations governing the maintenance of property. It is the intent of this Section to preserve
15 from deliberate or inadvertent neglect the exterior features of buildings designated Significant
16 or Contributory, and the interior portions thereof when such maintenance is necessary to
17 prevent deterioration and decay of the exterior. All such buildings shall be preserved against
18 such decay and deterioration and free from structural defects through prompt corrections of
19 any of the following defects:

- 20 (1) Facades which may fall and injure members of the public or property;
- 21 (2) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor
22 supports, deteriorated walls or other vertical structural supports;
- 23 (3) Members of ceilings, roofs, ceiling and roof supports or other horizontal
24 members which sag, split or buckle due to defective material or deterioration;
- 25

1 (4) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or
2 floors, including broken windows or doors;

3 (5) Defective or insufficient weather protection for exterior wall covering, including
4 lack of paint or weathering due to lack of paint or other protective covering;

5 (6) Any fault or defect in the building which renders it not properly watertight or
6 structurally unsafe.

7 (b) Enforcement Procedures. The procedures set forth in Building Code Sections
8 ~~203114 through 116~~ governing unsafe buildings or property shall be applicable to any violations
9 of this Section.

10 SEC. ~~1191120~~. ENFORCEMENT AND PENALTIES.

11 Enforcement and Penalties shall be as provided in Sections 176 and 176.1 of this
12 Code.

13 SEC. ~~1201121~~. RELATIONSHIP TO ARTICLE 10.

14 Buildings or areas within the C-3 District designated pursuant to the provisions of both
15 Article 10 and Article 11 shall be regulated pursuant to the procedures of both Articles. In case
16 of conflict, the more restrictive provision shall control.

17 Notwithstanding the rating of a building in a C-3 District pursuant to the provisions of
18 Article 11, buildings may be designated as landmarks according to the provisions of Article 10.

19 ~~Where an appeal is taken from a decision regarding alteration of a building which is both a~~
20 ~~landmark under Article 10 and a Significant or Contributory Building under Article 11, the appeal~~
21 ~~shall be taken to the Board of Supervisors pursuant to the provisions of Article 10.~~

22 SEC. ~~1211122~~. NOTICE OF AMENDMENT.

1 Notice of ~~any~~the hearing before the ~~City Planning~~Historic Preservation Commission, ~~or, if~~
2 ~~no hearing, notice of~~and the first hearing before the Board of Supervisors, of a proposed
3 amendment to this Article which materially alters the limitations and requirements applicable
4 to any building or class of buildings shall be given to the owners of such buildings by mail.

5 SEC. ~~1122~~1123. NOTICE PROCEDURE.

6 When any provision of this Article requires notice by mail to a property owner, the
7 officer or body providing the notice shall use for this purpose the names and addresses as
8 shown on the latest citywide Assessment Roll in the Assessor's Office.

9
10 SEC. ~~1123~~1124. TIME PROVISIONS.

11 Unless otherwise indicated, all time provisions governing the taking of action by City
12 officials are directory and not mandatory.

13
14 SEC. ~~1124~~1125. SEVERABILITY.

15 If any part of this Article 11 is held to be unconstitutional or invalid, such decision shall
16 not affect the validity of the remaining portions of this Article 11 or any part thereof. The Board
17 of Supervisors hereby declares that it would have passed all portions of this Article and any
18 amendments thereto irrespective of the fact that any one or more portions be declared
19 unconstitutional or invalid.

20
21 Section 3. The Appendices to Article 10 are not amended by this ordinance and thus
22 have not been included here for brevity.

1 Section 4. In enacting this Ordinance, the Board intends to amend only those words,
2 phrases, paragraphs, subsections, sections, articles, numbers, punctuation, charts, diagrams
3 or any other constituent part of the Planning Code that are explicitly shown in this legislation
4 as additions, deletions, Board amendment additions, and Board amendment deletions in
5 accordance with the "Note" that appears under the official title of the legislation. This
6 Ordinance shall not be construed to effectuate any unintended amendments. Any additions or
7 deletions not explicitly shown as described above, omissions, or other technical and non-
8 substantive differences between this Ordinance and the Planning Code that are contained in
9 this legislation are purely accidental and shall not effectuate an amendment to the Planning
10 Code. The Board hereby authorizes the City Attorney, in consultation with affected City
11 departments, to make those necessary adjustments to the published Planning Code, including
12 non-substantive changes such as renumbering or relettering, to ensure that the published
13 version of the Planning Code is consistent with the laws that this Board enacts.

14 Section 5. Effective Date. This ordinance shall become effective 30 days from the date
15 of passage.
16

17
18 APPROVED AS TO FORM:
19 DENNIS J. HERRERA, City Attorney

20 By:


21 _____
22 MARLENA G. BYRNE
23 Deputy City Attorney
24
25

Member, Board of Supervisors
District 8



City and County of San Francisco

Scott Wiener

memorandum

to: President Charles Chase, Historic Preservation Commission and Members

from: Supervisor Scott Wiener

date: October 17, 2011

re: Amendments to Articles 10 and 11 of the Planning Code

Dear President Chase and Commissioners:

Please consider the below correction to my 10/13/2011 memo. My apologies for the confusion.

Please replace:

Article 10:

Additionally, for districts and private landmarks subject to Article 10, there should be a uniform standard establishing that only character-defining features visible or accessible from the public right of way or public space can be protected by a designating ordinance.

with:

Article 10:

Additionally, for districts and private landmarks subject to Article 10, there should be a uniform standard establishing that only exterior character-defining features, or interior character defining architectural features that are or historically have been visible or accessible from the public right of way or public space can be protected by a designating ordinance.

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Member, Board of Supervisors
District 8



City and County of San Francisco

Scott Wiener

memorandum

to: President Charles Chase, Historic Preservation Commission and Members

from: Supervisor Scott Wiener

date: October 13, 2011

re: Amendments to Articles 10 and 11 of the Planning Code

Dear President Chase and Commissioners:

Please consider this response to the Planning Department's 10/05/11 memo to your Commission concerning Planning Code Amendments to Article 10 and 11, including my proposed further amendments to Articles 10 and 11. I welcome any comments you may have.

Article 10:

Section 1002: Regarding surveys, I believe the Planning Department's recommendations are going in the right direction. My preference is to see community engagement policies and procedures set out in one or more administrative bulletins, available online and at the counter. These policies and procedures should clearly delineate the outreach process for survey work, and establish clear performance metrics for outreach that are to be reported semi-annually to both your Commission and the Planning Commission. These published policies and procedures should apply to outreach generally and not be placed in the Preservation Element, but should be more accessible to the public and amended as necessary. Notices regarding survey work should clearly state the expected implications and potential costs to affected property owners, of, for example, identification as a contributor to a potential historic district. Outreach targets must include renters and commercial tenants, who often carry the costs of maintaining and operating property.

Section 1004.3: Regarding designation, my preference is to require an informational vote from a majority of property owners prior to a simple majority vote of the Board of Supervisors. I would also like to require the Department to obtain the vote of a majority of property owners in a proposed district before designation can be brought before the Board of Supervisors.

Regarding the Economic Hardship Exemption/Opt-Out, it is my understanding that the Planning Department is researching best practices in this area. I look forward to the results of this research. My intention is to include Affordable Housing projects, regardless of income level, and mixed-use and commercial properties as part of this Exemption/Opt-Out.

Section 1006.3: Regarding scheduling and noticing of hearing, the HPC has recommended that all occupants within 300 feet of a property seeking a C of A be noticed 20 days prior to the hearing. This change is very expensive and lacks a data source for "occupants".

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City and County of San Francisco

Scott Wiener

Section 1006.7: Regarding the San Francisco Standards, my preference is to bring the proposed Standards, including any Guidelines, Interpretations, Bulletins or other materials to the Planning Commission for recommendation as well as to the HPC for adoption. These standards should also be considered and ultimately adopted by the City to inform and improve review of historic projects under CEQA.

Pending the development of the San Francisco Standards, compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties should only be required of landmarks.

Section 1014: My preference is that an additional hold be routed to the BOS on behalf of the Historic Preservation Commission. This allows for further public comment and check-in.

Additionally, for districts and private landmarks subject to Article 10, there should be a uniform standard establishing that only character-defining features visible or accessible from the public right of way or public space can be protected by a designating ordinance.

Article 11:

Section 1107: Regarding designation, my preference is to require an informational vote from a majority of property owners prior to a simple majority vote of the Board of Supervisors. I would also like to require the Department to obtain the vote of a majority of property owners in a proposed district before designation can be brought before the Board of Supervisors.

Section 1111(b), 1111.6, 111.7(a) and (b): I believe that owners of Contributory Buildings for which TDR has not been transferred should, at a minimum, receive notice of the proposed changes regarding demolition controls.

Section 1111.7(d). If the "materially impair" standard does not work for the Department, I would be interested to hear recommendations on another standard that would convey what constitutes an impact on the integrity of a Conservation District.

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Member, Board of Supervisors
District 8



City and County of San Francisco

Scott Wiener

memorandum

to: President Charles Chase, Historic Preservation Commission and Members

from: Supervisor Scott Wiener *SW*

date: October 3, 2011

re: Amendments to Articles 10 and 11 of the Planning Code

Dear Commissioners:

This memo supplements my memo of September 7, 2011, outlining my thoughts on the current updating of Articles 10 and 11 of the Planning Code. I thank you for considering these proposals and look forward to your feedback as the legislation moves to the Planning Commission and ultimately the Board of Supervisors.

I support including in Articles 10 and 11 a provision allowing for an "economic hardship opt-out" for property owners who want to make changes to their buildings but who do not have the economic means to do so in compliance with historic preservation standards or to pay for a Certificate of Appropriateness. I have spoken with Tim Frye about this issue, and we have engaged in productive dialogue about it. I believe he is researching how this opt-out works in other historic districts in the United States. Obviously, any hardship opt-out would have to be drafted as a narrow exemption that avoids abuse.

An economic hardship opt-out is important to avoid gentrification of historic districts. Many people own property but are of limited economic means. Perhaps they purchased the property many years ago and are of modest income or retired. Perhaps they inherited the property from a parent and have enough money to pay property taxes and basic upkeep but not enough to make more expensive changes. The last thing we want to do is to drive these people out of historic districts or prevent them from making needed improvements to their buildings. For example, if a person of limited means has a sub-standard window that he wishes to replace, preservation rules could require a fairly expensive window replacement and could trigger the need to replace all windows. Although the Planning Department, to its credit, works with property owners and at times allows a longer time window to make the additional triggered changes, for residents of limited means, no amount of time will allow them to have sufficient funds to comply with historic standards.

Historic districts, like all neighborhoods in San Francisco, should be diverse. This diversity includes diversity of income. I am confident that we can formulate an economic hardship opt-out that is narrowly drafted and that will allow everyone to live and remain in these districts.

I look forward to your feedback and to a continuing dialogue.

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Scott Wiener

memorandum

to: President Charles Chase, Historic Preservation Commission and Members

from: Supervisor Scott Wiener

date: September 7, 2011

re: Amendments to Articles 10 and 11 of the Planning Code

Dear Commissioners:

Please consider the following amendments to the amendments of Articles 10 and 11 that are currently before you. I am considering introducing similar amendments to the legislation, when it comes before the Board of Supervisors. I am submitting these to you in the hope that you can review and comment. I welcome any comments you may have.

Article 10:

- SECTION 1002: POWERS AND DUTIES OF THE PLANNING DEPARTMENT AND THE HISTORIC PRESERVATION COMMISSION, subsection (8), edit as follows: (8) Shall have the authority to oversee and direct the survey and inventory of historic properties provided that no such survey or inventory shall proceed unless one of the following two occur: (1) a majority of property owners in the proposed survey area agree to the survey's commencement and the Board of Supervisors, by majority vote of all members, approves the survey's commencement; or (2) the Board of Supervisors, by a 2/3 vote of all members, approves the survey's commencement;
- SEC. 1004.2: DECISION OF THE HISTORIC PRESERVATION COMMISSION, subsection (c), edit as follows: (c) Referral of Proposed Designation. If the HPC recommends approval of a landmark designation, it shall send its recommendation to the Board of Supervisors, without referral to the Planning Commission. If the HPC recommends approval of an historic district designation, it shall refer its recommendation to the Planning Commission, which shall have 45 days to review and comment on the proposed designation, which comments, if any, shall be sent by the Department to the Board of Supervisors with the HPC's recommendation. Such comments shall be transmitted to the Board of Supervisors as a resolution and shall (i) address the consistency of the proposed designation with the General Plan and the priority policies of Section 101.1 and (ii) identify any amendments to the General Plan and to the priority policies of Section 101.1 necessary to facilitate adoption of the proposed designation. If the HPC disapproves designation of a landmark or historic district, that decision shall be final and shall not require referral unless appealed as set forth below.
- SEC. 1004.4: APPEAL TO THE BOARD OF SUPERVISORS, subsection (b), edit as follows: (b) Decision. The Board of Supervisors may overrule the HPC and approve, modify and approve the designation by a majority vote of all its members. The Board of Supervisors may designate an historic district by a majority vote of

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Scott Wiener

all its members if a majority of the property owners in the proposed historic district consent in writing to the designation; in the event a majority of the property owners in the proposed historic district have not consented in writing to the designation, the Board of Supervisors may nonetheless designate the historic district by a 2/3 vote of all its members.

- SEC. 1006.1. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS, subsection (e), edit as follows: (e) Multiple Planning Approvals: For projects that require multiple planning approvals, the HPC must review and act on any Certificate of Appropriateness before any other planning approval action. For projects that (1) require a conditional use authorization or permit review under Section 309, et. seq. of the Code, and (2) do not concern an individually landmarked property, the Planning Commission may modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Code and take into account all relevant General Plan and Planning Code policies, in addition to all applicable historic resources provisions. For properties located on vacant lots, the Planning Commission may modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code and take into account all relevant General Plan and Planning Code policies, in addition to all applicable historic resources provisions.
- SEC. 1006.3. SCHEDULING AND NOTICE OF HEARING, subsection (a)(4), edit as follows: (4) For buildings located in historic districts: by mail not less than 20 days prior to the date of the hearing to all owners and occupants of the subject property and owners and occupants of properties within 300 150 feet of the subject property.
- SEC. 1006.7. STANDARDS FOR REVIEW OF APPLICATIONS, subsection (b), edit as follows: (b) The proposed work's compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties, as interpreted by the Planning Department for specific application in San Francisco, including any Guidelines, Interpretations, Bulletins, or other materials that the Planning Department or HPC has adopted (the "San Francisco Standards"), shall be considered. The San Francisco Standards shall be promulgated by the Planning Department following a public planning process, determination of conformance with the General Plan and Planning Code by the Planning Commission, and adoption by the HPC. The proposed work shall comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- SEC. 1014. APPLICABILITY, subsection (a)(2), edit as follows: (2) For historic districts: ~~4-year~~ 180 days after the date of initiation. The HPC or the Board of Supervisors may approve by resolution a one-time extension of up to 90 days of either of the above-time periods. The Board of Supervisors may approve by resolution one further extension of up to 90 days of either of the above time periods. If final action on such designation has not been completed before the end of the relevant time period, the permit application may be approved.

Article 11:

- SEC. 1107. PROCEDURES FOR DESIGNATION OF ADDITIONAL CONSERVATION DISTRICTS OR BOUNDARY CHANGE OF CONSERVATION DISTRICTS, subsection (e), edit as follows: (e) Designation by Board of Supervisors. The Board of Supervisors, or a committee thereof, shall hold a public hearing on any proposal so transmitted to it. The Board of Supervisors may approve, modify and approve, or disapprove the designation or boundary change by a majority vote of all its members if a majority of the property owners in the proposed Conservation District or within the expanded boundaries consent in writing to the designation; if a

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majority of the property owners in the proposed Conservation District or within the expanded boundaries have not consented in writing to the designation, the Board of Supervisors may nonetheless designate and expand the boundaries of the Conservation District by a 2/3 vote of all its members.

- SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (b), edit as follows: (b) In addition to the contents specified for applications in (1) above, any application for a Permit to Demolish a Significant building or a Contributory building from which TDR have been transferred shall also contain the following information:
- SEC. 1111. APPLICATIONS FOR PERMITS TO ALTER, PERMITS TO DEMOLISH, AND PERMITS FOR NEW CONSTRUCTION IN CONSERVATION DISTRICTS, subsection (c), the requirements (1)-(6) become (16) to (21) rather than a new subsection (c).
- SEC. 1111.6. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR ALTERATIONS, subsection (b), edit as follows: (b) The proposed work's compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties, as interpreted by the Planning Department for specific application in San Francisco, including any Guidelines, Interpretations, Bulletins, or other materials that the Planning Department or HPC has adopted (the "San Francisco Standards"), shall be considered. The San Francisco Standards shall be promulgated by the Planning Department following a public planning process, determination of conformance with the General Plan and Planning Code by the Planning Commission, and adoption by the HPC. ~~The proposed work shall comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties, including any Guidelines, Interpretations, Bulletins, or other materials that the Historic Preservation Commission has adopted.~~
- SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (a), edit as follows: (a) For Significant Buildings (Category I and II), ~~contributory Buildings (Category III), and for Contributory Buildings in a Conservation District (Category III and IV)~~ from which TDR have been transferred:
- SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (b), edit as follows: (b) For Contributory Buildings ~~in a Conservation District (Category IV)~~ from which no TDR has been transferred:
- SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (c)(A), edit as follows: (A) Based on new documentation presented, the building has not gained additional historical or architectural significance that may make it eligible for classification as a Category I, II, or IV building. Any determination that a Category V building may be eligible for reclassification shall be void if, within 180 days of such determination, the Board of Supervisors has not re-designated the building to a Category I, II or IV building;
- SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (d), edit as follows: The cumulative effects on the integrity of the Conservation District associated with demolition of the Contributory Building shall be considered and may be grounds for denial of the Permit to Demolish if the effects would materially impair the significance of the Conservation District.

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District 8



City and County of San Francisco

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- SEC. 1111.7. STANDARDS AND REQUIREMENTS FOR REVIEW OF APPLICATIONS FOR DEMOLITION, subsection (e), edit as follows: If a building located within a Conservation District (Category II, IV, and V) or a Category III Building located outside of a Conservation District is found to have gained significance pursuant (c)(i1) above and the building has been re-classified by the Board of Supervisors within 180 days, then the Permit to Demolish will be reviewed under Subsection (a) or (b) above, and not under Subsection (c).

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Scott Wiener

memorandum

to: President Christina Olague and Members of the Planning Commission

from: Supervisor Scott Wiener

date: October 27, 2011

re: Amendments to Articles 10 and 11 of the Planning Code

Dear President Olague and Commissioners:

Thank you for the opportunity to address you on the revisions to Articles 10 and 11 that you are considering. This legislation provides us with an important opportunity to update our historic preservation rules and to ensure that they fit our urban and changing city. Our goals should be to embrace what is best about our past while also embracing the future, and to have a historic preservation process that is inclusive and flexible.

In that spirit, I am proposing a number of amendments to the version of Articles 10 and 11 that the Historic Preservation Commission forwarded to you. I have discussed these amendments with Planning Department staff -- and have modified them in response to valuable feedback from staff -- and I also proposed the amendments to the HPC. I now ask you to consider them and, I hope, recommend them. A more detailed memo will follow, one which tracks the precise language of the Articles.

Following are brief summaries of the most significant of my proposals:

- 1. Economic hardship opt-out in historic districts:** Owning property in a historic district can significantly increase costs and administrative hurdles to make changes to one's property. Moreover, being a property owner doesn't mean one is wealthy. There are many property owners who are on fixed incomes, who are unemployed, or who for whatever reason, don't have significant resources. Owning property in a historic district shouldn't be limited to those with resources; and we need to ensure that historic districts aren't gentrified and that creating affordable housing in historic districts is possible. I am proposing a limited economic hardship opt-out so that affordable housing projects, people of modest means, and smaller businesses can make changes to their property without incurring the significant costs of making the changes consistent with historic preservation standards. In response to my proposing this idea, Planning Department staff proposed a form of economic hardship opt-out that I believe is on the right path.



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2. **Ensuring strong outreach to and support from property owners before a historic district is created:** Because of the significant restrictions on one's property when it is in a historic district, it's important that property owners have buy-in before a district is created. I am proposing that property owners engage in balloting to measure support for a district, with a goal of a majority of property owners voting. The vote will be advisory -- the Board of Supervisors ultimately will decide whether to legislate the district -- but obviously, any Supervisor will pay close attention to the vote. This mechanism will ensure effective outreach to and engagement of property owners and will provide a good measure of the level of support for the proposed district. Some have expressed concern that balloting is not required for planning changes, for example, to zoning. However, creating a historic district is very different from a zoning change, given that placing one's home into a historic district leads to immediate and significant restrictions on what the property owner can do to his or her own property. Historic districts have a much more direct impact on the details of a person's home than most other planning code changes, and balloting makes sense here. I initially proposed that the balloting be more binding, but in conversations with staff, I modified my proposal to make it non-binding.
3. **Requirement that a certain percentage of property owners in the proposed district sign a verified application for initiation.** The HPC's current draft of Article 10 states that "the Department, property owner(s) or member of the public may request the HPC to initiate designation..." (See proposed section 1004.1) Currently, the Planning Code requires that when property owners apply for initiation, "the application must be subscribed by or on behalf of at least 66 percent of the property owners in the proposed district." (See current section 1004.1) I would like to maintain this requirement that when property owners or members of the public nominate a district for initiation, they do so with an application that has been subscribed by at least 66% of the property owners in the proposed district.
4. **Better outreach for historic surveys:** The first step toward creating a historic district is to survey the area. Surveys are important, but they also have impacts on people's properties. The Planning Department at times treats surveyed areas as quasi-historic districts. People need to know when their neighborhoods are being surveyed and what the survey's significance is. I initially proposed requiring balloting or Board approval to commence a survey, but I have since accepted a counter-proposal from preservation planning staff, which would greatly increase outreach when surveys are occurring.
5. **San Francisco-specific preservation standards:** The Planning Department relies on the Secretary of the Interior Standards in assessing changes to historic buildings. It also relies on the Secretary of the Interior Standards as an important tool to determine effects on resources for CEQA purposes (i.e. projects that comply with the Standards are typically exempt from CEQA review). These standards are generic and apply across the country to all kinds of projects, irrespective of where the project is located or the type or size of project. However, an urban setting like San Francisco, with its own unique history, topography, and needs, should not be using a "one size fits all" set of standards. As a result, I'm proposing that the Planning Department prepare San Francisco Standards, following a public planning process, determination of conformance with the General Plan and Planning Code by the Planning Commission, and

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consideration by the HPC. The Planning Department has expressed strong support for this proposal, and it makes a lot of sense.

6. **Limiting the highest preservation standards to portions of the building visible from the public right-of-way:** Buildings, of course, have portions visible from the streets and other public areas and portions that aren't visible. I believe that property owners should have more flexibility for - and have less administrative review of - alterations to the parts of their homes that aren't visible from the public right of way or public space. There are already multiple levels of review and oversight provided through the Planning and Building Departments.
7. **Preserving the compromise reached in the Downtown Plan:** When the Downtown Plan was approved in 1987, stringent demolition prohibitions were imposed on Significant (Cat. I and II) buildings, but not on Contributory (Cat. III and IV) buildings unless the owners of those Contributory buildings sold TDRs. No case has been made that we need to abandon this compromise, which has worked well since the 1980's.

As noted, I will provide you with a more detailed and exact memo shortly. Thank you for considering my proposals.

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| Planning Code Section | Page No. | Supervisor Wiener Recommendation | Planning Department Recommendation | HPC Recommendation |
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| 1002(a)(8): Powers and Duties | 6 | <p>8) Shall have the authority to oversee and direct the survey and inventory of historic properties <i>provided that no such survey or inventory shall proceed unless one of the following two occur: (1) a majority of property owners in the proposed survey area agree to the survey's commencement and the Board of Supervisors, by majority vote of all members, approves the survey's commencement; or (2) the Board of Supervisors, by a 2/3 vote of all members, approves the survey's commencement;</i></p> | <p>Do not make changes to the language of Article 10, but do develop, with the HPC, administrative bulletins that provide for comprehensive public outreach for historic resource surveys.</p> | <p>Agree with the Department recommendation.</p> |

| Planning Code Section | Page No. | Supervisor Wiener Recommendation | Planning Department Recommendation | HPC Recommendation |
|---------------------------------|----------|--|------------------------------------|---|
| 1004.2(c): Decisions of the HPC | 13 | <p>c) Referral of Proposed Designation. If the HPC recommends approval of a landmark designation, it shall send its recommendation to the Board of Supervisors, without referral to the Planning Commission. If the HPC recommends approval of an historic district designation, it shall refer its recommendation to the Planning Commission, which shall have 45 days to review and comment on the proposed designation, which comments, if any, shall be sent by the Department to the Board of Supervisors with the HPC's recommendation. <u>Such comments shall be transmitted to the Board of Supervisors as a resolution and shall (i) address the consistency of the proposed designation with the General Plan and the priority policies of Section 101.1 and (ii) identify any amendments to the General Plan and to the priority policies of Section 101.1 necessary to facilitate adoption of the proposed designation. If the HPC disapproves designation of a landmark or historic district, that decision shall be final and shall not require referral unless appealed as set forth below.</u></p> | This change is not necessary. | Agree with the Department recommendation. |

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| 1004.4: Appeal to the BOS | 14 | <p>(b) Decision. The Board of Supervisors may overrule the HPC and approve, modify and approve the designation by a majority vote of all its members. <u>The Board of Supervisors may designate an historic district by a majority vote of all its members if a majority of the property owners in the proposed historic district consent in writing to the designation; in the event a majority of the property owners in the proposed historic district have not consented in writing to the designation, the Board of Supervisors may nonetheless designate the historic district by a 2/3 vote of all its members.</u></p> | <p>The Department recommends that no action be taken at this time, and that the topic be further discussed with stakeholders (including commercial tenants and renters) at a future public forum.</p> | <p>Agree with the Department recommendation.</p> |

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| 1006.1(e): Applications for C's of A | 21 | <p>(e) Multiple Planning Approvals: For projects that require multiple planning approvals, the HPC shall review and act on any Certificate of Appropriateness before any other planning approval action. For projects that (1) require a conditional use authorization or permit review under Section 309, et. seq. of the Code, and (2) do not concern an individually landmarked property, the Planning Commission may modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Code <u>and take into account all relevant General Plan and Planning Code policies, in addition to all applicable historic resources provisions</u>. For properties located on vacant lots, the Planning Commission may modify any decision on a Certificate of Appropriateness by a two-thirds vote, provided that the Planning Commission shall apply all applicable historic resources provisions of the Planning Code <u>and take into account all relevant unless appealed as set forth below.ies, in addition to all applicable historic resources provisions</u>.</p> | This change is not necessary. | Agree with the Department recommendation. Staff will provide a citation to clarify. |
| 1006.3(4): Scheduling and Notice | 24 | <p>(4) For buildings located in historic districts: by mail not less than 20 days prior to the date of the hearing to all owners and occupants of the subject property and owners and occupants of properties within 300 <u>150</u> feet of the subject property.</p> | <p>To leave noticing requirements as proposed by the Historic Preservation Commission. The revised language of Article 10, Section 1006.3(a)(3) and (4) is as follows: (3) <i>For landmark sites: by mail not less than 20 days prior to the date of the hearing to all owners and occupants of the subject property and owners and occupants of properties within 150 feet of the subject property;</i> (4) <i>For buildings located in historic districts: by mail not less than 20 days prior to the date of the hearing to all owners and occupants of the subject property and owners and occupants of properties within 300 feet of the subject property.</i></p> | To provide notice for owners within 300' and to occupants within 150' |

| Planning Code Section | Page No. | Supervisor Wiener Recommendation | Planning Department Recommendation | HPC Recommendation |
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| 1006.6: Standards for Review of Applications | 28 | <p><i>(b) The proposed work's compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties, as interpreted by the Planning Department for specific application in San Francisco, including any Guidelines, Interpretations, Bulletins, or other materials that the Planning Department or HPC has adopted (the "San Francisco Standards"), shall be considered. The San Francisco Standards shall be promulgated by the Planning Department following a public planning process, determination of conformance with the General Plan and Planning Code by the Planning Commission, and adoption by the HPC. The proposed work shall comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.</i></p> | <p>Regarding the Supervisor's Memo, dated October 13, 2011, the Department recommends using one set of interpretations of the Secretary of the Interior's Standards (Standards) for the review of individual Landmark and Landmark districts. The Department believes that these interpretations can address nuances between review of Individual Landmarks and Landmark districts as well as levels of significance that the Supervisor would like to clarify.</p> | <p>1. Interpretive guidelines are an appropriate measure for the Department to pursue and need not be incorporated as amendments to Article 10. 2. The HPC acknowledged that their work, including interpretation of the Secretary of the Interior's Standards should not interfere with other agencies' relationship with state and federal agencies.</p> |
| 1014(a)(2): Applicability | 36 | <p>2) For historic districts: 1 year <u>180 days</u> after the date of initiation. The HPC or the Board of Supervisors may approve by resolution a one-time extension of up to 90 days of either of the above-time periods. <u>The Board of Supervisors may approve by resolution one further extension of up to 90 days of either of the above time periods.</u> If final action on such designation has not been completed before the end of the relevant time period, the permit application may be approved.</p> | <p>Based on amendments to Article 10 that have already been incorporated, this amendment is not necessary.</p> | <p>Agree with the Department recommendation.</p> |

| Planning Code Section | Page No. | Supervisor Wiener Recommendation | Planning Department Recommendation | HPC Recommendation |
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| No Section: Designation of only those features visible from public rights-of-way | | As an addition to Article 10: "Additionally, for districts and private landmarks subject to Article 10, there should be a uniform standard establishing that only exterior character-defining features, or interior character defining architectural features that are or historically have been visible or accessible from the public right of way or public space can be protected by a designating ordinance." | Do not amend the Code to include the proposed language. Continue to designate a property according to standard practice. Identify character-defining features and review process regarding Certificates of Appropriateness for work to those features in the respective designating Ordinance. | Agree with the Department recommendation, with the additional note that older ordinances should be reviewed and amended to provide a clear list of character-defining features. |