

Certified Local Government Program -- 2011-2012 Annual Report

(Reporting period is from October 1, 2011 through September 30, 2012)

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Save completed form and email as an attachment to lwoodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select *Create and Attach to Email*. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in additional emails.

Report Prepared by: **Timothy Frye, Preservation Coordinator**

Date of commission/board review: **2/6/13**

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.
REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.
The amendments to Articles 10 and 11, which govern the City's historic preservation program, were adopted by the Board of Supervisors on May 8, 2012 after over 25 public hearings before the Historic Preservation Commission and the Planning Commission. The amendments codify the requirements of City Charter Section 4.135, which outlines the role and responsibilities of the Historic Preservation Commission. The amendments also provide clarification on noticing requirements; the landmark designation process; and Certificate of Appropriateness (Article 10) and Permit to Alter (Article 11) review.

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The OHP reviewed the amendments to the proposed Ordinance and met with Planning Department staff and members of the Board of Supervisors during the review process. The OHP's comments were outlined in letters to the Planning Commission and to Tim Frye, Preservation Coordinator, dated December 7, 2011 and April 13, 2012, respectively. The letters are included as Attachment A in this report.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal code.

Article 10: Preservation of Historical Architectural and Aesthetic Landmarks:

[http://www.amlegal.com/nxt/gateway.dll/California/planning/article10preservationofhistoricalarchite?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca](http://www.amlegal.com/nxt/gateway.dll/California/planning/article10preservationofhistoricalarchite?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca)

Article 11: Preservation of Buildings and Districts of Architectural Historical, and Aesthetic Importance in the C-3 Districts

[http://www.amlegal.com/nxt/gateway.dll/California/planning/article11preservationofbuildingsanddistr?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca](http://www.amlegal.com/nxt/gateway.dll/California/planning/article11preservationofbuildingsanddistr?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance)

1. During the reporting period, did you have a local register program to create local landmarks/local districts (or a similar list of designations) created by local law? Yes No

2. If the answer is yes, then, during the reporting period, what properties/districts have been locally designated?

Property Name/Address	Date Designated	Number of Contributors in District	Date Recorded by County Recorder
New Montgomery-Second Street-Mission Street Conservation District Expansion & Transit Center District Plan Article 11 Reclassification (See Attachment B for property addresses)	August 8, 2012	43 Building were reclassified as Significant or Contributory as part of the designation.	Pending

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REMINDER: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

3. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed
None	N/A

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? No
 Yes, in a separate historic preservation element. Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan. [General Plan Priority Policies: http://www.sf-planning.org/ftp/General_Plan/index.htm](http://www.sf-planning.org/ftp/General_Plan/index.htm) AND [Urban Design Element: http://www.sf-planning.org/ftp/General_Plan/15_Urban_Design.htm](http://www.sf-planning.org/ftp/General_Plan/15_Urban_Design.htm)

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link.

3. When will your next General Plan update occur? *As stated in previous CLG Annual Reports, the Draft Preservation Element was presented for public review at the Landmarks Preservation Advisory Board in a series of hearings between 2007 and 2008. The Draft Preservation Element was presented to the Historic Preservation Commission on June 3, 2009 for its review and comment. While the Department has solicited comments from the HPC, we have yet to present the draft document to the Planning Commission. As of the date of this report, the Department has been unable to secure funding to complete the CEQA review of this General Plan Element. The Department has identified potential funding this fiscal year and will continue to pursue those sources. Should the Department become successful in securing funds in the near future, we intend to bring the document to the Planning Commission for their review and comment, and produce a final draft. The final draft will then be ready for environmental review and eventually endorsement and adoption by the Historic*

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Preservation Commission. Following adoption by the Historic Preservation Commission and the Planning Commission, the Element will be brought before the Board of Supervisors for final adoption.

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? *Authorized by Section 1006.2 of the Planning Code, the Historic Preservation Commission in Motions No. 0158, and subsequently in Motion No 181, identified scopes of work to Article 10 City Landmarks deemed minor and eligible for Planning Department Preservation staff review through an Administrative Certificate of Appropriateness. Authorized by Section 1111.1 of the Planning Code, the Historic Preservation Commission in Motion No. 138, identified scopes of work to Significant and Contributory Buildings within the C-3 zoning district, or any building located within Conservation District, deemed minor and eligible for Planning Department Preservation staff review through a Minor Permit to Alter. Copies of the delegating Motions and the projects that qualified for administrative approval are include in Attachment C. During the reporting period of October 1, 2011 through September 30, 2012, the Historic Preservation Commission reviewed approximately 29 applications for Certificates of Appropriateness and 4 applications for Major Permits to Alter. During the reporting period Planning Department Preservation staff reviewed and approved 40 Administrative Certificates of Appropriateness and 75 Minor Permits to Alter. The approximate number of Article 10 and 11 permits reviewed during the reporting period is 69 Certificates of Appropriateness (both Administrative and Regular) and 79 Permits to Alter (both Major and Minor). In addition, the Architectural Review Committee (ARC) of the Historic Preservation Commission reviewed a number of projects a number of projects over the reporting period. The ARC provides applicants with early feedback and advice on the design components of their projects.*

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *The Planning Department acts as the lead agency for the City and Country of San Francisco in preparation of CEQA documents. Planning Department Preservation staff consults with the Environmental*

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Review Officer in the evaluation of properties to determine eligibility as historical resources for the purposes of CEQA and the identification of any potential impacts. Working in consultation with the Environmental Planning Division of the Department, Preservation staff prepares and reviews CEQA documents and brings them through the public review and certification process. During the reporting period of October 1, 2011 through September 30, 2012, the Planning Department Preservation staff received 450 referrals for historic review associated with environmental evaluation applications. Of those referrals, 220 required completion of a historic resource evaluation report by Planning Department Preservation staff.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? *The Historic Preservation Commission provides review and comment on CEQA documents where potential significant impacts to historical resources have been identified. Its comments are forwarded to the Environmental Review Officer and to the Planning Commission for consideration during the public review and certification process. During the reporting period of October 1, 2011 through September 30, 2012, the Historic Preservation Commission reviewed & commented on 3 Draft Environmental Impact Reports (DEIR) and 1 Negative Declaration. Planning Department Preservation staff prepared 220 Historic Resource Evaluation Responses (HRER), which involved determining eligibility of properties as historic resources under CEQA, and analyzing potential impacts of proposed projects to properties that were determined to be historic resources under CEQA.*

4. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? *On January 19, 2007 a Programmatic Agreement was executed among the City and County of San Francisco, the California State Historic Preservation Officer, and the Advisory Council on Historic Preservation (Advisory Council) regarding properties affected by the City's use of funds subject to Part 58 of Title 24 of the Code of Federal Regulations. The Programmatic Agreement contains stipulations that ensure the City's responsibilities under Section 106 of the National Historic Preservation Act are carried out in accordance with the appropriate regulations for all undertakings that may have an effect on properties included in or eligible for inclusion in the National Register of Historic Places. The Mayor's Office of Housing administers Part 58 activities in the City and County of San Francisco.*
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? *The determination of eligibility is made by the Planning Department*

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based upon information provided by the Certifying Officer. The Planning Department documents its review of the undertaking on Form B, Section 106 Review Form. If the State Office of Historic Preservation has not made a previous determination of eligibility for the resource, the Planning Department proceeds to do so. Additionally, Form B documents the effect of the Undertaking on the resource, regardless of the resource's eligibility for inclusion in the National Register. The effect is classified as not adverse, not adverse with mitigations, or adverse. Depending upon the Planning Department's assessment of the effect of the Undertaking, MOH implements, modifies, or abandons the Undertaking. The Mayor's Office of Housing maintains requests for Determinations of Eligibility and Section 106 Review Forms on site. During the reporting period the Planning Preservation Staff reviewed 2 Section 106 referrals. For those projects that may have an impact on historic or cultural resources, the Historic Preservation Commission has the authority to review and comment upon any agreement proposed under the National Historic Preservation Act where the City is a signatory prior to any approval of action on such agreement. During the reporting period of October 1, 2011 through September 30, 2012, the Historic Preservation Commission received and commented on 1 Section 106 project.

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Alan Martinez	Historic Architect	1/13/2009	12/31/2012	awmartinez@earthlink.net
Andrew Wolfram	Historic Architect	7/10/2009	12/31/2014	andrew.wolfram@perkinswill.com
Charles Edwin Chase	Architectural Historian	1/13/2009	12/31/2012	c.chase@argsf.com
Richard Johns	Historian	2/2/2011	12/31/2014	rsejohns@yahoo.com
Courtney Damkroger	Preservation Professional	1/13/2009	12/31/2012	cdamkroger@hotmail.com
Karl Hasz	General Contractor	1/13/2009	12/31/2014	karlhasz@gmail.com
Diane Matsuda	At Large	5/04/2009	12/31/2012	dianematsuda@hotmail.com

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Attach resumes and Statement of Qualifications forms for all members. (See Attachment F)

1. If you do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? Type here.
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? Type here.

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If the position(s) is not currently filled, why is there a vacancy? Type here.

Name/Title	Discipline	Dept. Affiliation	Email Address
Avery, Linda	Commission Secretary	4/20/1981	Linda.Avery@sfgov.org
Brown, Mary	Planner III, Historic Resources Survey	2/1/2008	Mary.Brown@sfgov.org
Caltagirone, Shelley P.	Planner III, Current Planning	6/18/2007	Shelley.Caltagirone@sfgov.org
Corrette, Moses	Planner III, Historic Resources Survey	6/19/2000	Moses.Corrette@sfgov.org
Frye, Tim	Preservation Coordinator, Planner IV	4/24/2006	Tim.Frye@sfgov.org
Hilyard, Gretchen	Planner III, Current Planning	2/13/2012	Hilyard.Gretchen@sfgov.org
LaValley, Pilar	Planner III, Current Planning	11/13/2008	Pilar.LaValley@sfgov.org
Skrondal, Elizabeth	Administration, Current and Survey	1/2/2007	Elizabeth.Skrondal@sfgov.org
Smith, Michael E.	Planner III, Current Planning	1/1/2000	Michael.E.Smith@sfgov.org
Sucre, Richard	Planner III, Current Planning	12/13/2010	Richard.Sucre@sfgov.org
Sullivan, Tara	Planner III, Current Planning	1/6/2006	Tara.Sullivan@sfgov.org
Tam, Tina	Senior Preservation Planner, Planner IV	3/1/2000	Tina.Tam@sfgov.org
Vu, Doug	Planner II, Current Planning	3/19/2012	Doug.Vu@sfgov.org
Yuen, Margaret	Assistant to Commission Secretary	10/26/2006	Margaret.Yuen@sfgov.org

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D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner Name	Training Title & Description	Duration of Training	Training Provider	Date
Alan Martinez	California Architecture: One State Divisible or Indivisible?	1.5 hours	Alan Hess, CPF Webinar	Nov. 13, 2012
	Structural Requirements and Archaic Materials	1.5 hours	Stephen Harris, SE, SGH; CPF Webinar	Dec. 27, 2012
Andrew Wolfram	California Preservation Foundation Conference, Oakland	3 days	California Preservation Foundation	April 2012
	Greenbuild Conference	3 days	US Green Building Council	November 2012
	The Secretary of the Interior Standards from a Facility Management Perspective	1 day	California Preservation Foundation	March 2012
Charles Chase	Fire & Life Safety in Historic Buildings	1.5 hours	California Preservation Foundation	May 4, 2012
	Planning a Hospital to Grow Apartments at the Presidio, San Francisco	1.5 hours	CPF	May 4, 2012
	What's Next for Redevelopment Agencies in California	1.5 hours	CPF	May 4, 2012

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Charles Chase (Cont'd)	Old Facades, New Investigative Tools	1.5 hours	CPF	May 5, 2012
	Grafted Stock: Evaluating Contemporary Additions	1.5 hours	CPF	May 5, 2012
Richard Johns	Bridging the Gap: The Bay Area "Workhorse" for 75 years	1.5 hours	SF Museum and Historical Society	Nov 8, 2011
	The Old Mint as an Architectural Treasure	2 hours	SF Museum and Historical Society	Jan. 17, 2012
	"Diego(Rivera) and Frida (Kahlo) Turn the Town Upside Down"	1 hour	SF Museum and Historical Society	April 11, 2012
	Raymond "Paul" Giroux: Building the Golden Gate Bridge	1.5 hours	SF Museum and Historical Society	May 8, 2012
	Learning Comprehensive Historic Preservation Program; Integrating Historic Preservation In Local Planning	5 hours	Office of Historic Preservation, Dept. of Parks and Recreation, Oakland	May 3, 2012
	1934: Year of Battles, Bridges and Bloodshed	1 hour	SF Museum and Historical Society	June 12, 2012
	Mountain Lake: The History of SF's Last Natural Lake	1.5 hours	SF Museum and Historical Society	Sept. 11, 2012

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Courtney Damkroger	Historical & Cultural Resources: the Environmental Checklist	1 day	California Preservation Foundation	Sept. 12, 2012
Karl Hasz	Type here.	Type here.	Type here.	Type here.
Diane Matsuda	Type here.	Type here.	Type here.	Type here.
Staff Name				
Brown, Mary	Webinar: Accessibility – Historic Buildings	2 hours	CPF	August 28, 2012
	Webinar: Accessibility – Historic Landscapes	2 hours	CPF	Sept. 11, 2012
	SAH Annual Conference: Detroit	4 days	Society of Architectural Historians	April 18-22, 2012
	National Trust Annual Conference: Buffalo	4 days	National Trust for Historic Preservation	October 19-22, 2011
Caltagirone, Shelley	National Trust Conference	4 days	National Trust	Oct. 31 – Nov. 3 2012
Corrette, Moses	CHBC Webinar Series: California Historical Building Code Seminars 1) Fire and Life Safety Requirements 2) Accessibility Historic Buildings 3) Accessibility & Historic Landscape	4.5 hours total	CPF	August 14, 2012
			CPF	August 28, 2012
			CPF	Sept. 11, 2012
Frye, Tim	California Preservation Foundation Annual Conference, Oakland	3 days	CPF	May 3 - 6, 2012

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Gretchen, Hilyard	California Preservation Foundation Annual Conference, Oakland	3 days	CPF	May 3 - 5, 2012
LaValley, Pilar	California Preservation Foundation Conference, Oakland	3 days	CPF	May 3 - 5, 2012
Smith, Michael	California Preservation Foundation Annual Conference, Oakland	3 days	CPF	May 3 - 6, 2012
	CHBC Webinar Series: California Historical Building Code Seminars 1) Fire and Life Safety Requirements 2) Accessibility Historic Buildings 3) Accessibility & Historic Landscape	4.5 hours total	CPF	August 14, 2012
			CPF	August 28, 2012
			CPF	Sept. 11, 2012
Sucre, Richard	Historic Register Designation and Documentation	1 day	CPF	Nov. 10, 2011
	California Preservation Foundation Annual Conference, Oakland	3 days	CPF	May 3 - 6, 2012
Sullivan, Tara	California Preservation Foundation Annual Conference, Oakland	3 days	CPF	May 3 - 6, 2012
Tam, Tina	National Trust for Historic Preservation Conference – Buffalo, NY	3 days	National Trust	Oct.18-20, 2011

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Tam, Tina (Cont'd)	California Preservation Foundation Conference – Oakland, CA	3 days	CPF	May 3 – 5, 2012
Vu, Doug	CHBC Webinar Series: California Historical Building Code Seminars 1) Fire and Life Safety Requirements 2) Accessibility Historic Buildings 3) Accessibility & Historic Landscape	4.5 hours total	CPF	August 14, 2012
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III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year

NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
Sunset District Residential Builder Tract Historic Context Statement and Survey (1925-1950)	Historic context statement for residential tract development in the western half of San Francisco from 1925-1950 and an accompanying windshield survey of approximately 2,873 properties within a defined study area.	Provides an evaluative framework for a largely undocumented but common property type in San Francisco. Data is used to inform property owners and decision-makers regarding the significance of a property; to inform the inclusion of properties on the Historic	September 30, 2012

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Context Name	Description	How it is Being Used	Date Submitted to OHP
		Preservation Commission's Landmark Designation Work Program; and to promote neighborhoods underrepresented in the City's Historic Preservation program.	

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

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Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
Sunset District Residential Builder Tract Survey	Yes	Reconnaissance	261	2,873	Type here.	September 30, 2012

How are you using the survey data? *With the historic context statement providing the evaluative framework, the survey data is used to inform property owners and decision-makers regarding the significance of properties associated with residential builder tract development from the period; to inform the inclusion of properties on the Historic Preservation Commission's Landmark Designation Work Program; and to promote neighborhoods underrepresented in the City's Historic Preservation program.*

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C. Corrections or changes to Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
3515 Pacific Avenue	Deletion	Category A to C	Further analysis found that building did not meet any of the CA Register criteria despite listing on Here Today survey	October 11, 2011

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs have you undertaken? Please provide copy of (or an electronic link) all publications or other products not previously provided to OHP.

Item or Event	Description	Date
See Attachment D		Type here.

V. National Park Service Baseline Questionnaire for **new CLGs (certified after September 30, 2011).**

NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at www.nps.gov/hps/clg/forms.html.

A. CLG Inventory Program

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1. What is the net cumulative number of historic properties in your CLG inventory as of September 30, 2011? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory from all programs, local, state, and Federal during the report year. *Type here.*

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. As of September 30, 2011, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2011? *Type here.*

C. Local Tax Incentives Program

1. As of September 30, 2011, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2011? *Type here.*

D. Local "Bricks and Mortar" Grants/Loans Program

1. As of September 30, 2011, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? *Type here.*
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2011? *Type here.*

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E. Local Design Review/Regulatory Program

1. As of September 30, 2011, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2011? *Type here.*

F. Local Property Acquisition Program

1. As of September 30, 2011, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2011?
Type here.

VI. Additional Information for National Park Service Annual Products Report for **CLGs (certified before September 30, 2011).**

NOTE: OHP will forward this information to NPS on your behalf. **Please read** “Guidance for completing the Annual Products Report for CLGs” located at www.nps.gov/hps/clg/forms.html.

A. CLG Inventory Program

During the reporting period (October 1, 2011-September 30, 2012, how many historic properties did your local government add to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

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Program area	Number of Properties added
Sunset District Residential Builder Tract Survey	478

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

(This information is captured under I.B. above.)

C. Local Tax Incentives Program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a Local Tax Incentives Program, such as the Mills Act? Yes No

2. If the answer is yes, how many properties have been added to this program since October 1, 2011?

Name of Program	Number of Properties that have Benefited
None during the reporting period.	N/A

D. Local “bricks and mortar” grants/loan program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a local government historic preservation grants/loan program for rehabilitating/restoring historic properties? Yes No

2. If the answer is yes, then how many properties have been assisted under the program(s) after October 1, 2011? Type here.

Name of Program	Number of Properties that have Benefited
N/A	N/A

E. Design Review/Local Regulatory Program

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1. During the reporting period, October 1, 2011-September 30, 2012, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties with a historic district? Yes No

2. If the answer is yes then, since October 1, 2011, how many historic properties did your local government review for compliance with your local government's Historic preservation regulatory law(s)? *The total number of Certificates of Appropriateness and the total number of Permits to Alter reviewed or delegated to the Planning Department by the Historic Preservation Commission during the reporting period was 148.*

F. Local Property Acquisition Program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No

2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2011?
Type here.

Name of Program	Number of Properties that have Benefited
N/A	N/A

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? *Recently, owners and tenants of historic properties in the City's neighborhood commercial districts, in particular small businesses, have been targeted for lawsuits related to accessibility code requirements. Often these businesses are located in small- to medium-scale mixed-use buildings constructed prior to the development of these code requirements. To commercial tenants or contractors addressing accessibility can seem at odds with a preservation-based design approach. In response to this issue the Planning Department is preparing design guidelines for accessibility improvements to historic neighborhood commercial buildings through a grant from the California Office of Historic Preservation. With*

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the assistance of a working group of City agencies, key stakeholders and the preservation community, the design guidelines are intended to support and complement City departments, programs, and agencies that are involved in efforts to improve accessibility using best historic preservation practices. A historic context statement for neighborhood commercial buildings will provide a framework for the design guidelines. The second critical preservation planning issue for the Department is a permit and entitlement backlog. Currently, Planning Department policy allows for priority processing of permits and entitlements for designated properties; however, with the high level of permit and entitlement activity, there is still considerable processing time. As a result the Department has increased preservation planning staff through temporary and permanent positions. We continue to monitor our performance and response to this increased activity, especially our response time for CEQA determinations.

1. *What is the single accomplishment of your local government this year that has done the most to further preservation in your community? It was a very busy year for the Planning Department's Preservation staff and the Historic Preservation Commission. It is difficult to identify a single accomplishment. This year a number of important milestones were reached that reflect the original purpose and goals of creating a Historic Preservation Commission through the voter-approved Proposition J in 2008. The amendments to Articles 10 and 11, which govern the City's historic preservation program were adopted by the Board of Supervisors after over 25 public hearings before the Historic Preservation Commission and the Planning Commission. The Historic Preservation Commission renewed and expanded its delegation of the review and approval of "Administrative Certificates of Appropriateness" in Article 10 and "Minor Permits to Alter" in Article 11 Conservation Districts to Planning Department Preservation staff. The delegation allows the Historic Preservation Commission to focus on larger, more complex projects, as well as pressing policy issues. The renewed delegation of these scopes of work has expedited the review of routine permit applications that meet the Secretary of the Interior's Standards and reduced costs for applicants. The success of the initial delegation led the Historic Preservation Commission to expanding the delegated scopes of work to include window replacement, compatible alterations to non-visible facades. The Planning Department continues to expand its public outreach presence regarding historic preservation activities. This outreach has been well-received by communities considering landmark designation and existing organizations seeking information on the city's historic preservation program and policies. It also had proven to be an effective tool to improve and facilitate communication between City Agencies, Commissions, and the public. With participation and attendance by Commissioners from both the Planning and the Historic Preservation Commission, outreach activities include historic neighborhood walking tours, community presentations, target mailings to property*

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owners, tenants, and community groups, the development of interactive maps and web content related to the Department's survey and landmark designation program, and "Ask a Planner" nights at local cafes in or near to landmark districts where property owners and tenants may meet with a Preservation Planner after core work hours to answer general preservation questions or specific Planning Code or project-related issues. The Historic Preservation Commission unanimously approved the initiation and recommendation to the Board of Supervisors to expand the existing New Montgomery -2nd Street Conservation District as part of the Transit Center District Plan, the first time a Conservation District has been expanded since the adoption of the Downtown Plan in the mid-1980s. As part of its actions for the Transit Center District Plan, the Historic Preservation Commission added three exceptional and rare properties to its landmark designation work program and also recommended approval of the reclassification of forty-three properties as significant or contributory under Article 11 of the Planning Code. These properties not only advance the basic principles of the Downtown Plan and the Transit Center District Plan but reclassification allows property owners to leverage transferable development rights from the property to ensure continued maintenance and preservation of these irreplaceable assets.

- B.** What recognition are you providing for successful preservation projects or programs? *The Planning Department does not currently have a recognition program.*
- C.** How did you meet or not meet the goals identified in your annual report for last year? *The Department and the Historic Preservation Commission achieved its goals in whole or in part; 1) The Planning Department along with the Historic Preservation Commission, the Planning Commission, and the Board of Supervisors collaborated with all interested parties toward the adoption of a revised Articles 10 and 11 Planning Code; 2) Department staff continues to work on the Historic Preservation Commission's Landmark Designation Work Program, which includes 20 individual properties and three landmark districts under consideration for Article 10 landmark designation. The Landmark Designation Work Program is included at Attachment E in this report. A selection of the properties included in the work program were identified as significant to San Francisco's history and address underrepresented landmark property types, including buildings of Modern design, buildings located in communities where few landmarks have been designated, and properties that represent San Francisco's strong cultural and social heritage. As staff to the Historic Preservation Commission, the Department is conducting additional research, documentation, and public outreach related to these proposed designations. This outreach was funded, in part, by a federal grant from Preserve America. The Historic Preservation Commission*

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unanimously approved a recommendation to the Board of Supervisors for its first designation from the work program, Sam Jordan's Bar, at its June 20, 2012 hearing. The Historic Preservation Commission also initiated landmark designation for the Twin Peaks Tavern Building, the Doelger Sales Office Building, and the Market Street Masonry District. These initiated designations are expected to be heard by the Board of Supervisors in early 2013. These are the first properties to be designated since 2010 and the first group of properties considered from the Historic Preservation Commission's Landmark Designation Work Program; 3) While there was no increase in the number of Mills Act contracts within San Francisco during the reporting period, Supervisor Scott Wiener sponsored legislation prepared by the Planning Department to amend San Francisco's Mills Act Program to make the application process quicker, cheaper, and more predictable by streamlining the contract process and reducing application fees; and 4) through funding in part by a federal grant from Preserve America, the Planning Department is updating the Historic Preservation section of its website. This effort partially addresses last year's goal to facilitate new ways to exchange information and engage local communities about historic preservation. Along with updated information, the website will include Article 10 landmark district walking tours and an interactive Google Map to locate information for all existing and proposed designated properties.

- D.** What are your local historic preservation goals for 2012-2013? *1) Promote the Mills Act program to increase local participation; 2) Develop tools to improve the review process regarding the permits and entitlements for designated properties for the public, decision-makers, and the Planning Department; 3) Working with the Department of Building Inspection and other City agencies, formalize Planning Department follow-up procedures for work completed through a Certificate of Appropriateness or a Permit to Alter; 4) Develop innovative techniques to improve community participation in Department and Historic Preservation Commission historic preservation efforts; 5) Seek funding for a design guidelines document to address application of the Secretary of the Interior's Standards within the San Francisco context.*
- E.** So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? *Development of community outreach strategies and materials regarding the Secretary of the Interior's Standards. Development of alternate tools for protecting culturally significant uses. Closer coordination between OHP staff and Planning Department preservation staff on local projects taking advantage of the 20% Rehabilitation Tax Credit.*

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F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Type here.	Type here.

G. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

XII Attachments

Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff

See Attachment F

Minutes from commission meetings

http://commissions.sfplanning.org/hpcclg/2011-2012_CLG_Minutes.pdf

Drafts of proposed changes to the ordinance

Planning Code – Article 10 – Landmarks Preservation

<http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances12/o0094-12.pdf>

Planning Code – Article 11 – Historic Preservation in the C-3 Districts

<http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances12/o0095-12.pdf>

Drafts of proposed changes to the General Plan

There are no changes.

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Public outreach publications

Historic Preservation Bulletins

<http://www.sf-planning.org/index.aspx?page=1827>

When report is completed, save and email as an attachment to lwoodward@parks.ca.gov .

You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select *Create and Attach to Email*.

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

1725 23rd Street, Suite 100
SACRAMENTO, CA 95816-7100
(916) 445-7000 Fax: (916) 445-7053
calshpo@parks.ca.gov
www.ohp.parks.ca.gov



April 13, 2012

Attachment A

Timothy Frye
Preservation Coordinator
City and County of San Francisco
Department of Planning
1650 Mission Street, Suite 400
San Francisco, CA 94103-2479

Dear Mr. Frye:

RE: PROPOSED AMENDMENTS TO ARTICLES 10 AND 11 OF THE PLANNING CODE

Thank you for forwarding the proposed amendments to Articles 10 and 11 of the Planning Code pursuant to your Certified Local Government Agreement.

I have had the opportunity to review Article 10 (updates through March 30) and Article 11 (updated through March 22). Based on that review and on our meeting with Supervisor Scott Wiener, Historic Preservation Commission President Charles Chase, and the Planning Department February 16, 2012, I believe the content of the amendments is consistent with the Certified Local Government program.

If you have additional comments or questions, please do not hesitate to contact Lucinda Woodward, Supervisor of the Local Government Program, at (916) 445-7028 or at lwoodward@parks.ca.gov.

Sincerely,

Milford Wayne Donaldson, FAIA
State Historic Preservation Officer

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

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December 7, 2011

President Christina Olague
San Francisco Planning Commission
1650 Mission Street, Suite 400
San Francisco, CA94103-2479

Sent via email: linda.avery@sfgov.org

Dear President Olague and Members of the Planning Commission:

RE: Amendments to Articles 10 & 11 of San Francisco's Planning Code

I have heard from Mike Buhler, Executive Director of San Francisco's Architectural Heritage, about Supervisor Scott Weiner's proposed amendments to Articles 10 and 11. Office of Historic Preservation staff has read Mr. Buhler's letter to you of December 6, 2011 and has reviewed the Executive Summary of the proposed amendments prepared for the Planning Commission hearing on December 8, 2011.

The State Historic Preservation Officer has broad authority under both the National Historic Preservation Act (Section 101 (b)(3)) and the California Public Resources Code (Section 5024.6) to advise and assist other public agencies, including local governments, to provide public education and technical assistance, and to cooperate with local governments in the development of local preservation programs.

The Office of Historic Preservation has a close relationship with the City and County of San Francisco through the Certified Local Government Program and through a Programmatic Agreement (PA) for HUD-assisted undertakings which delegates most federal review responsibilities back to San Francisco. Both the Certification and the PA were based on the quality historic preservation program that exists today in San Francisco, and the willingness of staff to making ongoing improvements to the program. It is within this context that I offer comments to you at this time.

By its participation with the National Park Service's Certified Local Government Program, San Francisco has committed to best practices in the field of historic preservation. However, several of the proposals before you bring into question that commitment. In recent years San Francisco has been at the forefront of good preservation practice. It has moved forward to integrate historic preservation into planning practices and land use decision making. These proposals would move the community back to practices that have largely been long

abandoned; a step backward to a time when historic preservation was seen as an added burden to planning, not part of planning.

The Secretary of the Interior's Standards are the nation's industry standard for a sound historic preservation program. While the Standards for the Treatment of Historic Properties are the most well-known, there are also standards for Archeology and Historic Preservation. I believe the Standards for Rehabilitation are the issue here. The rehabilitation standards as they exist are broad and have flexibility. To make their use optional would effectively eliminate their use in San Francisco. I recommend that San Francisco maintain compliance with the Standards, and consider the preparation of design guidelines for particular neighborhoods or property types. Design guidelines, based on the Standards, are the vehicle to provide property owners and designers predictability about design decisions in particular circumstances.

Requiring 66% owner consent to designate a historic district is another step into the past where historic preservation was viewed as a burden. The standard used for the California Register of Historic Resources and the National Register of Historic Places requires a majority of property owners to object in order to prevent listing or designation, although a determination of eligibility can be made that still provides some environmental protection. Many communities do not have owner consent at all, the rationale being that historic preservation is a zoning issue, and where else in the zoning code do property owners have the opportunity to opt out?

Also disturbing is the proposal for the Planning Commission to make specific findings about historic district nominations that address the consistency of the proposed designation with the Regional Housing Needs Allocation, Sustainable Communities Strategy and the provision for housing near transit corridors. Several things about this proposal are disturbing: 1) the assumption that historic preservation and housing needs are mutually exclusive; 2) that provisions in the General Plan that address housing appear to carry more weight than historic preservation, a policy which seems inconsistent with the State requirement that all elements of the general plan have equal legal status; no one element takes precedence over any other; and 3) that historic preservation is singled out and treated differently than other land use policies.

The process that San Francisco has undertaken to amend Articles 10 and 11 seems somewhat fractured. It appears that the Historic Preservation Commission has not been asked to review all of the proposals that are before the Planning Commission, nor has the Planning Commission been provided all of the comments made by the HPC to date. Nor has the State Historic Preservation Officer been asked for formal comments at this time. San Francisco's Certified Local Government certificate of agreement requires it to obtain the prior approval of the SHPO for amendments to said ordinance in order to remain in the program. I recommend that San Francisco Planning Department request my formal comments early on, long before a version or different versions are submitted to the Board of Supervisors. Decisions regarding these amendments can seriously impact San Francisco's Certified Local Government status and the continuation of the PA for HUD-assisted undertakings.

Please feel free to contact me at (916) 445- 7050 or at mwdonaldson@parks.ca.gov, or Lucinda Woodward, Supervisor of the Local Government Unit, at (916) 445-7028 or at lwoodward@parks.ca.gov.

President Olague
December 7, 2011
Page 3

Sincerely,



for *Kenan Saunders*
Milford Wayne Donaldson, FAIA
State Historic Preservation Officer

cc: Historic Preservation Commission
Supervisor Scott Wiener
Eugene Flannery, Mayor's Office of Housing
Mike Buhler, San Francisco Architectural Heritage
Tim Frye, Planning Department

Attachment B

Assessor's Block/Lot	Address	Street	Previous Article 11 Category *	New Article 11 Category *	Conservation District Expansion Area **	Eligible for Preservation TDR Benefit ***
3706 002	28	3RD		V Unrated		NO
3706 093	86	3RD		I Significant	YES	YES
3707 013	602	MISSION	V	IV Contributory		YES
3707 018	646	MISSION	V	V Unrated	YES	NO
3707 019	652	MISSION	V	V Unrated	YES	NO
3707 020	658	MISSION	I	I Significant	YES	YES
3707 021	666	MISSION	V	IV Contributory	YES	YES - NEW
3707 032	163	JESSIE		IV Contributory	YES	YES - NEW
3707 051	685	MARKET	I	I Significant	YES	YES
3707 057	691	MARKET	I	I Significant	YES	YES
3708 031	79	STEVENSON		III Contributory		YES - NEW
3709 008	440	MISSION		III Contributory		YES - NEW
3710 017	350	MISSION		V Unrated		NO
3719 010	183	FREMONT		V Unrated		NO
3721 014	530	HOWARD		V Unrated		NO
3721 019	562	HOWARD		V Unrated		NO
3721 051	133	2ND	IV	I Significant		YES
3722 011	161	NATOMA	V	IV Contributory	YES	YES - NEW
3722 012	658	HOWARD	V	V Unrated	YES	NO
3722 013	147	NATOMA	I	I Significant	YES	YES
3722 014	145	NATOMA		I Significant	YES	YES - NEW
3722 020	606	HOWARD		IV Contributory		YES - NEW
3722 023	no address	HOWARD		V Unrated	YES	NO
3722 024	648	HOWARD		V Unrated	YES	NO
3722 058	142	MINNA		V Unrated	YES	NO
3722 067	663	MISSION	V	IV Contributory	YES	YES - NEW
3722 068	657	MISSION		IV Contributory	YES	YES - NEW
3722 069	647	MISSION	I	I Significant	YES	YES
3722 070	641	MISSION	V	IV Contributory	YES	YES - NEW
3722 076	611	MISSION	V	IV Contributory		YES - NEW
3722 257-360	125	3RD		IV Contributory	YES	YES - NEW
3735 008	606	FOLSOM		III Contributory		YES - NEW
3735 009	608	FOLSOM		III Contributory		YES - NEW
3735 015	690	FOLSOM		V Unrated		NO
3735 039	667	HOWARD	III	IV Contributory	YES	YES
3735 040	663	HOWARD	V	V Unrated	YES	NO
3735 041	657	HOWARD	III	IV Contributory	YES	YES
3735 042	651	HOWARD	V	IV Contributory	YES	YES - NEW
3735 050	633	HOWARD	V	V Unrated	YES	YES - NEW
3735 055	240	2ND		III Contributory		YES - NEW
3735A 001-166	645	HOWARD		V Unrated	YES	NO
3736 023	566	FOLSOM		V Unrated		NO
3736 025	572	FOLSOM		III Contributory		YES - NEW
3736 079	19	TEHAMA		V Unrated		NO
3736 083	527	HOWARD	V	III Contributory		YES - NEW
3736 086	555	HOWARD		V Unrated		NO
3736 092	74	TEHAMA		III Contributory		YES - NEW
3736 093	78	TEHAMA	V	III Contributory		YES - NEW
3736 094	90	TEHAMA		III Contributory		YES - NEW
3736 098	589	HOWARD	V	III Contributory		YES - NEW
3736 100	577	HOWARD	V	III Contributory		YES - NEW
3736 102	571	HOWARD		V Unrated		NO
3736 107	557	HOWARD		V Unrated		NO
3736 111	38	TEHAMA		V Unrated		NO
3736 112	531	HOWARD	V	III Contributory		YES - NEW
3736 114	525	HOWARD		V Unrated		NO

* For further information, please see the enclosed "Information Regarding Article 11 of the Planning Code."

** Indicates that the property is included in the expanded Conservation District.

*** Indicates if property is eligible for TDR. See enclosed "Information Regarding Article 11 of the Planning Code."

Attachment C

OCTOBER 1, 2011 - SEPTEMBER 30, 2012 ADMINISTRATIVE CERTIFICATES OF APPROPRIATENESS (ACOA)

Number	Case Number	Property Address	Landmark	Planner	Quadrant	Date Approved	Request for Hearing
ACOA11.009	2011.0824A	152 Church Street	St. Francis Lutheran Church, Landmark No. 39	M. Smith	SW	10/04/11	
ACOA11.010	2011.1109A	735 Montgomery Street	Jackson Square Historic District	P. LaValley	NE	10/04/11	
ACOA11.011	2011.0871A	555 Pacific Street	Jackson Square Historic District	A. Hollister	NE	10/12/11	
ACOA11.012	2011.1047A	3101 20th Street	Schoenstein & Co, Landmark No. 99	R. Sucre	SE	10/18/11	
ACOA11.013	2011.1068A	923 Minnesota Street	Dogpatch Historic District	T. Sullivan	SE	10/20/11	
ACOA11.014	2011.1093A	34 Hill Street	Liberty-Hill Historic District	R. Sucre	SE	10/20/11	
ACOA11.015	2011.1130A	101 Spear Street	Rincon Annex Post Office, Landmark No. 107	P. LaValley	NE	10/20/11	
ACOA11.016	2011.1223A	327 Grant Avenue	Home Telephone Company, Landmark No. 44	P. LaValley	NE	11/03/11	
ACOA11.017	2011.0815A	590 Market Street	Hobart Building, Landmark No.162	P. LaValley	NE	11/14/11	
ACOA11.018	2011.1293A	300 Stockton Street	Metropolitan Life Insurance Co. Building, Landmark No. 167	T. Sullivan	NE	11/14/11	
ACOA11.019	2011.1295A	501 Pacific Avenue	Jackson Square Historic District	T. Sullivan	NE	11/16/11	
ACOA11.020	2011.1308A	491 Post Street	First Congregational Church, Landmark No. 177	P. LaValley	NE	11/29/11	
ACOA11.021	2011.1353A	500 Washington Street	Jackson Square Historic District	P. LaValley	NE	12/14/11	
ACOA12.0022	2012.0190A	32 Napier Lane	Telegraph Hill Landmark District	G. Hilyard	NE	03/09/12	
ACOA12.0023	2012.0272A	1000 Van Ness Avenue	Don Lee Automobile Showroom - Landmark No. 152	S. Caltagirone	NW	03/19/12	
ACOA12.0024	2012.0168A	1220 Market Street	Civic Center Landmark District	G. Hilyard	NE	03/30/12	
ACOA12.0025	2012.0454A	650 Delancey Street	Oriental Warehouse - Landmark No. 101 and Contributor to Sou	T. Sullivan	SE	04/06/12	
ACOA12.0026	2012.0455A	522 2nd Street	South End Landmark District	T. Sullivan	SE	04/06/12	
ACOA12.0027	2012.0406A	42 Columbus Avenue	Jackson Square Landmark District	G. Hilyard	NE	04/06/12	
ACOA12.0028	2012.0478A	1108 Fulton Street	Alamo Square Landmark District	S. Caltagirone	NW	04/10/12	
ACOA12.0029	2012.0549A	3563 20th Street	Liberty-Hill Landmark District	R. Sucre	SE	04/25/12	
ACOA12.0030	2012.0554A	69 Fair Oaks Street	Liberty-Hill Landmark District	R. Sucre	SE	04/25/12	
ACOA12.0031	2012.0555A	911 Minnesota	Dogpatch Landmark District	R. Sucre	SE	04/26/12	
ACOA12.0032	2012.0499A	9 Calhoun Terrace	Telegraph Hill Landmark District	P. LaValley	NE	04/27/12	
ACOA12.0033	2012.0566A	80 Powell Street (870-89)	Flood Building - Landmark No. 154	P. LaValley	NE	04/30/12	
ACOA12.0034	2012.0569A	1275 Sacramento Street	Grace Cathedral Close - Landmark No. 170	P. LaValley	NE	05/03/12	
ACOA12.0035	2012.0657A	1015 Battery Street	Northeast Waterfront Landmark District	P. LaValley	NE	05/24/12	
ACOA12.0036	2012.0626A	461 2nd Street	South End Landmark District	T. Sullivan	SE	05/24/12	
ACOA12.0037	2012.0492A	241 Greenwich Street	Telegraph Hill Landmark District	G. Hilyard	NE	05/25/12	
ACOA12.0038	2012.0712A	845 Guerrero Street	Liberty-Hill Landmark District	R. Sucre	SE	06/08/12	
ACOA12.0039	2012.0563A	911 Minnesota	Dogpatch Landmark District	R. Sucre	SE	06/08/12	
ACOA12.0040	2011.1235A	735 Montgomery	Jackson Square Landmark District	M. Stahlhut	NE	06/08/12	
ACOA12.0041	2012.0546A	1266 Market Street	Civic Center Landmark District	G. Hilyard	NE	06/11/12	
ACOA12.0042	2012.0750A	1067 Tennessee Street	Dogpatch Landmark District	R. Sucre	SE	06/26/12	
ACOA12.0043	2012.0772A	8 Kearny/690 Market Street	Chronicle Building - Landmark No. 243	A. Hollister	NE	06/26/12	
ACOA12.0044	2012.0606A	1050 Sansome Street	Northeast Waterfront Landmark District	M. Stahlhut	NE	07/12/12	
ACOA12.0045	2012.0565A	250 Brannan Street	South End Landmark District	R. Sucre	SE	08/01/12	
ACOA12.0046	2012.0748A	321 San Carlos Street	Liberty-Hill Landmark District	R. Sucre	SE	08/13/12	
ACOA12.0047	2012.0546A	1266 Market Street	Civic Center Landmark District	G. Hilyard	NE	09/24/12	
ACOA12.0048	2012.1074A	837-849 22nd Street	Dogpatch Landmark District	R. Sucre	SE	8/29/2012	
ACOA12.0050	2010.0002A	1206 Fulton Street	Alamo Square Landmark District	S. Caltagirone	NW	09/26/12	
ACOA12.0051	2012.1065A	333 Dolores Street	Notre-Dame School - Landmark No. 137	M. Smith	SW	09/24/12	



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Motion No. 0135 Permit to Alter MAJOR ALTERATION

HEARING DATE: SEPTEMBER 7, 2011

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Hearing Date: September 7, 2011
Filing Date: July 26, 2011
Case No.: **2011.0809H**
Project Address: **1095 Market Street**
Category: Category I – Joseph D. Grant Building
Zoning: C-3-G (Downtown General)
90-X Height and Bulk District
Block/Lot: 3703/ 059
Applicant: Carolyn Kiernat
Page & Turnbull
1000 Sansome Street, Suite 200
San Francisco, CA 94111
Staff Contact Pilar LaValley - (415) 575-9084
pilar.lavalley@sfgov.org
Reviewed By Tim Frye - (415) 558-6625
tim.frye@sfgov.org

ADOPTING FINDINGS FOR A PERMIT TO ALTER FOR MAJOR ALTERATIONS TO A CATEGORY I (SIGNIFICANT) BUILDING, INCLUDING ADDITION OF STAIR ENCLOSURES IN LIGHT WELL AT EAST ELEVATION, FOR THE PROPERTY LOCATED ON LOT 059 IN ASSESSOR'S BLOCK 3703. THE SUBJECT BUILDING IS WITHIN A C-3-G (DOWNTOWN GENERAL) ZONING DISTRICT AND A 90-X HEIGHT AND BULK DISTRICT.

PREAMBLE

WHEREAS, on September 22, 2010, Jim Abrams ("Applicant") filed an application with the San Francisco Planning Department ("Department") for a Permit to Alter for exterior rehabilitation, including reconstruction of the historic cornice based on pictorial evidence and the installation of canopies, signage, and awnings at the subject building located on Lot 059 in Assessor's Block 3703, a Category I (Significant) Building, historically known as the Joseph D. Grant Building.

WHEREAS, on October 6, 2010, the Historic Preservation Commission ("Commission") conducted a duly noticed public hearing and approved with conditions the project proposed in Permit to Alter Application No. 2009.1100H through Motion No. 0080.

WHEREAS, on July 26, 2011, Carolyn Kiernat on behalf of property owner ("Applicant") filed an application with the San Francisco Planning Department ("Department") for a Permit to Alter for construction of two stair enclosures in light well at east elevation at the subject building located on Lot 059 in Assessor's Block 3703, a Category I (Significant) Building, historically known as the Joseph D. Grant Building.

WHEREAS, the Project was determined by the Department to be categorically exempt from environmental review. The Historic Preservation Commission ("Commission") has reviewed and concurs with said determination.

WHEREAS, on September 7, 2011, the Commission conducted a duly noticed public hearing on the current project, Case No. 2011.0809H ("Project"), for the Permit to Alter.

WHEREAS, in reviewing the application, the Commission has had available for its review and consideration case reports, plans, and other materials pertaining to the Project contained in the Department's case files, and has reviewed and heard testimony and received materials from interested parties during the public hearing on the Project.

MOVED, that the Commission hereby grants the Permit to Alter, **WITH CONDITIONS**, and in conformance with the architectural submittal dated August 18, 2011 and labeled Exhibit A on file in the docket for Case No. 2011.0809H based on the following condition(s):

CONDITIONS OF APPROVAL

- Project Sponsor shall continue to work with Preservation Planning Staff to determine appropriate treatment of the walls of new stair enclosures; no articulation or the simple articulation depicted in Option A in Exhibit A would be appropriate.
- Material and finish samples for cladding of new stair enclosures shall be reviewed and approved by Preservation Staff prior to the approval of the architectural addendum and/or building permit by Planning Department.
- That all conditions of approval related to Case No. 2009.1100H, Motion No. 0080, shall remain active, and shall be addressed as previously specified.

FINDINGS

Having reviewed all the materials identified in the recitals above and having heard oral testimony and arguments, this Commission finds, concludes, and determines as follows:

1. The above recitals are accurate and also constitute findings of the Commission.
2. Findings pursuant to Article 11:

The Historical Preservation Commission has determined that the proposed work is compatible with the exterior character-defining features of the subject building and meets the requirements of Article 11 of the Planning Code:

- That the proposal respects the character-defining features of the subject building;
- That the architectural character of the subject building will be maintained and those features that affect the building's overall appearance that are removed or repaired shall be done so in-kind;
- All architectural elements and cladding repaired where possible in order to retain as much historic fabric as possible;
- That the integrity of distinctive stylistic features and examples of skilled craftsmanship that characterize the building shall be preserved; and,
- That all new materials shall match the historic material in composition, design, color, texture and other visual qualities and shall be based on accurate duplication of features.

For these reasons, the proposal overall, is appropriate for and consistent with the purposes of Article 11, meets the standards of Article 1111.6 of the Planning Code and complies with the *Secretary of the Interior's Standards for Rehabilitation*..

3. **General Plan Compliance.** The proposed Certificate of Appropriateness is, on balance, consistent with the following Objectives and Policies of the General Plan:

I. URBAN DESIGN ELEMENT

THE URBAN DESIGN ELEMENT CONCERNS THE PHYSICAL CHARACTER AND ORDER OF THE CITY, AND THE RELATIONSHIP BETWEEN PEOPLE AND THEIR ENVIRONMENT.

GOALS

The Urban Design Element is concerned both with development and with preservation. It is a concerted effort to recognize the positive attributes of the city, to enhance and conserve those attributes, and to improve the living environment where it is less than satisfactory. The Plan is a definition of quality, a definition based upon human needs.

OBJECTIVE 1

EMPHASIS OF THE CHARACTERISTIC PATTERN WHICH GIVES TO THE CITY AND ITS NEIGHBORHOODS AN IMAGE, A SENSE OF PURPOSE, AND A MEANS OF ORIENTATION.

POLICY 1.3

Recognize that buildings, when seen together, produce a total effect that characterizes the city and its districts.

OBJECTIVE 2

CONSERVATION OF RESOURCES WHICH PROVIDE A SENSE OF NATURE, CONTINUITY WITH THE PAST, AND FREEDOM FROM OVERCROWDING.

POLICY 2.4

Preserve notable landmarks and areas of historic, architectural or aesthetic value, and promote the preservation of other buildings and features that provide continuity with past development.

POLICY 2.5

Use care in remodeling of older buildings, in order to enhance rather than weaken the original character of such buildings.

POLICY 2.7

Recognize and protect outstanding and unique areas that contribute in an extraordinary degree to San Francisco's visual form and character.

The goal of a Permit to Alter is to provide additional oversight for buildings and districts that are architecturally or culturally significant to the City in order to protect the qualities that are associated with that significance.

The proposed project qualifies for a Permit to Alter and therefore furthers these policies and objectives by maintaining and preserving the character-defining features of the subject building for the future enjoyment and education of San Francisco residents and visitors.

4. The proposed project is generally consistent with the eight General Plan priority policies set forth in Section 101.1 in that:

- A) The existing neighborhood-serving retail uses will be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses will be enhanced:

The proposed project is for the restoration of a residential property and will not have any impact on neighborhood serving retail uses.

- B) The existing housing and neighborhood character will be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods:

The proposed project will strengthen neighborhood character by respecting the character-defining features of the landmark in conformance with the Secretary of the Interior's Standards.

- C) The City's supply of affordable housing will be preserved and enhanced:

The project will not reduce the affordable housing supply as the existing ten units at the property are uninhabitable.

- D) The commuter traffic will not impede MUNI transit service or overburden our streets or neighborhood parking:

The proposed project will not result in commuter traffic impeding MUNI transit service or overburdening the streets or neighborhood parking. It will provide sufficient off-street parking for the proposed units.

- E) A diverse economic base will be maintained by protecting our industrial and service sectors from displacement due to commercial office development. And future opportunities for resident employment and ownership in these sectors will be enhanced:

The proposal has obtained Conditional Use Authorization from the Planning Commission to convert the building into a hostel/hotel, which will provide opportunities for employment.

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

Preparedness against injury and loss of life in an earthquake is improved by the proposed work. The work will eliminate unsafe conditions at the site and all construction will be executed in compliance with all applicable construction and safety measures.

- G) That landmark and historic buildings will be preserved:

The proposed project is in conformance with Article 11 of the Planning Code and the Secretary of the Interior's Standards.

- H) Parks and open space and their access to sunlight and vistas will be protected from development:

The proposed project will not impact the access to sunlight or vistas for the parks and open space.

5. For these reasons, the proposal overall, appears to meet the *Secretary of the Interior's Standards* and the provisions of Article 11 of the Planning Code regarding Major Alterations to Category I (Significant) buildings.

DECISION

That based upon the Record, the submissions by the Applicant, the staff of the Department and other interested parties, the oral testimony presented to this Commission at the public hearings, and all other written materials submitted by all parties, the Commission hereby **GRANTS WITH CONDITIONS a Permit to Alter** for the property located at Lot 059 in Assessor's Block 3703 for proposed work in conformance with the architectural submittal dated August 18, 2011 and labeled Exhibit A on file in the docket for Case No. 2011.0809H.

APPEAL AND EFFECTIVE DATE OF MOTION: The Commission's decision on a Permit to Alter shall be final unless appealed within thirty (30) days after the date of this Motion No. 0135. Any appeal shall be made to the Board of Appeals, unless the proposed project requires Board of Supervisors approval or is appealed to the Board of Supervisors as a conditional use, in which case any appeal shall be made to the Board of Supervisors (see Charter Section 4.135). For further information, please contact the Board of Appeals in person at 1650 Mission Street, (Room 304) or call (415) 575-6880.

THIS IS NOT A PERMIT TO COMMENCE ANY WORK OR CHANGE OF OCCUPANCY UNLESS NO BUILDING PERMIT IS REQUIRED. PERMITS FROM THE DEPARTMENT OF BUILDING INSPECTION (and any other appropriate agencies) MUST BE SECURED BEFORE WORK IS STARTED OR OCCUPANCY IS CHANGED.

I hereby certify that the Historical Preservation Commission **ADOPTED** the foregoing Motion on September 7, 2011.

Linda D. Avery
Commission Secretary

AYES: Commissioners Chase, Damkroger, Matsuda, Martinez, and Wolfram

NAYS: None

ABSENT: Commissioners Hasz and Johns

ADOPTED: September 7, 2011



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Motion No. 0158

HEARING DATE MAY 16, 2012

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IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR ALTERATIONS PURSUANT TO CITY CHARTER SECTION 4.135 FOR APPROVAL, MODIFICATION, OR DISAPPROVAL OF AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS BY THE PLANNING DEPARTMENT.

1. WHEREAS, Section 4.135 of the City Charter provides that the Historic Preservation Commission ("HPC") may, for properties designated individually or within a historic district under Article 10 of the Planning Code, (1) determine alterations considered to be minor in scope; and (2) delegate the ability to approve, disapprove, or modify applications ("Administrative Certificate of Appropriateness") for minor alterations to individual landmarks or properties within historic districts to Planning Department staff; and
2. WHEREAS, the HPC, at its regular hearing of May 16, 2012, reviewed a list of projects considered to be minor in scope, the Administrative Certificate of Appropriateness application and review process by the Department, and the appeal process of these decisions to the HPC; and
3. WHEREAS, in appraising a proposal for an Administrative Certificate of Appropriateness, the Department, on behalf of the HPC, shall determine that all proposed alterations to exterior features on individual landmarks and on buildings within historic districts shall be consistent with the architectural character of the building and/or district, the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and shall comply with the following specific requirements, where applicable:
 - a. The distinguishing historic qualities, features, and character of the building should not be obscured, damaged, or destroyed.
 - b. The integrity of distinctive stylistic features or examples of skilled craftsmanship that characterize a building shall be preserved.
 - c. Distinctive architectural features which are deteriorated shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material shall match the historic material in composition, design, color, profile, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on

historic, physical or pictorial evidence, if available, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

- d. For any building within a historic district, all exterior alterations shall be compatible in scale and design with the District as set forth in the applicable Article 10 Appendix which describes the District.

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS the following list of work to be minor in scope and approved in an Administrative Certificate of Appropriateness, and the procedures outlined in Exhibit A of this Resolution for delegation to the Department for approval, modification, or disapproval of said Administrative Certificates of Appropriateness.

1. **Ordinary Maintenance and Repair:** Work determined to be ordinary maintenance and repair which is defined as any work, the sole purpose and effect of which is to correct or repair deterioration, decay, or damage, including repair of damage caused by minor fire or other disaster.
2. **Exploratory and Investigative work:** Removal of a limited amount non-historic material to conduct investigations about the historic structure and to determine the existence of historic material. This work will be limited to no more than 5% of the total surface area on a façade.
3. **Front stairways and railings:** The replacement of non-historic materials with more appropriate compatible stairways and/or railings provided that the proposal is based on physical or documented evidence or is found to be compatible with the character-defining features of the building and/or district. This does not include replacement of porticos, porches, or other architectural components of the entry.
4. **Window Replacement:** The replacement of windows in existing openings. This does not apply to enlarging or modifying window openings on any façade.
 - a. **Primary (Visible) Facades:** Window replacement of 20% or less on primary elevations that matches the historic (extant or not) windows in terms of configuration, material, and all exterior profiles and dimensions. This scope of work qualifies provided that within the last 5 years there have not been any issued Certificates of Appropriateness that have individually or cumulatively resulted in replacement of more that 20% of the windows on the primary elevation.
 - b. **Secondary Facades:**
 - i. **Visible:** Windows must be compatible in terms of configuration and material.
 - ii. **Non-visible:** Windows must match the size of the existing openings..
5. **Signs & Awnings:** New tenant signs and awnings or a change of copy on existing signs & awnings that are compatible in terms of material, location, size, method of attachment, and method of illumination with the building and/or district. Applications for new signs and

awnings must include the removal of any abandoned conduit, outlets, attachment structure, and related equipment.

6. **Installation of Rooftop Appurtenances (excluding dormers, elevator penthouses, and cellular installations):**
 - a. Rooftop equipment that is not visible from the public right-of-way, does not result in additional of height of 8-feet; does not cover more than 20% of the total roof area, and is setback from the exterior walls of the building;
 - b. Rooftop equipment that can be easily removed in the future without disturbing historic fabric and is installed in a manner that avoids harming any historic fabric of the building; and,
 - c. Solar panel structures and skylights that have a low profile and are mounted flush with the slope of the roof and are located a minimum of 20 feet from the front façade.
7. **Rear yard decks and stairways:** The repair and replacement of rear yard decks and stairways (and associated structural materials) that are not visible from the public way.
8. **Replacement and/or modification of non-historic storefronts:** The replacement and/or modification of storefront materials that are not original elements of the building, including framing, glazing, doors, bulkheads, cladding, and ornament.
9. **Selective in-kind replacement of cladding:** The selective replacement of cladding materials at any façade when the existing cladding is damaged beyond repair and when the new cladding will match the historic cladding (extant or not) in terms of material, dimensions, details, and finish.
10. **Construction and/or modification of landscape features:** The construction of new landscape features or modification of existing landscape features when the work will not impact character-defining features of the resource as listed in the designating ordinance or identified by staff.
11. **Construction of non-visible roof decks:** The construction of roof decks, including associated railings, windscreens, and planters, that cannot be viewed from the public rights-of-way located within 150 feet of the subject property.
12. **Work described in an approved Mill's Act maintenance plan.**
13. **Removal of non-historic features:** The removal of any features that are not original features of the building and that have not gained historical significance in their own right, including but not limited to fire escapes. Please note that replacement of such features would require review by the Commission.

BE IT FURTHER RESOLVED that the Commission GRANTS this delegation as an interim procedure that will expire within six months of the date of this Motion on November 16, 2012 and may be revoked at any time within the interim period at the Commission's discretion.

I hereby certify that the foregoing Motion was adopted by the Commission at its meeting on May 16, 2012.

Linda D. Avery
Commission Secretary

AYES: Chase, Damkroger, Hasz, Johns, Martinez, and Matsuda

NAYS: None

ABSENT: Wolfram

ADOPTED: May 16, 2012

EXHIBIT A

INTERIM PROCEDURES FOR WORK DETERMINED TO BE MINOR AND DELEGATED TO THE PLANNING DEPARTMENT FOR APPROVAL AS AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS PURSUANT TO CHARTER SECTION 4.135

Section 4.135 of the City Charter provides that the Historic Preservation Commission (“HPC”) may, for properties designated individually or within a historic district under Article 10 of the Planning Code, (1) determine alterations considered to be minor in scope; and (2) delegate the ability to approve, disapprove, or modify applications (“Administrative Certificate of Appropriateness”) for minor alterations to individual landmarks or properties within historic districts to Planning Department staff. These Administrative Certificates of Appropriateness are appealed directly to the HPC.

The scopes of work identified in Motion No. 0158 are determined to be minor and the review and approval process shall be delegated to the Department under the following interim procedures. These procedures do not include any other entitlements that may be required as part of the proposal and the HPC retains discretion to revise or rescind these procedures as necessary.

- Upon receipt of a Certificate of Appropriateness application, the Department shall review the proposed project to determine if it falls within the minor scopes of work listed in Motion No. 0158 and shall open a Certificate of Appropriateness case (an “A” case).
- If the proposed project meets the requirements set forth in HPC Motion No. 0158, for an Administrative Certificate of Appropriateness, the Department shall draft findings that explain how the proposed project complies with the requirements and will issue the Administrative Certificate of Appropriateness.
- If the project does not meet the requirements set forth in HPC Motion No. 0158 or if Department staff finds that the project needs HPC review and approval, then the Department reserves the right to bring the application to the HPC for a public hearing. All regular procedures for the public hearing will be followed.
- If no HPC is required, then the final Administrative Certificate of Appropriateness will include a photograph of the subject building and a minimum of one 11”x17” sheet that illustrates the proposed scope of work.
- The Administrative Certificate of Appropriateness will be sent to each HPC Commissioners, the Applicant, as well as any interested parties who make a request in writing to the Department.
- Any member of the public or the HPC may file a Request for Hearing within 20 calendar days of the date of issuance of the Administrative Certificate of Appropriateness. If no request is received

by the Department, then the Administrative Certificate of Appropriateness shall be deemed approved.

- To file for a Request for Hearing, the interested parties shall file a written request with the Department.
- If a Request for Hearing is received by the Department, the hearing will be scheduled and noticed for a future hearing before the HPC.
- The hearing notice shall be mailed to the property owner, project sponsor, applicant, as well as all interested parties who make a request in writing to the Department.
- At the time of the hearing, the HPC may choose to uphold, modify, or disapprove the Administrative Certificate of Appropriateness.



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Motion No. 0181

HEARING DATE DECEMBER 5, 2012

IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR ALTERATIONS PURSUANT TO PLANNING CODE SECTION 1006.2 FOR APPROVAL, MODIFICATION, OR DISAPPROVAL OF AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS BY THE PLANNING DEPARTMENT.

1. WHEREAS, Section 1006.2 of the Planning Code provides that the Historic Preservation Commission ("HPC") may, for properties designated individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as Minor Alterations; and (2) delegate approval of an Administrative Certificate of Appropriateness for such Minor Alterations to Department staff; and
2. WHEREAS, the HPC, at its regular hearing of December 5, 2012, reviewed a list of projects considered to be minor in scope, the Administrative Certificate of Appropriateness application and review process by the Department, and the appeal process of these decisions to the HPC; and
3. WHEREAS, in appraising a proposal for an Administrative Certificate of Appropriateness, the Department, on behalf of the HPC, shall determine that all proposed alterations to exterior features on individual landmarks and on buildings within landmark districts shall be consistent with the architectural character of the building and/or district, the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and shall comply with the following specific requirements, where applicable:
 - a. The distinguishing historic qualities, features, and character of the building should not be obscured, damaged, or destroyed.
 - b. The integrity of distinctive stylistic features or examples of skilled craftsmanship that characterize a building shall be preserved.
 - c. Distinctive architectural features which are deteriorated shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material shall match the historic material in composition, design, color, profile, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on historic, physical or pictorial evidence, if available, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

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- d. For any building within a landmark district, all exterior alterations shall be compatible in scale and design with the District as set forth in the applicable Article 10 Appendix which describes the District.

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS the following list of work to be minor in scope and approved in an Administrative Certificate of Appropriateness, and the procedures outlined in Exhibit A of this Resolution for delegation to the Department for approval, modification, or disapproval of said Administrative Certificates of Appropriateness.

1. **Window Replacement:** The replacement of windows in existing openings. This does not apply to the replacement of stained, leaded, or art glass windows, or the replacement of glass curtain wall systems.

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

- a. Replacing historic wood double-hung windows with true divided-lite muntins that are beyond repair with new wood double-hung windows with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions.
- b. Replacing non-historic windows with new windows based on documentation that illustrates the new windows closely match the configuration, material, and all exterior profiles and dimensions of the windows historically present.

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

- c. Replacing a non-visible historic or contemporary window with a new window of any configuration, material, or profile within the existing opening. While the scope of work qualifies for staff level approval, the applicant may be required to demonstrate compatibility with the unique features of the landmark building under review.
 - d. Adding, expanding, or removing a modest amount of window area in these discrete locations. The applicant would be required to demonstrate compatibility with the unique features and composition of the building.
2. **Exploratory and Investigative Work:** The removal of a limited amount non-historic material to conduct investigation about the historic structure and to determine the existence of underlying historic material. This work shall be limited to no more than 5%

of the total surface area on a façade and the area must be stabilized and protected after the investigation is complete. Planning Department Preservation staff may require a site visit and review the results of the investigation. For example, this scope of work qualifies for staff level approval by:

- a. Removing 5% or less of synthetic siding in a location determined by the applicant and preservation staff to determine if historic wood clapboard siding exists underneath.
 - b. Removing 5% or less of non-historic stucco cladding at a ground floor commercial space to determine the historic storefront size, proportion, and configuration.
3. **Front Stairways and Railings:** The replacement of stairs and railings with new stairways and/or railings beyond repair and based on physical or documented evidence and determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, shall be retained where extant. New railings, if needed, shall match the historic rail system in design. This does not apply to the replacement of porticos, porches, or other architectural components of the entry. For example, this scope of work qualifies for staff level approval by:
- a. Replacement of a historic wood straight run stair with closed riser and a bullnose tread with a new wood straight run stair with a closed riser and a bullnose tread. The new stair is in the same location as the historic stair and the historic railing was retained, reused, and adapted to meet current safety code requirements.
 - b. Replacement of a non-historic stair and railing with a new stair and railing based on physical and documented evidence, including other similar historic properties within the landmark district that retain historic stair and railings.
4. **Signs and Awnings:** The addition of new tenant signs and awnings or a change of copy on existing signs and awnings that is compatible in terms of material, location, number, size, method of attachment, and method of illumination with the property and/or district. Applications for new signs and awnings shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment. Signs and awnings shall not obscure or spread out over adjacent wall surfaces; and shall not include new attachments to terra cotta, cast iron, or other fragile historic architectural elements. Awnings and canopies shall use traditional shapes, forms and materials. The overall size, shape, and projection from the building shall be in proper proportion and scale to the building and be contained within the window or door opening. In most instances, the only acceptable material for awnings and canopies is canvas; exceptions will be considered if appropriate for historic reasons. Signs or lettering shall be kept to a minimum size. For example, this scope of work qualifies for staff level approval by:

- a. The installation of new signage that relates to the pedestrian scale of the street; is constructed of high-quality materials; is installed in a location that avoids damaging or obscuring character-defining details; is positioned to relate to the width of the ground-floor bays; and is illuminated through an indirect means of illumination, such a reverse halo-lit.
 - b. The installation of a canvas awning with open sides and a free-hanging valance that is no wider than the width of the window opening; and is installed in a location that avoids damaging or obscuring character-defining features.
5. **Rooftop Equipment:** The installation or replacement of rooftop equipment that is not visible from the adjacent public right-of-way; that does not result in additional of height of 8-feet; that does not cover more than 20% of the total roof area; that is setback from the exterior walls of the building; that can be easily removed in the future without disturbing historic fabric; that is of a color compatible with the roof and other equipment on the roof, and is installed in a manner that avoids harming any historic fabric of the building. For example, this scope of work qualifies for staff level approval by:
 - a. The installation of rooftop HVAC equipment on a flat roof that meets the above requirements and is obscured by the existing historic parapet.
6. **Solar Panels:** The installation of structures that support solar panels, regardless of visibility, provided that the installation would not require alterations to the building greater than normally required to install a solar energy system, such as an installation with a low profile, mounted parallel with the slope of the roof (if roof is sloped greater than 1/12), not visible from adjacent street sightlines if on a flat roof, set in from the perimeter walls of the building, including the building's primary façade. For example, this scope of work qualifies for staff level approval by:
 - a. The installation of a solar panel system on a gable roof that is set in from the street-facing facades and is mounted flush to the slope of the roof.
 - b. The installation of a solar panel system on a flat roof that is set in from the street-facing facades and is mounted on an angled structure that is within the height limit and is not visible from adjacent streets as it's appropriately setback and/or obscured by an existing historic parapet.
7. **Skylights:** The installation or replacement of skylights that are minimized from view. Skylights must be limited in number and size; mounted flush with the roof; have a low, flat profile; and a frame with a powder-coated or painted finish that matches the color of the roof material. For example, this scope of work qualifies for staff level approval by:
 - a. The installation of two low, flat-profile skylights that meet the above requirements and are located on a portion of the roof that is minimally visible from the surrounding public right-of-way.

8. **Rear Yard Decks and Stairways:** The repair or replacement of decks and stairways and associated structural elements that are located in the rear yard; are not visible from the public right-of-way; do not require the construction of a firewall; and are determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, must be retained where extant. New railings, if needed, shall match the historic rail system in design. This does not apply to the replacement of porticos, porches, or other architectural components at the rear of the property. For example, this scope of work qualifies for staff level approval by:
 - a. The replacement or construction of a contemporary rear deck or stair on a building located mid-block where the rear of the property is not visible from the public right-of-way and the deck and/or stair is set in from the side property lines so as not to require the construction of a firewall.
 - b. The replacement of railings and decking on a historic verandah that is beyond repair and is not visible from the public right-of-way. The replacement decking and railings are based on physical or documented evidence and are replaced in-kind with like materials and match the historic in all profiles and dimensions. All other historic veranda elements are retained, stabilized, supported, and protected during construction.

9. **Replacement and/or Modification of Non-Historic Storefronts:** The replacement and/or modification of non-historic storefront materials, or have not gained significance in their own right, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work is confined within the piers and lintels of the ground floor of the property and determined to be compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district. For example, this scope of work qualifies for staff level approval by:
 - a. The removal of a non-historic storefront system and the installation of a new storefront system. The design of the new system is based on physical or documented evidence of the property and matches the historic proportion, scale, profile, and finish of a storefront system from the period of significance of the property.
 - b. The removal of contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the property. All underlying historic material is cleaned, repaired, and left exposed. The transom area is re-glazed and integrated into the storefront system with a design based on the historic proportion, scale, configuration, materials, and details of the property.
 - c. The removal of a portion of a non-historic storefront system to install a new ADA-compliant entrance. The new entry system is integrated into the existing storefront system and is determined to be compatible in terms of proportion,

scale, configuration, materials, and details with the character-defining features of the property and/or district.

10. **Selective In-Kind Replacement of Cladding:** The selective replacement of cladding materials at any façade when it has been demonstrated that the existing cladding is damaged beyond repair and when the new cladding will match the historic cladding (extant or not) in terms of material, composition, dimensions, profile, details, texture, and finish. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work. For example, this scope of work qualifies for staff level approval by:
 - a. The selective replacement of historic clapboard siding where it has been demonstrated that the specific area to be replaced is beyond repair and the new clapboard siding matches the historic in material, profile, and finish.
 - b. The selective patch of historic stucco where it has been demonstrated that the specific area to be replaced is beyond repair and the new stucco patch matches the historic in material, composition, texture, and finish..
11. **Construction and/or modification of landscape features:** The construction of new landscape features or modification of existing landscape features associated with residential properties when the work will not impact character-defining features of the property as listed in the designating ordinance or identified by Planning Department preservation staff. For example, this scope of work qualifies for staff level approval by:
 - a. The removal and replacement of a non-character-defining walkway and retaining wall within the side yard of a property where it has been demonstrated that the replacement materials are compatible with the property in terms of location, size, scale, materials, composition, and texture.
12. **Construction of non-visible roof decks:** The construction of roof decks, including associated railings, windscreens, and planters, that cannot be viewed from the public rights-of-way located within 150 feet of the subject property or within the district, whichever is greater. This does not include the construction of pergolas or other structures, such as a stair penthouse for roof access. For example, this scope of work qualifies for staff level approval by:
 - a. The installation of a roof deck and associated railings that meet the above requirements.
13. **Work described in an approved Mills Act maintenance plan.** Any work described in an approved Mills Act Rehabilitation/Restoration/Maintenance Plan that has been reviewed and endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the Secretary of the Interior's Standards. For example, this scope of work qualifies for staff level approval by:

- a. Work outlined in an approved Mills Act contract, such as the reconstruction of a missing exterior architectural feature based on physical or documented evidence and that meets the Secretary of the Interior's Standards.

14. Removal of non-historic features: The removal of any features that are not historic features of the building and that have not gained significance in their own right for the purpose of returning the property closer to its historic appearance. Please note that replacement of such features would require review by the Historic Preservation Commission. For example, this scope of work qualifies for staff level approval by:

- a. The removal of a non-historic and non-essential fire escape from the exterior of the property and all anchor points and penetrations are patched and repaired based on the Secretary of the Interior's Standards.
- b. The removal of asbestos or synthetic siding to expose and repair underlying wood clapboard siding. Please note that the replacement of any missing architectural features or millwork would require review by the Historic Preservation Commission.

BE IT FURTHER RESOLVED that the Commission GRANTS this delegation as an interim procedure that will expire within two years of the date of this Motion or may be revoked at any time within the interim period at the Commission's discretion.

I hereby certify that the foregoing Motion was adopted by the Commission at its meeting on December 5, 2012.

Jonas P. Ionin

Acting Commission Secretary

AYES: Chase, Damkroger, Hasz, Johns, Martinez, Wolfram

NAYS: 0

ABSENT: Matsuda

ADOPTED: December 5, 2012

EXHIBIT A

INTERIM PROCEDURES FOR WORK DETERMINED TO BE MINOR AND DELEGATED TO THE PLANNING DEPARTMENT FOR APPROVAL AS AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS PURSUANT TO PLANNING CODE SECTION 1006.2.

Section 1006.2 of the Planning Code provides that the Historic Preservation Commission (“HPC”) may, for properties designated individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as Minor Alterations; and (2) delegate approval of an Administrative Certificate of Appropriateness for such Minor Alterations to Department staff. These Administrative Certificates of Appropriateness are appealed directly to the HPC.

The scopes of work identified in Motion No. 0181 are determined to be minor and the review and approval process shall be delegated to the Department under the following interim procedures. These procedures do not include any other entitlements that may be required as part of the proposal and the HPC retains discretion to revise or rescind these procedures as necessary.

- Upon receipt of a Certificate of Appropriateness application, the Department shall review the proposed project to determine if it falls within the HPC’s minor scopes of work listed in Motion No. 0181 and shall open a Certificate of Appropriateness case (an “A” case).
- If the proposed project meets the requirements set forth in HPC Motion No. 0181 for an Administrative Certificate of Appropriateness, the Department shall draft findings that explain how the proposed project complies with the requirements and will issue the Administrative Certificate of Appropriateness.
- If the project does not meet the requirements set forth in HPC Motion No. 0181 or if Department staff finds that the project needs HPC review and approval, then the Department reserves the right to bring the application to the HPC for a public hearing. All regular procedures for the public hearing will be followed.
- If no HPC is required, then the final Administrative Certificate of Appropriateness will include a photograph of the subject building and a minimum of one 11”x17” sheet that illustrates the proposed scope of work.
- The Administrative Certificate of Appropriateness will be sent to each HPC Commissioner, the Applicant, as well as any interested parties who make a request in writing to the Department.
- Any member of the public or the HPC may file for a “Request for Hearing” within 20 calendar days of the date of issuance of the Administrative Certificate of

Appropriateness. If no request is received by the Department, then the Administrative Certificate of Appropriateness shall be deemed approved.

- To file for a Request for Hearing, the interested parties shall file an “Administrative Certificate of Appropriateness Request for Hearing Application” with the Department.
- If a Request for Hearing is received by the Department, the hearing will be scheduled and noticed for a future hearing before the HPC.
- The hearing notice shall be mailed to the property owner, project sponsor, applicant, as well as all interested parties who make a request in writing to the Department.
- At the time of the hearing, the HPC may choose to uphold, modify, or disapprove the Administrative Certificate of Appropriateness.

San Francisco Planning Department
Public Outreach, Education and Training

Attachment D

Date	Location	Topic	Planners	Quadrant	Requested By
10/27/11	Korean American Center	Community Meeting: SF Planning Dept Preservation Program Overview	RS	NE/NW	Hayes Valley Neighborhood Association
12/07/11	Harvey Milk Center, 50 Scott St	Community Meeting: Duboce Park Landmark District Community Drop-In	MB	NW	SF Planning Dept
12/14/11	French-American Int'l School	Community Meeting: Market St Masonry Landmark District Designation	NMC, TF, RS, SC	All	SF Planning Dept
02/13/12	Delissio Café	Ask-A-Planner Night: Mid-Market Masonry Landmark District	NMC	All	SF Planning Dept
02/15/12	French-American Int'l School	Community Meeting: Market St Masonry Landmark District Designation Update	NMC, TF	All	SF Planning Dept
03/06/12	Delissio Café	Ask-A-Planner Night: Mid-Market Masonry Landmark District	NMC	All	SF Planning Dept
05/09/12	Coldwell Banker Main Office, 1699 Van Ness	Historic Preservation Overview in San Francisco	RS, GH	All	Coldwell Bankers Realtors
04/24/12	Parkside Library	Parkside Neighborhood Tour	All	All	SF Planning Dept
06/13/12	SPUR	Central Corridor Plans (Historic Resource Component)	RS	SE	SF Planning Dept
09/25/12	AIA San Francisco, 212 Sutter Street	"Discover the History of Your Home" (Part of the Architecture in the City Festival)	NMC	All	AIA San Francisco
07/12/12	SF Planning Dept, 1650 Mission St	Historic Preservation Policy and Regulations in San Francisco	NMC	All	Kaifeng China Planning Delegation

Landmark Designation Work Program

On June 15, 2011, the Historic Preservation Commission adopted its Landmark Designation Work Program. Four additional buildings located in the South of Market Area were added in 2012. The Work Program includes 20 individual properties and three districts – Market Street Masonry Landmark District, Duboce Park Landmark District, and Golden Gate Park Landmark District – under consideration for landmark designation.



Cowell House, 171 San Marcos Avenue

Built in 1933, the Cowell House is the first known Modern residential building in San Francisco. It was designed by the architects Morrow (Irving) & Morrow (Gertrude), the designers of the Golden Gate Bridge. It reflects an early fusion of International Style, Streamline Moderne, and Second Bay Tradition.



Sam Jordan's Bar, 4004 Third Street

Sam Jordan's Bar is significant due to its association with the late Sam Jordan, a prominent African American community leader, Golden Gloves champion, pioneering African American business owner along the Third Street corridor in the Bayview District, and the first African American candidate for Mayor of San Francisco (1963). In

1959, Mr. Jordan opened Sam Jordan's Bar in a c.1880's building that was originally constructed adjacent to the corrals, slaughterhouses, and tanneries associated with "Butchertown." The bar is still in operation and is one of the oldest continuously operating African American businesses along the Third Street corridor. Sam Jordan's Bar was known as an organizing space and catalyst for community-based initiatives.

UPDATE: The Board of Supervisors voted on January 15, 2013 to designate Sam Jordan's Bar, 4004-4006 Third Street, as an individual Landmark.



Russell House, 3778 Washington Street

Built in 1950, 3778 Washington Street is one of only two buildings in San Francisco designed by internationally renowned master architect Erich Mendelsohn. It retains high integrity and reflects the influence of International Style and the Second Bay Tradition. It is one of Mendelsohn's final designs.



Sailors' Union of the Pacific, 434-450 Harrison Street

Built in 1950, the Sailors' Union of the Pacific Building was designed as the headquarters for the Sailors Union of the Pacific, as a center of community life, and as a monument to sailors. No other structure in San Francisco so effectively represents the status of seafaring and waterfront labor than the Sailors Union building. The building

is significant due to its striking Moderne style and its cultural association with San Francisco's labor movement.



Congregation Emanu-El School Buildings

Two of the former school buildings associated with Congregation Emanu-El are under consideration for Landmark designation. The original school building at 1337 Sutter Street was constructed in 1910, while the adjacent school annex at 1335 Sutter Street was built in 1918. The annex later housed the Grabhorn Press, a significant printing

house. Both buildings are significant for exceptional architecture and for strong cultural associations.



Sunshine School, 2728 Bryant Street

Built in 1937 as a Works Progress Administration project (WPA), the Sunshine School was originally constructed as a school for disabled children. It was designed by architects Martin Rist, Charles F. Strothoff, Smith O'Brien, and Albert Schroeffer in a Moorish-Byzantine inspired style. The school is significant for its architecture, its association with

the WPA, and its association with Franklin Delano Roosevelt's schools for disabled children.



Samuel Gompers Trade School, 106 Bartlett Street

Built in 1937 as a Works Progress Administration project, the Samuel Gompers Trade School was designed in the Streamline Moderne style by architects Masten & Hurd. Influenced by the International Style, the school features striking glass brick-clad stairwell towers. It is currently part of the recently constructed City College Mission

Campus complex.



2 Clarendon Avenue

Built in 1956, 2 Clarendon Avenue is a rare example of a single-family residential building designed by the local firm Anshen + Allen. The building, located in the Twin Peaks area, is an excellent and unique example of Modern residential design.



Doelger Homes Sales Office

Built in 1933 and added to in 1940, 320-326 Judah Street in the Sunset District is the former real estate sales office for residential tract developer Henry Doelger. The building's muscular and eye-catching Streamline Moderne design was an effective marketing tool in promoting Doelger's nearby tract developments.

UPDATE: At the September 19, 2012 hearing, the HPC initiated designation of the Doelger Building, 320-326 Judah Street, as an individual Landmark. The Board of Supervisors will vote on the proposed designation in early 2013.



3655 Clay Street

Built in 1941, 3655 Clay Street is an early Second Bay Tradition design by William Wurster, a pioneer of the San Francisco Bay Area's regional Modernism. Its small-scale, rustic cladding, and minimalist detailing are hallmarks of Wurster's unpretentious Modern aesthetic.



Swedish American Hall, 2168 Market Street

Built in 1907, the Swedish American Hall was designed by master architect August Nordin. It continues to serve as a cultural center for the Swedish American community and is significant for its cultural history and chalet-inspired architectural design.



Twin Peaks Tavern, 401 Castro Street

The Twin Peaks Tavern located at 401 Castro Street is associated with LGBT history. It is known as the first gay bar in San Francisco (opened in 1972) to feature large expanses of glass, which revealed rather than obscured the view of bar patrons. Housed in a remodeled turn-of-the-century building in the heart of the Castro, the bar

retains its expansive windows and continues to serve the LGBT community.

UPDATE: The Board of Supervisors voted on January 15, 2013 to designate the Twin Peaks Tavern, 401 Castro Street, as an individual Landmark.



New Era Hall, 2117 Market Street

Built in 1905, the New Era Hall served as a rental hall for fraternal organizations lacking their own meeting spaces. It was designed by master architect August Nordin and is an excellent example of a turn-of-the-century mixed-use building.



2173 15th Street

Built circa 1875, this Gothic-inspired single-family residential building is one of the earliest buildings constructed in the Market and Octavia area.



Marcus Books / Jimbo's Bop City, 1712-1716 Fillmore Street

Built in the 1880s, 1712-1716 Fillmore Street is significant for its association with Jimbo's Bop City – a legendary jazz club in the Fillmore District (1950-1965) – and Marcus Books, the oldest independent African American bookstore in the

country. It represents a tangible connection to the post-war African American experience in the Fillmore, the black intellectualism associated with Marcus Books and the shifts in geography and demographics associated with redevelopment in the Western Addition.



Mothers Building

Two Mother's Building, located in what is now the San Francisco Zoo. It was constructed in the 1920s as part of the Fleishhacker Pool complex and features elaborate interior murals.



Planters Hotel, 606 Folsom Street

The Planters Hotel was designed by Salfield and Kohlberg and constructed in 1906. The building is a rare example of commercial and hotel architecture in the South of Market district built immediately after the 1906 Earthquake and Fires. Its wood frame construction, and wood cladding, is also rare as such construction was disallowed in

the aftermath of the fires.



Phillips & Van Orden Building, 234 First Street

Built in 1930, the Phillips & Van Orden Building was designed in the Art Deco style by architects Henry H. Meyers and George R. Klinkhardt. The building is significant for its architecture and for its association with the Phillips & Van Orden Company, an important publisher and printer in San Francisco, itself the most important publishing center in the West, which occupied the building from 1930 to 1947.



Burdette Building, 90 Second Street

Constructed just before the 1906 Earthquake and Fires, the two-story, brick masonry, American Commercial style, Burdette Building is a rare survivor of the 1906 Conflagration that destroyed the surrounding neighborhood.



Marine Firemen's Union Headquarters, 240 Second Street

Built in 1957, the Marine Firemen's Union Headquarters was designed in the Late Moderne style and includes significant interior and exterior murals. The building continues to serve as the administrative headquarters and hiring hall for the

Marine Firemen's Union, which was founded in 1883 and reorganized in 1907, and is one of the oldest and most important maritime unions based in San Francisco.

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Charles Chase

Date of Appointment: 1/13/2009

Date Term Expires: 12/31/2012

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Charles Edwin Chase, AIA

855 Folsom Street, No. 736
San Francisco, CA 94107-1183
415.621.5801

Profession

Architect

Registrations: NCARB; Florida, South Carolina

Education

Master of Architecture, University of Florida, 1975

Bachelor of Architecture, University of Florida, 1972

Experience

2007- present

Architectural Resources Group Principal | Director of Planning

San Francisco, California

Director of eight planning professionals in San Francisco, Los Angeles and Portland, OR. ARG's Planning Group focus is to provide documentary research, historic resource evaluations and planning services in support of federal, state and local entitlement requirements, architectural design and construction affecting historic properties.

2007

Preservation Consultant

San Francisco, California

Preservation planning services for the development of a new preservation plan for the City of Charleston, SC. Creation of new forty-year preservation plan for nationally recognized historic city where expansion of its boundaries have expanded the number of historic early to mid twentieth century resources. Integral member of planning team from initiation to completion participated in client coordination, research, and public workshops; plan development, illustration, public presentations and editorial responsibilities.

1999 - 2007

Executive Director

San Francisco Architectural Heritage

San Francisco, California

Executive Director of 1,500 member citywide preservation education and advocacy organization with a budget in excess of \$750K and twenty-five member governing board. Supervisor of seven member staff manages all phases of development including grant solicitations and management, development consultant activities, membership program, annual fund, planned giving, and personal gifts to the organization. Chief advocate and spokesperson for historic preservation at all levels of government and private sector. Achievements include first independent professional organizational management assessment, board training on fundraising and development, creation of annual Heritage Awards Program, partnership with Port of San Francisco to nominate the 2.5 miles of San Francisco waterfront to the National Register of Historic Places.

1987 - 1999

City Architect / Preservation Officer

City of Charleston
Charleston, South Carolina

Division management within Department of Planning & Urban Development. Staff of three responsible for owner/architect coordination, building evaluations, and inspections for 3600+ structures. Liaison with South Carolina State Historic Preservation Office and President's Advisory Council on Historic Preservation (Section 106) related work.

Capital projects management including professional consultant services selection, programming, design, document development and bidding phases. Management of staff and consultant work to develop and meet architectural and archaeological stipulations of Section 106 Memorandum of Agreement conditions for public works projects.

Concurrent with
City Architect Position
1988

Executive Director

Charleston Heritage Housing, Inc.
Charleston, South Carolina

Established not for profit housing provider organization to utilize underdeveloped and dilapidated historic housing stock in Charleston, SC. Developed housing acquisition criteria, board goals and objectives, financial needs assessment, and established 501(c) 3 status for corporation.

1985 - 1986

Architect

Coral Gables, Florida

Research and development of City of Miami Downtown Master Plan: Urban Preservation Component including feasibility, cost estimates and facade improvement studies.

Developed design guidelines and building maintenance standards for commercial and residential structures for the Office of Community Development, Dade County, Florida.

1983 - 1985

Director of Preservation & Real Estate

Historic Savannah Foundation, Inc.
Savannah, Georgia

Prepared contract documents and supervised rehabilitation of mid-nineteenth century structures under federal tax credit program. Restoration/adaptive use of two house museums. Evaluation, design and cyclical maintenance procedures for foundation properties.

1982 - 1983

City Architect

City of Coral Gables
Coral Gables, Florida

Established the Office of Architectural and Preservation Services for the planning and maintenance of city facilities. Member of the city manager's staff, reviewed municipal development projects. Coordinated evaluation and negotiation process for developer selection for \$40 million Biltmore Hotel Tower (1926) redevelopment.

1977 - 1982

Associate Vice-President

Spillis Candela & Partners
Coral Gables, Florida

Architect and project manager. Projects included museum, restaurant, and retail space design; interior architectural detailing, furnishing selection and lighting. Interim Business Development Director assisted with initial client contacts, prepared qualifications statements, graphic presentations, and feasibility studies and presented firm's credentials leading to acquisition of corporate and government contracts.

1975 - 1977

Architect

National Trust for Historic Preservation
Washington, DC / Charleston, South Carolina

Prepared architectural, written and photographic documentation of two-year program including physical assessment, documentary research, and non-destructive testing leading to the conservation of Drayton Hall (1738). Supervision of architectural historian, historical archaeologist and landscape architect.

Awards

1998

Achievement Award / International City/County Management Association

International City Resources Program
Historic Preservation & Tourism Management: Charleston South Carolina and Cochin, Kerala State, India.

1989

Merit Award / American Institute of Architects, South Florida

Freedom Tower Restoration (Miami Daily News)
Miami, Florida

1989

Restoration Award / Florida Trust for Historic Preservation

Freedom Tower Restoration (Miami Daily News Building)
Miami, Florida

1985

Award of Excellence

American Institute of Architects, South Georgia Chapter

William Scarborough House Garden Pavilion
Savannah, Georgia

1979

Merit Award for Restoration &

Honor Award for Interior Design /

American Institute of Architects, Florida South Chapter

Biltmore Country Club Restoration
Coral Gables, Florida

Organizations

- 2004 - present **Lambda Alpha International**, Honorary Land Economics Society Member, San Francisco Chapter
- 2006 - present **Center for Architecture + Design**, Founding Member
Organization founded to bring design arts professionals together to learn about and develop mutual interests, collaborations and educational opportunities for the public.
- 1999 - present **California Preservation Foundation**, Member
Preservation Design Awards Committee, Chair (2003-present)
Education Committee (2003)
2004 Conference Planning Committee (2003)
- 1980 - present **American Institute of Architects**, Member
San Francisco Chapter, Board Member (2004-2008) and Secretary (2007-2008)
Georgia Association, Historic Resources Committee, Co Chair (1984 – 1985)
- 1975 - present **National Trust for Historic Preservation**, Member

Community Service

- 2009 - Present **Historic Preservation Commission**, President, City of San Francisco, CA
- 2006 **Presidio Trust, Public Health Hospital Development Review Panel**
Member of professional peer review panel for proposed adaptive use of former hospital to housing within the National Historic Landmark property.
- 2006 **National Trust Western Office Volunteer Team for New Orleans**
Assistance to the New Orleans Field Office to assist in Hurricane Katrina Recover Efforts, survey and consultation with historic resource property owners, February 12-17.
- 2005- present **Mayor's Preservation Fund Advisory Committee**, City of San Francisco
Chair
Committee established to advise the Mayor Gavin Newsom on the disposition of \$2.5m received because of a settlement agreement stemming from the demolition of a city landmark.
- 2001 -2002 **California Academy of Sciences Citizens Advisory Group**, San Francisco
Member
Committee established to advise the planning and design of new educational exhibition, administration, and research facilities within the site currently occupied within Golden Gate Park.
- 2000 - 2007 **Historic Resources Survey Advisory Committee, City of San Francisco**
Member
Committee established by the San Francisco Planning Department to participate in the development of survey needs, criteria and review of findings of staff and consultants.

- 1999 - 2008 **Port of San Francisco Central Waterfront Citizens Advisory Committee**
Member
Committee established by The Port of San Francisco to participate in the decision making process for port owned property within the central waterfront and pier 70 area.
- 1998 - 1999 **The Secretary's Award for Historic Preservation: HUD/National Trust**
Juror, Awards Committee
Program established to honor exemplary housing solutions through historic preservation.
- 1998 **Project RESTORE, Charleston, SC**
Executive Committee
A subsidiary program of the ELPIS Foundation, to return fathers to families through education and skills development. Project RESTORE's focus on traditional building skills, restores neighborhood housing while teaching trade and business skills.
- 1993 **Drayton Hall, Charleston South Carolina**
Review of Architectural and Engineering qualifications for the development of visitor's center/interpretation complex on this National Trust Property.
- 1991 - 1992 **Hurricane Andrew Assessment, Louisiana**
Service to the National Trust Southern Regional Office. Five-day tour of damaged sites to provide assistance to owners and architects of commercial and residential historic buildings. Established damage assessment survey to measure rehabilitation costs and identify professional assistance needs.
- Charleston 2000: Master Plan**
Member, Urban Design Committee
Appointed by Mayor Joseph P. Riley, Jr., Charleston, South Carolina to develop future planning strategies for the city's urban core.
- 1989 -1990 **Disaster Recovery Team**
Director
Coalition of non-profit community organizations created to direct recovery efforts effecting historic resources in Charleston, SC after Hurricane Hugo.
- 1986 - 1987 **National Register Review Board / State of Florida**
Member
Advisory committee established to review and comment on the appropriateness of applications to the National Register of Historic Places, National Park Service, US Department of the Interior.
- 1982 - 1983 **Miami Heritage Conservation Board, Miami, Florida**
Chair
First seated quasi-judicial board to enforce environmental protection standards, nominate properties for historic resource recognition and protection.
- 1981 **Florida Governor's Mansion Charrette / Tallahassee, Florida**
Member, Design Team
American Institute of Architects, Florida Association
- 1980 - 1981 **Metro-Dade [Florida] Community and Economic Development Board**
Member

*Lectures,
Symposia,
Workshops*

- 2011 "Infill Case Studies – Successful Approaches to Infill," Understanding Design Workshop, California Preservation Foundation, San Francisco, August, 14.
- "How to Present to Boards & Commissions", Continuing Education Program, Architectural Resources Group, February 9.
- 2010 "Community Benefit of Preserving Private Institutions", Metropolitan Women's Club, 640 Foundation Reception, San Francisco, CA, April 22.
- 2005 "Historic Resource Surveys 101: Developing Community Based Involvement in the Survey Process", California Preservation Foundation Workshop Series, April.
- 2002 "Compatible Design in Historic Districts, Presidio Post Open House," The Presidio, February 26.
- 2001 "Fundraising for Preservation Organizations", Panelist, California Preservation Foundation Annual Meeting, San Diego, CA, May 19.
- "Investment Tax Credits and Conservation Easement Donations," Preservation Incentives Workshop, California Preservation Foundation, San Francisco, Colusa, CA September 13-14.
- 2000 "Role of the Not for Profit Preservation Organizations" Region V Regional Workshop for Historic Resource Managers, General Services Administration, San Francisco, CA, February.
- 1998 "Local Historic Preservation Regulations", North Carolina Senior BAR Association Fall Conference Meeting, Charleston, SC, October 2-3.
- 1995 – 1999 Elderhostel, College of Charleston, Charleston, SC.
Lecture series on the role of government in historic preservation; coordination and efforts of not for profit organizations, private sector and government for the preservation of the urban environment.
- 1992 "Preservation Measures & Mitigation after Hurricane Hugo"
Key West Preservation Conference, May 21-23.
- 1991 "Overview of Charleston's Efforts in Urban Design, Preservation & Public Housing", Fortune 500 Forum, Charleston, SC, November 14 -16.
- 1990 "Examples of Public Private-Partnerships for Preservation and Urban Design"
Business in the Community Meeting, HRM Prince of Wales, February 20.
- "Preservation & Mitigation in Response to a Natural Disaster"
Preservation Challenges for the 1990's: A Conference for Public Officials.
National Park Service, Washington, DC, June 5-7.
- "Urban Design & Historic Preservation in Charleston, SC";
"Preservation Boards & Commissions: Charleston as an Example"
National Trust for Historic Preservation Annual Meeting, October 17-21.

1987 "Historic Preservation and Tourism Management in Charleston, SC"
National Trust for Historic Preservation Annual Meeting
Washington, DC, October 7-11.

Publications

2009 "Piering into the Future", The Registry: Commercial Real Estate, October
2009.

2005 "Planning for Recovery in the Wake of a Disaster: The Legacy of Charleston,
S.C. and Hurricane Hugo", The Journal of Architecture, American Institute
of Architects, December 2005.

1998 "Charleston: Guarding Her Customs, Buildings, And Laws", Preservation
Forum, National Trust for Historic Preservation, Fall 1998, Washington, DC.

1990 "Keeping the Doors Open to History," Preservation Forum, National Trust for
Historic Preservation, Fall 1990, Washington, DC.

1986 Resourceful Rehab: A Handbook for Historic Buildings in Dade County,
Florida, Metro-Dade Community & Economic Development, Dade County,
Florida.

1984 "They Don't Build Them Like That Now," UPDATE, The Historical Association of
Southern Florida, Miami, Florida.

1982 "The Techniques Employed for the Restoration of the Biltmore Country Club
Building," The Biltmore Revisited, Metropolitan Museum and Art Centers,
Coral Gables, Florida.

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government ___San Francisco City and County

Name of Commissioner __Courtney Damkroger

Date of Appointment: _1/2009

Date Term Expires: _12/31/12

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

X_Yes ___No. Yes, Planning.

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Education:

B.A. in Art History with a focus on American Art, Architecture and Decorative Arts

M.A. in Art History with a focus on American Art, Architecture and Decorative Arts

M.C.P. in City and Regional Planning

Professional Experience:

1986 to 1989, Skidmore, Owings and Merrill, Writer and Zoning Analyst

1989 to 2000, National Trust for Historic Preservation, started as a Field Representative and left as Assistant Regional Director

2000 to 2005, Historic Preservation Officer and Principal Planner, City of San Jose

2002 to Present, Lecturer, San Jose State University, Historic Preservation

Courtney Ann Damkroger
2626 Hyde Street
San Francisco, CA 94109
(415)923-0920

WORK EXPERIENCE

**Lecturer, Department of Urban and Regional Planning, San Jose State University
2002 to Present**

Teach Historic Preservation course offered annually to both graduate and undergraduate students.

**Historic Preservation Officer/Principal Planner, Planning, Building & Code Enforcement, San Jose
July 2000 to August 2005**

Developed and managed the historic preservation program for the City of San Jose, staffed the Historic Landmarks Commission.

**Assistant Director, National Trust for Historic Preservation, Western Office, San Francisco
July 1995 to July 2000**

Developed and managed advisory services for eight-state region.

**Acting Regional Director, National Trust for Historic Preservation, Western Office
June 1999 to November 1999**

**Senior Program Associate, National Trust for Historic Preservation, Western Office
1994 to 1995**

**Program Associate, National Trust for Historic Preservation, Western Office
1991 to 1994**

**Field Representative, National Trust for Historic Preservation, Western Office
1989 to 1991**

**Planner, Skidmore Owings & Merrill, Urban Design Studio, Chicago,
1986 to 1989**

Produced real estate studies and zoning analyses as well as promotional, proposal and academic writing.

EDUCATION

MCP, City and Regional Planning, University of California, Berkeley.

MA, History of Art, University of California, Berkeley (Humanities Graduate Research Grant).

BBA, Cox School of Business, Southern Methodist University, Dallas, Texas

BA, Art History, Southern Methodist University, Dallas, Texas (Pollock Art/& Art History Award).

PROFESSIONAL AFFILIATIONS

- *Vice President*, San Francisco Historic Preservation Commission. 2009 to present.
- *Member*, San Francisco Landmarks Preservation Advisory Board, 2005 to 2009.
- *Trustee, and member of the Executive Committee*, Fort Mason Center, 2007 to present.
- *Trustee, and member of the Executive Committee*, California Preservation Foundation, 2001 to 2007.
- *Fort Baker Ad Hoc Committee*, Golden Gate National Parks Commission. 2000 to 2001.
- *Grant Committee*, California Heritage Fund, Office of Historic Preservation. 1996 to 1997.

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government ___San Francisco City and County

Name of Commissioner __Courtney Damkroger

Date of Appointment: _1/2009

Date Term Expires:_12/31/12

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Are you a professional in one of the disciplines associated with historic preservation?

X_Yes ____No. Yes, Planning.

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Education:

B.A. in Art History with a focus on American Art, Architecture and Decorative Arts

M.A. in Art History with a focus on American Art, Architecture and Decorative Arts

M.C.P. in City and Regional Planning

Professional Experience:

1986 to 1989, Skidmore, Owings and Merrill, Writer and Zoning Analyst

1989 to 2000, National Trust for Historic Preservation, started as a Field Representative and left as Assistant Regional Director

2000 to 2005, Historic Preservation Officer and Principal Planner, City of San Jose

2002 to Present, Lecturer, San Jose State University, Historic Preservation

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Karl Hasz

Date of Appointment: 1/19/2011

Date Term Expires: 1/19/2015

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Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Karl Hasz

1544 Union St., San Francisco, CA 94123
karlhasz@haszconstruction.com 415-531-2770

CAREER EXPERIENCE

HASZ CONSTRUCTION, INC. 2001-Current
President, Founder

- As the owner of Hasz Construction, Inc., responsibilities include overseeing the sales and operations of this commercial general contracting firm which specializes in the construction of detailed restaurant and retail spaces in Northern California.

GAUL CONSTRUCTION COMPANY 1998-2001
Branch Manager

- Oversaw all field operations for this general contracting firm which completed projects as diverse as restaurants, retail, office TI's, and parking lots throughout California.

DECKER ELECTRIC 1996-1998
Project Manager

- Responsible for the successful and timely completion of biotech research facilities at Genentech in South San Francisco.

ROYAL ELECTRIC 1994-1996
Operations Manager – Airfield Division

- Responsible for the successful and timely completion of runway and taxiway construction projects at Los Angeles International, Sacramento International, Reno/Tahoe International, to name just a few.

EDUCATION

California State University Chico, School of Construction Management

COMMUNITY INVOLVEMENT

- Chairman & founder of the 501C3 non-profit organization, Champion Impact, 'Professional Athletics Impacting the Community'
- Board member of the New Democrat Network, a national political organization.
- Financial supporter of the Northern California Cancer Center, San Francisco Food Bank, and Bay Fund's mentoring program.
- Volunteer and supporter of Alaska Governor Tony Knowles run for the United States Senate.
- Volunteer and supporter of new Democrat Network Founder Simon Rosenberg's run for Chair of the National Democratic Party

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Richard Johns

Date of Appointment: 2-2-2011 Date Term Expires: 12-31-2014

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Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

RICHARD S. E. JOHNS

Law Offices Of Richard S. E. Johns

57 POST STREET, SUITE 604
SAN FRANCISCO, CALIFORNIA 94104
(415) 781-8494
TELECOPIER (415) 397-0792
e-mail: RSEJohns@yahoo.com

- Education**
- 1971: J.D., University of California, Hastings College of the Law.
1968: B.A., University of California, Santa Barbara, English Major,
with emphasis on the history of Elizabethan plays.
- Memberships**
- State Bar of California, American Bar Association, San Francisco Bar Association. Admitted before all Federal District Courts in California and the Ninth Circuit Court of Appeals. Formerly a member of the Illinois State Bar; former Director of Congregation Beth Sholom, San Francisco; Concordia-Argonaut Club of San Francisco; Friends of Mountain Lake Park; Planning Association of the Richmond; Friends of Recreation & Parks.
- Honors**
- 2006 to 2010 President of the San Francisco Museum and Historical Society
2002 to 2004 President of the San Francisco Bay Area Chapter of the American Jewish Committee
2002: Mayor's Task Force on the San Francisco Old Mint
1987 to date: Rated AV by Martindale-Hubbell; Listed in Directory of Preeminent Counsel
1990 to date: Who's Who In American Law.
1992 to date: Who's Who Of Emerging Leaders In America.
1994 to date: Who's Who In America
1994 to 1999: Vice President of the Museum of the City of San Francisco
1981: Authored "Guidelines For Proof Of Concerted Action Under The Sherman Act." Eastern Trans. Law Seminar, Association of ICC Practitioners.
1972: Bigelow Fellow and Instructor, University of Chicago Law School. Authored "The After-Acquired Surety: Commercial Paper" 59 Calif. L. Rev. 1459 (with Roscoe T. Steffen).
1971: Hastings Law Journal: Board of Editors.

PROFESSIONAL EXPERIENCE

- Chairman of the Liquidation Oversight Committee in the bankruptcy of Coudert Brothers, the oldest international law firm in America, pending in the Southern District of New York.
- 1990 to 1997 was instrumental in the campaign to save the cross on Mount Davidson from destruction. As a Director of the local chapter of the American Jewish Committee and a Director of the Museum of the City of San Francisco I approached then City Attorney Louise Renne with a plan to preserve the cross by having the City publicly auction the cross, and the entire top of Mount Davidson, with no restrictions as to its future and no requirement that it be preserved.
- I have been working for over 10 years to preserve the Old Mint at 5th and Mission.
- Prepared the documentation for establishment of the leading vegan restaurant in Northern California, Millennium, including the offering materials and related contracts and agreements, such as buy-sell agreements, employment agreements, sales of stock agreements.
- Represented the California Pollution Control Financing Authority (Plaintiff) in major RICO, securities fraud, and breach of contract litigation in Los Angeles, resulting in two jury trials ending in multi-million dollar verdicts for plaintiff. The cases were based on a conduit financing by an agency of the State of California, and involved the analysis of documents in a complicated municipal bond financing, including many agreements designed to provide security for the loan and governing the operation of the garbage transfer station involved.
- Represented the owner of a \$28,000,000 apartment and commercial complex in San Francisco in several conduit financings, extensions and modifications, and re-financings through the San Francisco Redevelopment Agency, which involved review and coordination of extensive documentation for consistency and appropriateness within the transaction.
- Represented the owners of 1310, Inc, in the acquisition, operation, and later sale of a radio station located in Oakland. This involved the preparation, coordination, and review of all documents for the transactions, including the deal memoranda and documents designed

to implement the deal points, financing, licensing, approval from the FCC.

- Supervised the rewriting of the By-laws and CC&Rs of homeowners association of an historic condominium development at 1001 California Street, San Francisco, and the remapping of the building, to prevent the re-occurrence of litigation that had been brought among the owners due in part to conflicts and inconsistencies in the governing documents and resolutions adopted by various boards of directors.
- As general counsel for the various entities that were collectively known as The San Francisco Cannery, represented the owner in two multi-million dollar financings and eventually the sale of the property, which required preparation and review of extensive and complicated documents for consistency and appropriateness. Over a period of approximately 15 years was responsible for the documentation of numerous leases and documentation to maintain the historical integrity of The Cannery. Prepared the agreements by which The Cannery sold naming rights to Del Monte Corporation.
- Assisted former Mayor Willie L. Brown, Jr. in analyzing a proposed San Francisco Paratransit Program, including a proposed contract between The City and County of San Francisco Municipal Railway and GPS Data Solutions to provide the equipment and services to implement that program, and objections that the taxicab industry been raised to the contracting process, including asserted inconsistencies and conflicts in documents, statements, and the contracting process.
- Supervised and coordinated the preparation of documents to implement the development of real estate and financing of equipment acquisition, as an attorney with the Atchison, Topeka & Santa Fe Railway Company, which became Santa Fe Industries, a diversified transportation, real estate, and natural resources company.

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Alan Martinez

Date of Appointment: 1/1/2008

Date Term Expires: 12/31/2012

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Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

ALAN MARTÍNEZ, ARCHITECT

149 NINTH STREET #205, SAN FRANCISCO, CA 94103

PH: 415.626.9379 F: 415.626.9389 awmarch@earthlink.net

www.alanmartinezarchitect.com

ALAN WAYNE MARTÍNEZ

BORN:

July 1, 1955, Santa Maria, California

EDUCATION / REGISTRATION:

Degree

University of California, Berkeley: Bachelor of Arts in Environmental Design awarded with honors, June 1977

Licensed to practice Architecture

California, 1985

Professional Affiliations/Activities:

January 2003 to the 2005, Board Member of the San Francisco Chapter of the American Institute of Architects

Member Public Policy Committee, SFAIA

Member of the Historic Resources Committee, SFAIA

Spring 2003 to the 2005, Co-Chair of the Friends of 1800, a San Francisco LGBT historic preservation organization

Current Member of San Francisco Architectural Heritage

Member of the San Francisco Landmarks Preservation Advisory Board (2005 to the end of 2008)

Current President of the Board of the San Francisco AIDS Housing Alliance, which provides housing placement services for people with AIDS

Current Member of the San Francisco Historic Preservation Commission (beginning Spring 2009)

CURRENT PRACTICE:

July 1988 - Present

Alan Martinez Architect, Inc. San Francisco, California

Owner and Principal. Projects have included new single-family homes, residential additions and remodels, and several multi-unit housing developments. Our practice has had an emphasis on contextual design for new buildings and sensitive and appropriate renovations and additions to historic residences.

PROFESSIONAL EXPERIENCE:

April 1985 - March 1988

Terry Lindahl and Associates, San Francisco, California

Project Architect for a 33-unit townhouse project at 17th and Eureka Streets, for Republic Airlines tenant improvements at SFIA, and for a variety of other residential and commercial projects.

July 1985 - March 1988

Temple Associates, San Francisco, California

Architect for various retail projects in the Bay Area, including gift stores, sales kiosks and a trade showroom.

July 1982 - April 1985

Archimedia Architects, Mark Pierce and Larry Paul, San Francisco, California

Responsible for the design, presentation and working drawings for single family and multi-unit residential and retail projects including decorative grillwork.

November 1981 - January 1982

Wallace, Floyd Associates Inc., San Francisco, California

Worked on production team for various projects at Epcot Center, including the "Horizons " pavilion, and the monorail station, with emphasis on special steel framework for show sets and ride geometry.

WEBSITE:

www.alanmartinezarchitect.com

ALAN MARTINEZ, ARCHITECT • A CALIFORNIA CORP. • 149 9TH ST. STE. 330 • SAN FRANCISCO • CA • 94103

SOME CURRENT PROJECTS:

18 Ord St., San Francisco, CA, a new compatible exterior for a Victorian that had been stripped of its ornament.

300 Grant Ave., San Francisco, CA, exterior design for a 10 story 45 unit over 2 stories of commercial building. This design needed to be compatible with the Kearny-Market-Mason-Sutter Conservation District. (approvals granted)

883-881 Jamestown, San Francisco, CA, a 198 unit Neo Hispanic style market rate condominium project near Candlestick Point. (under construction)

SOME COMPLETED WORK:

625 Duncan, San Francisco, CA, a hillside two unit home in a 7,000 sq. ft. structure on a 50 ft. wide lot.

1335 Fulton, San Francisco, CA, a new six unit residential building in a contextual Neo-Edwardian style.

2423 Broadway, San Francisco, CA, remodel and compatible addition at the back for an existing 7,600 sq. ft. historic Edwardian style home.

945 Vermont St. Development, San Francisco, CA, five market rate duplexes, south side of Potrero Hill.

1476 Cypress Drive, Pebble Beach CA, complete interior and exterior remodel of a 3-bedroom home in a classical style.

425 Collingwood St., San Francisco, CA, alteration and renovation of a 5000 sq. ft. single family home.

699 Rhode Island St., San Francisco, CA, a new two-bedroom house on Potrero Hill built to be compatible with the existing 50's house on the same lot.

738 Castro St., San Francisco, CA, a renovation to the top story and facade of a Victorian home.

11566 Valencia Rd., near Nevada City, CA, a new 3 bedroom straw-bale home that is energy self sufficient.

135 Graystone Terrace, San Francisco, CA, a compatible addition of a fourth floor master bedroom suite and an extensive interior renovation to a San Francisco Art Deco house. Completed 1998.

28000 Elkhorn Rd., near Yorkville CA, design for a new wing to a house originally designed and completed by us in 1992. Original house was published in the February 1993 issue of *Decorating Remodeling* magazine.

311 Castro St., San Francisco, CA, a master plan for the rear renovation of a Victorian house in poor condition, and the design and contract administration for the execution of the first phase of this master plan. Completed 1995.

550 Cascade Rd., Mill Valley, CA, a house remodel, including a new stair and cabinetry. Completed 1995.

16 Leroy Place, San Francisco, CA, a new roof deck on existing building on Nob Hill. Completed 1992. Published in the June 1997 issue of *Sunset* magazine.

REFERENCES

Gee Gee Platt, Former Board Member, SFLPAB	(415) 922-3579
Dennis Richards, Board Member, San Francisco Heritage	(650) 485-2029
Tim Kelley, President, Former President, SFLPAB	(415) 337-5824

Statement of Qualifications

for

Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Diane Matsuda

Date of Appointment: 5/4/09

Date Term Expires: 12/31/2012

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Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Diane Miyeko Matsuda
c/o John Burton Foundation
235 Montgomery Street, #1142
San Francisco, CA 94104
Tel: (415) 305-5438
Email: diane@johnburtonfoundation.org

Summary of Qualifications:

I am a native San Franciscan with a strong interest in the preservation of the various social, cultural and ethnic communities that exist in this unique and extraordinary City.

Through my professional and community experience, I have been able to raise a statewide interest in promoting local community pride as well as providing residents with a deeper understanding and investment of the environment surrounding them.

Education

Juris Doctorate	UC Hastings College of the Law (1989) San Francisco, CA Bar No: 152391
Bachelor of Arts	University of San Francisco (1986) San Francisco, CA Double Degree in Sociology and Government
Trimester Abroad	Sophia University (1984) Tokyo Japan Emphasis on Meiji History
Preservation Leadership Training	National Trust for Historic Preservation (2004) Course in Astoria, Oregon

Work Experience

Executive Director 7/08-Current	John Burton Foundation San Francisco, CA 94104 Work directly Board Chair to create new programs to assist homeless youth, foster youth and former foster youth. Responsible for overall administration of office in addition to conducting an annual grant program.
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Executive Officer
4/04-7/08

California Cultural and Historical Endowment (CCHE)
Sacramento, CA 95814

Responsible for the creation, implementation and administration of a **new state agency** specifically dedicated to the preservation of cultural and historical resources in the State of California.

Over \$128 million in bond monies was distributed over a four year period to approximately 120 local communities across the state to further preserve and enhance cultural and historical assets, particularly in areas where such resources have been overlooked or underrepresented.

Program Director
1/99-4/04

California Civil Liberties Public Education Program (CCLPEP)
Sacramento, CA 95814

Responsible for the implementation of AB1915, the California Civil Liberties Public Education Act which authorized funding to be distributed through a competitive grant process to individuals, nonprofit organizations and local entities who are interested in creating programs about the Japanese American experience immediately before, during and after World War II.

A summary of significant projects created with CCLPEP funding includes:

-**Landmarks** in the three remaining Japan towns in CA that accurately depicts the history and culture of those particular communities.

-Walking tour of historic **Japan town markers** in San Francisco

-Reintroduction of film, "Farewell to Manzanar" to the general public and all local public libraries across the State.

-Creation of a symphonic piece, "Manzanar" conducted by Maestro Kent Nagano, formerly of the Berkeley Symphony.

-Major support for the passage of **SB307**, the California Japan town Preservation Bill.

Coordinator for
International Relations
1/98-1/99

California International Relations Foundation
Sacramento, CA

Created the first CA-Japan Scholars Program
between the State of California and Prefecture of
Osaka to send high school students to and from
Japan.

Coordinator
8/92-9/97

Osaka International House Foundation
Osaka Japan

Employed as the sole foreign employee of a
city owned and operated foundation dedicated to the promotion
and advancement of international relations at the citizen level.

Responsibilities include working with diplomatic staff from various
nations; translation of documents; interpretation and initiation of
programs for foreign visitors and residents.

Other Activities

Advisory Committee Member-California Civil Liberties Public Education Program (CCLPEP)

Cultural Tour Coordinator-Japanese Cultural and Community Center of Northern
California

Board Member-Japantown Foundation

References

Susan Hildreth

Former State Librarian of California

Senator John Burton (ret)

President Pro Tem
California State Senate

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government City and County of San Francisco

Name of Commissioner Andrew Wolfram

Date of Appointment: February 2, 2011

Date Term Expires: December 31, 2014

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Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

See resume attached



ANDREW WOLFRAM, AIA, LEED AP

330 Chattanooga Street #1
San Francisco CA 94114
andrewwolfram@gmail.com
415.265.9911

Andrew Wolfram is a passionate advocate of the regeneration of existing buildings and urban architecture. As an architect, he has over 24 years of experience with the adaptive reuse of significant historic buildings in complex settings. To every commission he integrates innovative architectural methods and building systems with design acumen and a powerful commitment to environmental and social sustainability. Appointed by the Mayor of San Francisco to serve on the City's newly created Historic Preservation Commission, and a longtime activist with DOCOMOMO, he works to educate the public about the importance and meaning of historically significant sites, and their role in providing cultural vitality to our cities and neighborhoods. Andrew leads the global Preservation + Reuse practice at Perkins+Will, where he is an Associate Principal.

EDUCATION

Columbia University, New York, NY
Graduate School of Architecture,
Planning and Preservation
Master of Architecture, 1988

Columbia College, New York, NY
Bachelor of Arts, Architecture, 1985

Cambridge University, Clare College, 1983-1984

REGISTRATIONS

Licensed Architect: California and New York

PROFESSIONAL AFFILIATIONS

Commissioner, San Francisco Historic Preservation
Commission, 2009–Present

Member, Lambda Alpha International
Golden Gate Chapter, 2010–Present

Member, SPUR, 2007–Present

Member, California Preservation
Foundation, 2004–Present

Member, San Francisco Architectural
Heritage, 2004–Present

President, DOCOMOMO US
Northern California Chapter, 2004-2009

Secretary, DOCOMOMO US, 1996-2001

PROFESSIONAL EXPERIENCE

Perkins+Will, San Francisco, CA

Associate Principal, Global Discipline Leader,
Preservation+Reuse Practice.

Western Region Leader, Social Responsibility
Initiative. 2008-present

SMWM, San Francisco, CA

Director, Preservation + Adaptive Reuse,
1999-2008

Buttrick White & Burtis, New York, NY

Associate, 1993-1998

Cecil, Pierce & Associates, New York, NY

Associate, 1988-1993

University of Naples, School of Architecture, Naples, Italy

Design Assistant for the San Lorenzo
Archaeological Interpretation Study, 1985

LANGUAGES

Fluent: Italian and Polish

Reading Comprehension: Portuguese
and French

PROJECT EXPERIENCE

PROJECTS BUILT OR UNDER CONSTRUCTION

140 New Montgomery

San Francisco, California
Principal-in-Charge

The rehabilitation and transformation of San Francisco's first skyscraper, the landmark Art Deco Pacific Telephone Building, into a state-of-the-art facility for high-tech companies

Bay Area Regional Agency Headquarters

San Francisco, California
Principal-in-Charge

The adaptive reuse of a 500,000 sf Army warehouse to accommodate government agencies focused on regional planning, transportation and air quality

Chevron Administration Building Rehabilitation

Richmond, California
Principal-in-Charge

The seismic retrofit and rehabilitation of Standard Oil's original Italian Renaissance Revival headquarters

Ferry Building Renovation

San Francisco, California
Project Architect

The adaptive reuse of the iconic landmarked Ferry Building into a mixed-use organic marketplace, office and transportation center

Pixar Digital Animation Production Building

Emeryville, California
Principal-in-Charge

A new building designed to be compatible with the surrounding historic brick factories and warehouses

Presidio Landmark Adaptive Reuse Housing

Presidio of San Francisco, California
Principal-in-Charge

The adaptive reuse of a long-defunct historic hospital complex into multi-family apartments and related amenities

Presidio Archaeology Center

San Francisco, California
Principal-in-Charge

The adaptive reuse of several historic structures and the construction of a new connecting building to house laboratories, galleries, collection storage and offices

Presidio Officers' Club Rehabilitation

San Francisco, California
Principal-in-Charge

The transformation of a complex that includes the oldest buildings in San Francisco, the original Spanish adobe fort, to house the Presidio Heritage Center

Trinity School Middle School and Athletic Facilities Building

New York, New York
Project Architect

The design of a new Middle School Building and the rehabilitation of the landmarked Annex Building on the school's historic Upper West Side campus

FEASIBILITY, PLANNING AND URBAN DESIGN STUDIES

Blue Wing Adobe Strategic Plan

Sonoma, California
Principal-in-Charge

First Presbyterian Church Master Plan

New York, New York
Project Architect

Hearst Memorial Gymnasium Renovation

University of California, Berkeley, California
Project Director

Lower Sproul Student Center

University of California, Berkeley, California
Project Director

Sacramento Intermodal Transit Facility

Sacramento, California
Principal-in-Charge

San Jose Diridon High Speed Rail Station

San Jose, California
Principal-in-Charge

Santa Fe Cathedral Master Plan

Santa Fe, New Mexico
Project Manager

Slow Food Nation Master Plan

San Francisco, California
Project Architect

Tenderloin Museum

San Francisco, California
Principal-in-Charge

University of Utah, College of Sciences (Adaptive Reuse of the George Thomas Library)

Salt Lake City, Utah
Principal-in-Charge

Washington Navy Yard Reuse Plan (Southeast Federal Center)

Washington, D.C.
Adaptive Reuse Expert

CULTURAL RESOURCE STUDIES

Fort Scott Cultural Landscape Assessment

San Francisco, California
Project Manager

Hearst Memorial Gymnasium Historic Structure Report

University of California, Berkeley, California
Project Director

Fulton-Nassau Historic Design Guidelines

New York, New York
Historic Architect

Presidio Officers' Club Historic Structure Report

San Francisco, California
Principal-in-Charge

Public Health Service Hospital Cultural Landscape Assessment

San Francisco, California
Project Manager

PROFESSIONAL ACTIVITIES

Adviser to City Arts and Lectures, Nourse Theater Renovation, 2011-present

Juror, California Preservation Foundation Design Awards, 2012

Tour Leader, "San Francisco Waterfront Revival," International Greenbuild Conference, 2012

Speaker, "The Secretary of the Interior's Standards from a Facility Management Perspective," California Preservation Foundation Workshop, March 2012

Tour Leader, "Mid-Century Modern Diamond Heights," AIA-SF Architecture + the City Festival, 2012

Speaker, "Design Roundtable, Tending the Crop," California Preservation Foundation Conference, 2012

Moderator, "Pruning a hospital to grow apartments at the Presidio of San Francisco," California Preservation Foundation Conference, 2012

Author, "Embracing Social Responsibility at Perkins+Will," American Institute of Architects: Practice Management Digest, November 2011

Speaker, "The Presidio Landmark: A Development Case Study," USC Lusk Center, Ross Program in Real Estate, December, 2010

Speaker, "Rehabilitation of the Sacramento Southern Pacific Depot: Keeping a Multi-Phase Project on the Right Track," Association for Preservation Technology Conference, 2010

Tour Leader, "A New Neighborhood in a National Park," AIA-SF Architecture + the City Festival, 2010

Juror, Virginia AIA Preservation Design Awards, 2010

Speaker, "Adaptive Reuse, a Major Focus in Today's Economy," CREW Conference, 2010

Speaker, "Forgotten Modern Masters," Lecture Series, San Francisco Architectural Heritage, 2010

Author, "Hidden Treasures: Analysis and Research Are Keys to a Successful Sustainable Renovation Project," Environmental Design and Construction, June 2010

Speaker, "The San Francisco Ferry Building: A Sustainable Success Story," Business for Social Responsibility Conference, 2009

Tour Leader, "The Mid-Century City: Modernism on Cathedral Hill," San Francisco AIA Architecture and the City Festival, 2009

Tour Leader, "The Many Facets of Diamond Heights," DOCOMOMO North American Tour Day, 2009

Speaker, "From Ranch House Tracts to Superblocks: Preserving Modern Housing," California Preservation Foundation Conference, 2009

Speaker, "Public Private Partnerships: Risks and Rewards," National AIA Convention, 2009

Committee Member, San Francisco Planning Department Working Group on Articles 10 and 11, 2009

Speaker, "Modern Architecture of the San Francisco Bay Area," Palm Springs Art Museum Architecture and Design Council, 2008

Tour Leader, "Greenwood Common: A Modern Enclave," DOCOMOMO 10th Anniversary Tour, Berkeley, CA, 2008

Committee Member, San Francisco Planning Department Advisory Panel on Golden Gate Bridge Suicide Barriers, 2008

Speaker, "Connecting People With the Waterfront: Piers 27-31 Case Study," International Waterfront Expo, Liverpool, UK, 2008

Tour Leader, "Exploring Mid-Century Downtown San Francisco," AIA SF Architecture and the City Festival, 2008

Committee Member, Conference Planning Committee, California Preservation Foundation Conference, Hollywood, CA, 2007

Author, "The Technical Challenges of Preserving Modern Buildings," arcCA, Issue #3, 2006

Committee Member, Conference Planning Committee, California Preservation Foundation Conference, Sacramento, CA, 2006

Speaker, "Modernism in San Francisco," San Francisco AIA, 2006

Tour Leader, "The Modern Movement in San Francisco," Frank Lloyd Wright Foundation Conference, 2006

Speaker, "Lesser-known Modern Architects of the Bay Area," California Preservation Conference, 2004

Committee Member, Conference Planning Committee, DOCOMOMO International Conference, New York, NY, 2004

Author, "Settlement Patterns, Williamsburg Houses," Perspecta 30, 1999

Editor, DOCOMOMO US Newsletter, Spring 1999 and Fall 1999 Issues

Speaker, "Social Housing in New York: The Standardization of Innovation," DOCOMOMO International Conference, Stockholm, 1998

Speaker, "Is It In or Is It Out: Landmarking Modern Buildings in New York," DOCOMOMO International Conference, Bratislava, 1996

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government San Francisco Planning Department

Name Mary Brown

Commissioner Staff

Date of Appointment: _____

Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

Are you a professional in one of the disciplines associated with historic preservation?

_____ No

x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

- Master's Degree in Geography with an emphasis on Urban History, 2007
- Preservation Planner with the SF Planning Department, 2008-present

Mary Brown

Work
Experience

SAN FRANCISCO PLANNING DEPARTMENT

Planner II February 2008 - Present

- Researched and wrote the Modern Design Historic Context Statement
- Field surveys, research, write, and review DPR523 A, B, and D forms
- Review and comment on Historic Context Statements submitted to the Department
- Utilize GIS to map and identify historic properties and districts

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Intern Contractor 2006 – 2007

- Created GIS maps, charts, and demographic analysis in support of neighborhood planning projects
- Developed survey instrument, wrote RFP, analyzed collected data, and contributed to report on access to GG Park
- Wrote Origin-Destination chapters of neighborhood transportation plans and portions of Van Ness BRT Existing Conditions Report, and worked with consultants on the data collection survey

SAN FRANCISCO BICYCLE COALITION

Bicycle Network Director 2002 – 2005

- Project manager for \$250,000 State community planning contract in support of the DPT's Bike Plan Update
- Developed Bike Plan website and created content for 20 Plan projects
- Presented at transportation conferences, events, and dozens of community meetings
- Researched world wide best practices and policies for bicycle projects focusing on design standards, innovative engineering, and effective strategies to increase transportation mode shifts

Membership Director 1997 – 2001

- Coordinated community events, created volunteer program, and gained over 1,000 new members
- Developed systems to increase member retention through efficient database scripts and schedules
- Founded and led the Valencia St. bike lane campaign: the first SF street to replace car lanes with bike lanes

INTERNATIONAL FORUM ON GLOBALIZATION

Research and Administration 1997

- Researched and compiled current articles for informational packets about effects of globalization
- Assisted in planning and support tasks for large-scale public forums and smaller think-tank gatherings

PETER PALMQUIST, INDEPENDENT PHOTO HISTORIAN

Research Assistant 1988 – 1992

- Gathered primary data from city directories, census microfilm, newspapers, and photographic archives about activities, location, and identity of 19th century pioneer photographers in the West
- Assisted in the data collection and editing for numerous published books and directories of pioneer photographers and early California women photographers

Other
Experience

2005 – 2006 Graduate Assistant for Geography 102, Urban Transportation, and Land Use Planning

2004 Invited participant on Mayor Gavin Newsom's Transition Team

1996 – 1999 Writer for local newspaper, *The New Mission News*

Mary Brown

Awards + Honors	<p>2008 Graduate student Distinguished Achievement Award, San Francisco State University (awarded to top student at each Department)</p> <p>2006 David Lantis Scholarship (awarded by the California Geographical Society to one graduate student)</p> <p>2005 / 2006 Switzer Fellowship for environmental leadership (highly competitive statewide graduate fellowship)</p> <p>2003 Named one of six Bay Area "Community Hero's" in 2003 by National Park Service, Chrissy Field Center</p> <p>1992 Member of Kappa Tau Alpha, Journalism Honor Society, Humboldt State University</p>
Education	<p>M.A., Geography, San Francisco State University 2007</p> <p>B.A., Journalism and Minor in Art, Humboldt State University, 1992</p>
Presentations, Tours, and Conferences	<ul style="list-style-type: none">• Presented thesis findings at Association of Pacific Coast Geographers conference, Long Beach 2007• Presented at a San Francisco Planning + Urban Research (SPUR) Noontime Forum on the addition of garages into streetcar suburb buildings, San Francisco 2008• Researched and led tours of women's history in San Francisco, public art, the history of bicycles in San Francisco, and the architectural history of streetcar suburbs
Academic Focus	<ul style="list-style-type: none">• Culminating thesis: <i>Landscapes of Mobility: Reconfiguring Space in the Mission District to Accommodate Automobiles</i> focused on the impact of mass automobility on the Victorian/Edwardian architecture of streetcar suburbs, with a focus on the Mission District of San Francisco• Academic focus on San Francisco development and architecture, including research papers on strategies for adaptive reuse of Un-reinforced Masonry Buildings in San Francisco; the role of water and water-related infrastructure in the early development and expansion of cities; the development of San Francisco's streets and patterns of early street development; the WPA mural movement in San Francisco; an environmental history of Islais Creek, and the impact of industrialization and residential settlement on Mission Creek and Mission Bay.
Computer Skills	ArcMap (GIS), Excel, PowerPoint, Word, FileMaker, PhotoShop, SPSS and Publisher
Relevant Coursework	Graduate seminars and courses in Historic Preservation, Land Use Planning, Quantitative Data Analysis for Planning, Urban Transportation, Geomorphology, GIS, Cartography, Gender and Geography, San Francisco History on Foot, and directed readings on the role of water in the development and expansion of cities

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government City and County of San Francisco

Name Shelley Caltagirone

Commissioner Staff

Date of Appointment: N/A

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Please see attached resume. I am a qualified Architectural Historian per the Secretary of the Interior Standards for professionals with an MS in Historic Preservation and 6 years of professional experience in the field.

SHELLEY CALTAGIRONE

5920 COLLEGE AVENUE, APT. 6, OAKLAND, CA 94618 • TEL. (347) 844-3960 • SHELLEY.CALTAGIRONE@GMAIL.COM

ACADEMIC HISTORY:

Master of Science, Historic Preservation, May 2005
University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, English and Religious Studies, May 2000
University of Virginia, Charlottesville, VA

PROFESSIONAL HISTORY:

Planner III, San Francisco Planning Department, San Francisco, CA
June 2007 – present

Duties include the review of building permit and entitlement applications for conformance with CEQA, General Plan, and Planning Code requirements; historic resource review per CEQA, Section 106, and local ordinances; preparation of reports and presentations before the Planning and Historic Preservation Commissions and other City agencies; and public outreach and case mediation.

Architectural Historian, Earth Tech, New York, NY
Oct. 2006 – June 2007

Duties included the survey and evaluation of historic properties; preservation planning; Section 106 review; and preparation of condition assessments, National Register nominations, HABS/HAER documentation, and Historic Structure Reports.

Landmarks Preservation Planner, NYC Landmarks Preservation Commission, New York, NY
May 2005 – Oct. 2006

Duties included the review of specifications and drawings for building alterations and new construction within historic districts and individual landmarks throughout the five boroughs, presentations before the Commission, site inspections, technical assistance, and permit writing.

Conservation Technician, Eastern State Penitentiary Historic Site, Philadelphia, PA
Jan. 2004 – May 2005

Duties included the planning and execution of emergency stabilization projects, restorative projects, condition assessments, laboratory analysis of finishes and mortars, treatment design, architectural research, surveying, drafting, masonry reconstruction, carpentry, and window restoration.

Surveyor and Conservation Technician, Bandelier National Monument Park, Bandelier, NM
June 2003-August 2003

Duties included data collection and photographic survey of Native American cliff dwellings, graffiti mitigation, stone and plaster conservation, and masonry restoration.

Apprentice to Rynta Fourier, Architectural Finishes Conservator, Philadelphia, PA
May 2003 – June 2003

Duties included assisting in the restoration of interior finishes in a late 1800's residence, including plaster moldings and decorative painting.

Apprentice to David Blanchard, Furniture Conservator, Monterey, VA
June 2001 – Feb. 2002

Duties included assisting in the restoration of wood finishes, composite repairs, infill painting, veneer replacement and repair, and chair caning.

PROJECT LIST:

- Reform of San Francisco Planning Department CEQA review procedures regarding historical resources.
- Tappan Zee Bridge/I-287 Environmental Review, Rockland and Westchester Counties, New York. Collected cultural resource data within a 30-mile project corridor slated for highway, railway and bridge improvements at state, county, and local repositories.
- Brooklyn Navy Yard, Brooklyn, New York. Prepared HABS Level II documentation on a National Register-eligible structure.
- Tallman Island Water Pollution Control Plant, College Point, New York. Prepared HABS Level II documentation on six National Register-eligible structures.
- Eastern State Penitentiary, Philadelphia, PA. Documented, stabilized, and restored an original exercise yard, greenhouse, and synagogue in collaboration with the Fairmount Park Historic Preservation Trust.
- Washington Memorial Chapel at Valley Forge National Park, PA. Prepared an Historic Structure Report and Conditions Assessment.

COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint, Access; Adobe Photoshop, Illustrator, and InDesign; AutoCAD

PROFESSIONAL REFERENCES:

David Lindsay
Planner IV, Neighborhood Planning
San Francisco Planning Department
(415) 558-6393
david.lindsay@sfgov.org

Allison Rachleff
Senior Architectural Historian
Earth Tech, Inc.
(212) 798-8598
allison.rachleff@earthtech.com

Sarah Carroll
Director of Preservation
New York City Landmarks Preservation Commission
(212) 669-7817
scarroll@lpc.nyc.gov

Professional Qualifications
for
Certified Local Governments Commissioners and Staff

Local Government San Francisco

Name N. Moses Corrette

Commissioner Staff

Date of Appointment: 6/19/2000

Date Term Expires: _____

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Are you a professional in one of the disciplines associated with historic preservation?

No

Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

N. MOSES CORRETTE

Education

University of Pennsylvania M.S., Historic Preservation	Philadelphia, Pennsylvania May 1999
University of Vermont B.A., Art History and Philosophy; Studio Art minor.	Burlington, Vermont March 1995
Watkinson School Diploma with Honors	Hartford, Connecticut June 1989

Professional Experience

City of San Francisco Planning Department Planner III	San Francisco, California June 2005 - Present
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Duties include the design and implementation of a comprehensive citywide survey of culturally or architecturally significant buildings in San Francisco. As Survey Coordinator (term ending in June, 2009), was responsible for managing the survey program with roughly \$4 Million since 2005. Worked on project team to issue RFP for survey in the Market and Octavia Area Plan; managed consultant contract. Managed consultant contracts for surveys in the South of Market, Central Waterfront, Showplace Square areas of San Francisco; participated in the development of preservation policies for area plans including: Market and Octavia, Central Waterfront, Eastern South of Market, and Showplace Square. Other duties include those listed as Planner II, below.

City of San Francisco Planning Department Planner II	San Francisco, California June 2000 – June 2005
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Duties included the execution of city-wide historic resource survey; organization of data pertaining to historic resources in the city; revision of public policy in the form of drafting new Landmark Designation and CEQA review procedures and contributions to the proposed Preservation Element; providing planning code information to the public; permit processing; and supervision of historic preservation intern. A portion of time has been devoted to: Letters of Determination, Historic Resource Evaluations, Section 106 Federal Environmental Review, Public outreach, and Landmark Designations.

Adams Museum and House Consultant	Deadwood, South Dakota April 2000 – June 2000
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Worked as a consultant for the National Historic Landmark District municipal government and the Mary Mastrovitch Foundation planning for the reuse of historic buildings and conservation of artifacts for the interpretation of local history in accordance with the Secretary of the Interior's Standards of Historic Preservation.

City of San Francisco Planning Department Planning Intern	San Francisco, California September 1999 – April 2000
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Duties included: research of historic buildings in preparation for City landmark designation, worked on revising the City's historic resource survey methodology, provided planning code information to the public and permit processing.

Preservation Alliance for Greater Philadelphia Heritage Investment Program	Philadelphia, Pennsylvania June 1999 – August 1999
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Reviewed plans and applications for capitol improvements to heritage museums in Pennsylvania, New Jersey and Delaware.

N. MOSES CORRETTE *(Continued)*

Partners for Sacred Places Consultant

Philadelphia, Pennsylvania
February 1999 – May 1999

Provided technical information and assessments of development potential for historic religious properties nationwide. Managed the nation's largest database pertaining to the conservation and preservation of historic religious properties.

Powers & Co. Historic Preservation Consulting

Philadelphia, Pennsylvania
June 1998 – October 1998

Collaborated on the historic development research and conducted the fieldwork and inventory of 1500 residential buildings for Philadelphia's Spring Garden Local Historic District.

Meyers Conservation Conservation Technician

Washington, D.C.
June 1998 – August 1998

Conservation Technician for the Solitude Library Project at the Philadelphia Zoo. The project restored a 1784 Adamesque plaster ceiling at the summer house of John Penn.

Ryerss Museum Student Co-Director

Philadelphia, Pennsylvania
October 1997 – May 1998

Served as Student Co-Director, under the authority of the Fairmount Park Commission. Responsibilities included conducting an inventory of the collection and cleaning and conservation of the collection as well as re-evaluation of the interpretation of the site.

Academic Distinctions

University of Pennsylvania

Graduate School of Fine Arts Student Council member 1997-1999.
Graduate School of Fine Arts Student Council Treasurer 1998-1999.

University of Vermont

Chair, Art Alliance, Student arts group.
Provost's Advisory Council – College of Arts and Sciences representative.
Dean's Advisory Council – Art Department representative.
University Licensing Committee – student body representative.
ALANA (Asian, Latin American, Native American) studies program director search committee – student representative.

Projects and Publications 1997 to Present

South of Market Area Plan Survey and Context Statement (East SOMA/Western SOMA), San Francisco, CA. Survey manager for documentation/evaluation of 1150 properties, 2007-2009.

Showplace Square/Northeast Mission Area Plan Survey and Context Statement, San Francisco, CA. Survey manager for documentation/evaluation of 600 properties, 2007-2009.

Market and Octavia Area Plan Survey and Context Statement, San Francisco, CA. Survey manager for documentation/evaluation of 1564 properties, 2005-2008.

Inner Mission North Survey and Context Statement, San Francisco, CA 2002-2005

Central Waterfront Survey and draft Context Statement, San Francisco, CA 2001

Cultural Resource Survey article, *San Francisco Beautiful*, Winter 2000 Newsletter.

Exterior design improvements, John Fry house, Katonah, NY. 1999.

N. MOSES CORRETTE *(Continued)*

Synagogue B'nai Rueben, Historic Structure Report, Philadelphia, PA. 1999.

_____ Historic preservation consultant for roof stabilization project. 1999.

John Workman Model House Museum, interior furnishing study ca. 1815, Philadelphia, PA. 1998.

Francis Milligan Model House Museum, interior furnishing study ca. 1850, Philadelphia, PA. 1997.

500 Walnut Street, history documentation 1684-1997, Philadelphia, PA. 1997.

Thesis: *What to do with the barn? Financial Aspects in the Re-use of Ancillary Buildings on Three Non-Profit Historic Sites as Non-Interpretive, Revenue Generating Entities: A Look into Historic Bartram's Gardens, Lyndhurst, and Shelburne Farms*

Workshops and Conferences

- Society for American City and Regional Planning History Annual Conference, Oakland CA 2009. (Attendee)
- San Francisco Planning + Urban Research Association, *Noontime Forum* panelist: Citywide Historical Resource Inventory, April 2006. (Panelist)
- California Preservation Foundation *Special Seminar* panelist: Survey 101—Basics for Local Historic Resources Surveys, February 2006. (Presenter)
- American Planning Association Annual meeting, 2005 (also serves as tour leader for two secessions).
- San Francisco Architectural Heritage 2005 Ballroom lecture series, presented a talk on the Traditional Architecture of Nepal's Katmandu Valley. (Lecturer)
- National Trust for Historic Preservation Annual Conference: 2000, 2001. (Attendee)
- California Preservation Foundation Annual Conferences: 2001, 2004, 2006, 2007, 2009 (Attendee/ tour leader).
- To Save or Not to Save: Motives for Historic Preservation. Symposium presented by San Francisco Architectural Heritage: 1999. (Attendee)
- American House Museums in the 21st Century. Symposium at the Athenæum of Philadelphia: 1998. (Attendee)
- Workshop in architectural photography presented by Jack Boucher of HABS/HAER: 1998. (Participant)

Computer Skills

Familiar with the Macintosh and PC platforms. Fluent in Microsoft Word, Excel, Access, Arc View GIS, Adobe Photoshop, Adobe InDesign, Paint Shop Pro, File Maker Pro, Networking and HTML.

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government City and County of San Francisco

Name Tim Frye

Commissioner Staff

Date of Appointment: 4/24/06

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Timothy M. Frye

340 Hayes Street #401 • San Francisco, CA 94102

Mobile: 773-259-7286 • Work: 415-575-6822 • timothymichaelrye@gmail.com • tim.frye@sfgov.org

Education

School of the Art Institute of Chicago, Chicago, IL
Master of Science, Historic Preservation: December 2003

DePaul University, Chicago, IL
Bachelor of Arts, Public Policy: Urban Studies: May 2001
Minor: Art History

Experience

San Francisco Planning Department, San Francisco, CA

Preservation Coordinator, 4/10 – present

Supervise and coordinate work assignments of the eleven-member Preservation Team for compliance with the Planning Code, the Secretary of the Interior's Standards, and City policies. Supervise and coordinate the review of land use applications such as Certificates of Appropriateness, Permits to Alter, Landmark Designations, Environmental Evaluations, and Mills Act Contracts; and the review of cases associated with San Francisco's role as a Certified Local Government; Provide technical support and coordinate with the Senior Preservation Planner in the assignment of CEQA-related and NEPA-related projects to maintain manageable workloads of staff; Supervise the Citywide Survey of Cultural Resources and monitor staff's adherence to project schedules and work products; Represent the Department and the Historic Preservation Commission at the Board of Supervisors, the Planning Commission, the Board of Appeals, and other City departments, agencies, and review bodies regarding Certificates of Appropriateness, Permits to Alter, Landmark Designations, and other entitlements as necessary; Serve as the Department's staff to the Historic Preservation Commission with responsibilities of preparing and coordinating the agenda and representing the Planning Director at the Commission hearing on a bi-monthly basis.

San Francisco Planning Department, San Francisco, CA

Planner III, Historic Preservation Technical Specialist, 4/06 – 9/10

Process and review permit applications and architectural plans to ensure compliance with the Planning Code and conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Coordinate and analyze projects for compliance with the California Environmental Quality Act, with emphasis on historic resources. Section 106 review and other work related to the City's status as a Certified Local Government. Work on a variety of complex land use entitlements such as Variances, Conditional Uses, and Certificates of Appropriateness. Develop preservation policies and procedures for consistency and balance with other land use priorities and policies for long range planning efforts. Develop interpretations of the *Standards* for consistent application by the Planning Department and the Historic Preservation Commission. Supervise and coordinate historic surveys and context statements. Prepare reports, planning studies, historic resource evaluations, ordinances, motions, resolutions, and landmark designation reports. Present and brief a variety of City government agencies and bodies on the Planning Department's position and policies regarding land use issues. Provide public outreach and technical support on planning and preservation issues.

Chicago Department of Planning and Development, Landmarks Division, Chicago, IL

Planner IV, Preservation Planner, 7/05 – 4/06

Processed and reviewed permit applications and architectural plans to ensure compliance with Chicago Landmark Guidelines. Conducted historic surveys and research, and prepared landmark designation reports. Prepared reports, ordinances, and resolutions for City Council, the Commission on Chicago Landmarks and the Architectural Review Committee. Presented and briefed a variety of City government agencies and bodies on the Commission on Chicago Landmarks position and policies regarding land use issues. Provided public outreach and technical support on planning and preservation issues.

Building Blocks, Chicago, IL

Sales Representative, 1/05 – 6/05

Midwestern representatives for Gladding, McBean Terra Cotta Company as well as suppliers of cast stone, ornamental metals, panelized glass fiber reinforced concrete systems and fiber reinforced polyester. Evaluated field conditions. Conducted field surveys. Reviewed architectural plans for project estimating and bidding.

Chicago Department of Planning and Development, Landmarks Division, Chicago, IL

Permit Reviewer, 6/03 – 1/05

Processed and reviewed permit applications and architectural plans to ensure compliance with Chicago Landmark Guidelines. Provided public outreach and technical support on planning and preservation issues. Managed and coordinated the Landmark Awards for Preservation Excellence.

Professional Activities

Speaker, California Preservation Foundation Workshop, Integrity: Local Preservation Ordinances and Policies, November 2008

Program Committee Track Co-Chair & Speaker, California Preservation Foundation, Statewide Conference, Palm Springs, CA, September 2008 - May 2009

Program Committee Track Co-Chair, California Preservation Foundation Statewide Conference, Oakland CA, July 2011 – May 2012

Speaker, California Preservation Foundation Workshop, Local Designation and Documentation, November 2011

Scheduled Speaker, California Preservation Foundation, Statewide Conference, Oakland CA, May 2012

Professional Qualifications
for
Certified Local Governments Staff

Local Government City and County of San Francisco

Name of Staff Gretchen Hilyard

Date of Appointment: 2/13/12

Date Term Expires: n/a

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Are you a professional in one of the disciplines associated with historic preservation?

No

Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

GRETCHEN A. HILYARD

gahilyard@gmail.com ~ 570.269.1807

EDUCATION

- UNIVERSITY OF PENNSYLVANIA, School of Design**, Philadelphia, PA 2004-2006
Master of Science in Historic Preservation, concentration in Cultural Landscape Preservation
Thesis topic: *Campus Preservation Planning Strategies: Wesleyan University's Center for the Arts*
President, Penn Student Preservation Association.
- Penn Summer European Conservation Program, Plymouth and Twickenham, England Summer 2005
- UNIVERSITY OF VIRGINIA, School of Architecture**, Charlottesville, VA 2000- 2004
Bachelor of Arts in Architectural History and Minor in Architecture
Thesis topic: *Storybook Style Architecture: Los Angeles in the Early Twentieth Century*
Anna Hope Martin Award for outstanding achievement in the study of architectural history.
- Salzburg College, European Study Abroad Program, Salzburg, Austria Fall 2002

WORK EXPERIENCE

- CITY AND COUNTY OF SAN FRANCISCO PLANNING DEPARTMENT**, San Francisco, CA Feb. 2012-Present
5291 Planner III/Preservation Technical Specialist
Manages review of building permit applications, cultural resource surveys and historic resource evaluations for buildings, landscapes and sites in San Francisco. Evaluates projects per the California Environmental Quality Act (CEQA) and San Francisco Planning Code. Responsible for the management of the Civic Center Historic District Cultural Landscape Survey, Mid-Market Historic Resources Survey, and other large-scale planning projects. Participates in public outreach about San Francisco's preservation policies and practices to community groups and others. Meets the *Secretary of the Interior's Professional Qualification Standards* for History and Architectural History.
- SAN FRANCISCO PLANNING AND URBAN RESEARCH ASSOCIATION**, San Francisco, CA 2011-2012
Public Programming Manager
Managed all of SPUR's 200+ annual public programs including: forums, major donor events, symposiums, walking tours and related events. Curator of the SPUR Urban Center Gallery, including production and management duties for four to six shows per year. Supervised the Piero N. Patri Fellowship in Urban Design and SPUR public engagement interns. Duties also included fundraising, grant coordination, member communication and recruitment.
- PAGE & TURNBULL, INC.**, San Francisco, CA 2007-2011
Architectural Historian/Cultural Landscape Specialist, Historic Preservation Architecture Firm
Prepared historic resource reports for CEQA and NHPA compliance, including Cultural Landscape Reports (CLR) and Inventories (CLI), Secretary Standards Analyses, Historic Resource Evaluation Reports (HRER), Historic Structure Reports (HSR), DPR 523 series forms, CEQA Technical Studies, Determinations of Eligibility, Section 106, etc. Coordinated all GIS and database maintenance for historic resource surveys. Supervised summer interns. Responsible for project management, proposal and contract writing and billing. Example projects: SurveyLA pilot surveys; Parkmerced HRER; Badger Pass Ski Area CLR, Yosemite National Park; Roeding Park Historic Resource Assessment; Treasure Island Design for Development; and Atchison Village HSR and Preservation Treatment Plan.
- OLMSTED CENTER FOR LANDSCAPE PRESERVATION**, Boston, MA 2006 to 2007
National Park Service, Northeast Regional Office
Coordinated with the National Park Service Northeast Regional Office staff archival research, GIS mapping, and documentation for National Parks in the Northeast Region. Completed Cultural Landscape Reports and Cultural Landscape Inventories according to National Park Service standards and guidelines.
- FAIRMOUNT PARK HISTORIC PRESERVATION TRUST**, Philadelphia, PA 2005 to 2006
Non-profit stewardship organization for Fairmount Park
Executed preventive maintenance treatments as conservation technician for historic properties within Fairmount Park. Worked in the field conducting masonry re-pointing, paint restoration, vegetation maintenance and epoxy repairs.
- NATIONAL TRUST FOR HISTORIC PRESERVATION**, Boston, MA 2004
Northeast Regional Office, Internship
Compiled research for the Preservation Resource Assistance Team (PRAT) to assist constituents in historic preservation. Assisted in the administration of the Preservation Service Fund grant, Diversity Scholarship and advocacy programs.

ROBINSON & ASSOCIATES, Washington, D.C. 2003
Architectural History Research and Consulting Firm
Researched at the Library of Congress, local historical societies, and the National Archives. Assisted with Historic Structures Reports, National Register Nominations, historic resource inventories and related projects.

ASHLAWN-HIGHLAND, Charlottesville, VA 2002
Sponsored by the Institute for Public History
Served as a tour guide for visitors to the estate of former President James Monroe. Researched the life of President Monroe and his contemporaries. Interpreted the history of Monroe's estate for visitors, including school groups.

NATIONAL PARK SERVICE, Bushkill, PA 2001
Delaware Water Gap National Recreation Area, Office of Preservation and Design
Completed National Register of Historic Places Nomination for Marie Zimmermann Estate in Milford, Pennsylvania. Assisted Park Architect, Historian, and Project Manager in research and field documentation.

ASSOCIATIONS

DOCOMOMO US/NORTHERN CALIFORNIA CHAPTER 2008 to Present
Chapter President and Board Member

THE CULTURAL LANDSCAPE FOUNDATION 2009 to Present
Volunteer and Co-Curator of What's Out There Weekend San Francisco, Fall 2011
Stewardship Council Member, 2013-Present

HISTORIC AMERICAN LANDSCAPE SURVEY (HALS) 2008 to Present

CALIFORNIA PRESERVATION FOUNDATION 2007 to Present

TEACHING EXPERIENCE / PROFESSIONAL PRESENTATIONS

UNIVERSITY OF CALIFORNIA, BERKELEY EXTENSION Spring 2012 to Present
Instructor, Landscape Architecture Certificate Program

UNIVERSITY OF CALIFORNIA, DAVIS LANDSCAPE ARCHITECTURE PROGRAM 2010
Guest Lecturer, Undergraduate Course LDA 180Q: Historic Preservation

CALIFORNIA PRESERVATION FOUNDATION ANNUAL CONFERENCE 2010
Panel Discussion Moderator: "Conservationists as Preservationists: Stewards of Historic Resources"

CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT 2010
2010 Preservation Grants Peer Review Panelist for distribution of over \$7 million in preservation grant funding

CALIFORNIA PRESERVATION FOUNDATION WORKSHOP 2010
Presentation: Design Review for Historic Buildings, Districts, Sites and Landscapes Workshop

AMERICAN INSTITUTE OF ARCHITECTS, SAN FRANCISCO 2009
Panel Discussion Moderator: "Landscape Design Within the Historic Context"

YOSEMITE FORUM 2009
Presentation: "Badger Pass Ski Area," Cultural Landscape Report and Historic Structure Report Findings

DESIGNING THE PARKS II CONFERENCE, San Francisco, CA 2008
Presentation: "Building the Modern Park Experience: A 21st Century Call to Action," Visitor Experience Track

PUBLICATIONS

NATIONAL TRUST FOR HISTORIC PRESERVATION, FORUM JOURNAL In Progress
"Establishing a Historic Context for Modern Landscape Architecture" upcoming Winter 2012

SAN FRANCISCO ARCHITECTURAL HERITAGE: HERITAGE NEWS Summer 2010
"A Taste of Place: Appreciation of Agricultural Landscapes Through Experience" vol. XXXVIII No. 2

SAN FRANCISCO ARCHITECTURAL HERITAGE: HERITAGE NEWS Fall/Winter 2009
"Preserving Mid-Century Landscapes: A Call to Action" vol. XXXVII No. 3

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government City & County of San Francisco

Name M. Pilar LaValley

Commissioner Staff

Date of Appointment: N/A

Date Term Expires: N/A

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Master's of Science in Historic Preservation; 9 years of professional experience in architectural history and preservation planning

M. Pilar LaValley

136 Frederick Street #7
San Francisco, California 94117

(818) 519-4731
pillaval@yahoo.com

Employment History

City & County of San Francisco, 11/2007-Present (40 hours/week)

PLANNER III/PRESERVATION TECHNICAL SPECIALIST

- Review building and land use permit applications
- Make presentations to Historic Preservation and Planning Commissions
- Review and comment on California Environmental Quality Act environmental review documentation
- Review and comment on Section 106 documentation
- Determine eligibility of properties for listing on the National, California, or local registers
- Review projects for conformance with The Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards)
- Prepare City Landmark nominations
- Assist in development and implementation of Department policies and procedures

Position involves: application of local land use, zoning, and General Plan regulations; application of national, state, and local designation criteria; application of the Secretary's Standards; knowledge of preservation laws and regulations; ability to convey technical information in writing; communication with property owners, preservation advocates, and government agencies.

Chattel Architecture, Preservation & Planning, Inc., 8/2004-9/2007 (40 hours/week)

SENIOR ASSOCIATE

- Survey and assess potential eligibility of properties for listing on the National, California, or local registers
- Review projects for conformance with The Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards)
- Prepare National Register nominations and supporting documentation
- Prepare California Environmental Quality Act environmental review documentation
- Prepare Federal Investment Tax Credit applications
- Prepare municipal preservation plans and ordinances

Position involves: ability to understand architectural plans and maps; application of National Register criteria; application of the Secretary's Standards; knowledge of preservation laws and regulations; knowledge of resource survey methods; ability to conduct primary research; knowledge of historic construction techniques; digital and 35mm photography; writing and editing; report layout and formatting; communication with developers, preservation advocates, and government agencies.

National Trust for Historic Preservation & National Park Service, 2/2003-7/2004 (5-10 hours/week)

HISTORIC PRESERVATION CONSULTANT

- Survey and assess the physical condition of a National Historic Landmark building
- Identify and describe active deterioration mechanisms and make recommendations for preservation
- Document, through research and physical examination, a building's physical development
- Write Condition Assessment Report and Property History Report

Position involves: ability to assess the physical condition of historic buildings; ability to conduct primary research; ability to convey technical information in writing; ability to conduct historic research; knowledge of historic construction techniques; digital photography; writing and editing; report layout and formatting; communication with property stewards and grant managers.

Allegheny East Conference of Seventh Day Adventists, 1/2003-9/2003 (5 hours/week)

HISTORIC PRESERVATION CONSULTANT

- Conduct historic research and analysis for supporting material for a National Register nomination
- Compose National Register nomination and prepared supporting documentation

Position involved: ability to successfully apply the National Register criteria; ability to conduct primary research; 35mm black and white photography; writing and editing.

M. Pilar LaValley

136 Frederick Street #7
San Francisco, California 94117

(818) 519-4731
pillaval@yahoo.com

Historic Preservation Office, State of New Jersey, 9/2001-7/2003 (10-20 hours/week)

INTERN – SECTION 106

- Conduct research and respond to requests for technical assistance
- Review and comment on Section 106 documentation
- Review and edit reconnaissance-level and intensive-level countywide architectural surveys
- Review projects for conformance with The Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards)

Position involved: ability to understand maps, architectural and construction plans; application of National Register criteria; application of the Secretary's Standards; knowledge of applicable preservation laws and regulations; knowledge of resource survey methods; writing and editing; communication with applicants.

Philadelphia Support Office, National Park Service (Student Temporary Employment Program), 6/2001-12/2002 (20-40 hours/week)

ARCHITECTURAL TECHNICIAN

- Provide technical support for the National Historic Landmarks Program, Challenge Cost Share Grant Program, and the HABS/HAER/HALS Program
- Prepare HABS/HAER/HALS documentation for transmittal to the Library of Congress
- Conduct architectural survey of a National Historic Landmark property (18+ buildings)
- Conduct survey of eastern Pennsylvania portion of the Lincoln Highway for Special Resource Study (170+ resources)

Position involved: primary research; writing on architectural, historical, and preservation topics; knowledge of HABS/HAER/HALS documentation requirements; knowledge of resource survey methods.

Madison High School, Portland, Oregon, 8/1998-6/2000 (40 hours/week)

ENVIRONMENTAL EDUCATION PROGRAM COORDINATOR (AmeriCorps)

- Coordinate and organize environmental, service-learning projects and student field trips
- Present science curriculum to grades 2 through 12
- Develop and implement curriculum; tutor students

Position involved: public speaking; writing and editing; communication skills; knowledge of environmental science and issues.

Education

2009	Leadership in Energy and Environmental Design (LEED) Professional Accreditation LEED AP [®]
2000-2002	University of Pennsylvania, Graduate School of Fine Arts MS in Historic Preservation – Preservation Planning
1992-1996	University of Michigan, Residential College BA Social Science – Environmental Studies and Urban Planning
1994	University of Michigan, Biological Field Station Natural History Writers Program

Skills

<i>Software:</i>	Microsoft Office (Word, Excel, PowerPoint, Publisher); Adobe PhotoShop and Acrobat; AutoCAD
<i>Hardware:</i>	PC and Macintosh platforms; scanners; plotters
<i>Other:</i>	digital photography, 35mm photography

References Available upon request

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government City and County of San Francisco

Name Michael E. Smith

Commissioner Staff

Date of Appointment: 6/1/2000

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Michael Edward Smith

86 Mullen Avenue
San Francisco, CA 94110
Home: 415.285.5653
Work: 415.558.6322
Email: mikesmith25@yahoo.com

Education:

California State University, Chico

Major: English
Bachelor of Arts, December 1994

California Polytechnic State University, San Luis Obispo

Major: City and Regional Planning
Masters of City and Regional Planning, Cum Laude, June 2000

Honors:

Graduate Equity Fellowship- Cal Poly 1999-2000
Herbert E. Collins Scholarship- Cal poly 1999-2000

Work History:

City/County of San Francisco Planning Department **05/2000 to present**
Position: City Planner (Planner II)

Oakland Unified School District, Oakland, CA **12/95 to 08/98**
Position: High School English Teacher

Internship:
City/County of San Francisco Planning Department **06/1999 to 09/1999**
Duties: Performed counter plan check and assisted
the public with zoning information

Skills:

- Proficient at reading plans
- Proficient at MicroSoft Office
- Working knowledge of PhotoShop, AutoCAD, and GIS
- Able to analyze complex land use issues
- Solid background in Urban Design
- Proficient understanding of zoning and its application
- Excellent interpersonal communication skills

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government San Francisco

Name Rich Sucre

Commissioner Staff

Date of Appointment: December 2010

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Richard Sucre

1614 Fell Street, Apt. 5, San Francisco, CA 94117
415.505.1325; richard.sucre@gmail.com

WORK EXPERIENCE

Page & Turnbull, Inc., San Francisco, California

Oct 2003 – Dec 2010

Associate/Senior Architectural Historian

Responsibilities: Leader in Cultural Resources Studio; Responsible for oversight, direction, and quality control of approximately ten staff members; project manager for large-scale survey projects and marketing/business development coordinator for potential studio projects. Also responsible for individual and/or district determinations of eligibility and evaluation of potential projects involving historic resources. Project types included: Historic Resource Evaluation Reports; Historic Structure Reports; HABS Documentation; Federal Tax Credit Applications; National Register Nominations; Section 106; Historic Landscape Reports; Environmental Impact Report Consultation; California Environmental Quality Act (CEQA) Analysis; Secretary of the Interior's Standards Analysis; and Historic Resource Surveys.

Notable Project(s): SurveyLA Pilot Surveys and Year 1 Group 1 (Sunland-Tujunga/Hollywood); Lookout Studio Historic Structure Report (Grand Canyon National Park, Arizona); Mission Area Plan and SOMA Area Plan Historic Resource Surveys (Reconnaissance-level survey of approximately 3,500 resources); NASA Ames Research Center Space Shuttle Assessment; UCSF UC Hospital HABS documentation; and Piers 15-17 Historic Resource Evaluation Report (for proposed Exploratorium Relocation).

Information on specific projects can be provided upon request.

**National Park Service, Historic American Engineering Record
Historian**

June 2003 – Sept 2003

Responsibilities: Field survey, digital photography, architectural description and research of a wide variety of resources located around the original Ford Piquette Plan.

Primary Project(s): Survey and research on the Milwaukee Junction Area, Detroit, Michigan.

**US/ICOMOS, Summer Internship Program in Valletta, Malta
Summer Intern**

May 2002 – Aug 2002

Responsibilities: Field survey, digital photography, architectural description and research of residential/commercial properties.

Primary Project(s): Update of the 1927 historical properties list for the capital city of Valletta .

**Collins Gordon Bostwick Architects, Cleveland, Ohio
Intern Architect**

May 2000 – Aug 2001

Responsibilities: Architectural drafting and model making

Primary Project(s): Cleveland Clinic Foundation Heart Center (Schematic Design), Cleveland, Ohio

- Programmed and test-fitted existing departments, as well as created and edited presentation drawings.
- Managed space planning through pre-design and schematic design phases
- Edited programming booklet, which included responsibilities for image
- Manipulation, text editing, booklet graphics and overall design.

Richard Sucre

932 N. Curson Avenue, West Hollywood, CA 90046
415.505.1325; richard.sucre@gmail.com

RELEVANT EXPERIENCE

University of Virginia, School of Architecture, *Teaching Assistant*

Architectural History 100, Introduction to History of Architecture Spring 2003
For Professor Cammy Brothers, conducted weekly review sessions, exam grading, project advisory and class administration.

Architecture 102, Lessons in Making Spring 2003
For Professor Sanda Iliescu, assisted teaching architectural design; taught weekly discussion section and created class webpage.

Computer Technologies, Graduate Student Computer Technology Support Fall 2001 – 2002
For Professor Eric Field, taught workshops on Adobe Photoshop, Adobe In-Design, and Macromedia Dreamweaver;

Architectural History 203/503, Survey of Modern Architecture Spring 2002
For Professor Catherine Zipf, conducted weekly review sessions, exam grading, project advisory and class administration.

EDUCATION

University of Virginia, Charlottesville, Virginia Aug 2001 – May 2003
Master of Architectural History and Certificate of Historic Preservation

University of Michigan, Ann Arbor, Michigan Aug 1996 – May 2000
Taubman College of Architecture and Urban Planning
Bachelor of Science in Architecture and Bachelor of Arts in History of Art

EXTRACURRICULAR

California Preservation Foundation 2006 to Present
2009 to Present, Board of Trustees
2008 and 2009 Co-Chair, Conference Programs Committee

Northern California Chapter of the Society of Architectural Historians 2005 - Present
Preservation Officer and Treasurer

Haas-Lilienthal House 2003 - 2009
Docent - Led tours of San Francisco's only Victorian House Museum

US/ICOMOS Annual Symposium 2007
Organization Committee – Assisted in the organization of the annual symposium in San Francisco.

COMPUTER SKILLS

Highly Proficient in AutoCAD, Adobe Photoshop 7.0, Quark 4.1, Adobe PageMaker, Adobe In-Design, Macromedia Dreamweaver 4.0, Microsoft Applications (Word, PowerPoint, Excel) and Adobe Illustrator.

REFERENCES

Available upon request.

Professional Qualifications

for

Certified Local Governments Commissioners and Staff

Local Government City and County of San Francisco

Name Tara N. Sullivan

Commissioner Staff

Date of Appointment: 1/6/06

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

- M.S. in Historic Preservation, Columbia University
- Worked in preservation-related fields for over 9 years
- See attached resume

Tara N. Sullivan

1200 Fulton Street #303 • San Francisco, CA 94117 • 917-294-4438 • taranoelsullivan@gmail.com

Work Experience

San Francisco Planning Department, San Francisco, CA

Planner, 6/11 – present

Manage complex development projects in the southeast portion of the city, including new construction, office conversions, and long-range land use expansion plans. Work on complicated planning code interpretations for the Zoning Administrator. Serve as a planner on an interagency effort to reorganize the Planning and Building Department's processes through the creation and implementation of a new project & permitting database and workflow system (PPTS). Revise the Department's internal CEQA policies and procedures, including researching and reporting on best practices, creating implementation procedures, and training Department staff. Prepare policy recommendations for Planning Commission, and Historic Preservation Commission action.

Legislative Liaison and Policy Analyst, 3/07 – 6/11

Developed relationships with relevant policy bodies, including Board of Supervisors and Mayor's Office. Performed complex research and analysis on legislative issues affecting or pertaining to land use and development. Represented the Department before the Planning Commission, Board of Supervisors, and City agencies on policy analysis and initiatives. Served as Appeals Coordinator, managing Department appeals at the Board of Supervisors, including developing responses and strategy, briefing Supervisors, and representing the Department at hearings. Organized and managed long-range planning and policy projects. Prepared policy recommendations for Department and Planning Commission action. Coordinated Department responses to inquiries, policy direction, and legislative activity. Conducted public outreach including organizing community meetings, educating organizations on land use policies and practices, and creating documents for the public. Created implementing documents and processes for new legislation. Proposed amendments to the Planning and other Codes to address the Department's and City's land use needs.

Planner and Historic Preservation Technical Specialist, 6/06 – 3/07

Reviewed applications for conformance with the Planning Code, *Secretary of the Interior's Standards for the Treatment of Historic Properties*, Department policies and guidelines, and the *California Environmental Quality Act*. Prepared entitlement reports, planning studies, historic resource evaluations, and resolutions. Presented projects to City agencies and bodies. Provided public outreach and technical assistance on planning and preservation issues.

City of New York Law Department, New York, NY

Summer Law Associate, Environmental Division, 6/05 – 9/05

Drafted memoranda of law and conducted extensive research on New York City's requirements under the Clean Air Act, the Clean Water Act, and the State Environmental Quality Review Act. Assisted in the drafting of motions to dismiss and summary judgments. Attended federal and state pre-trial conferences and court proceedings. Assisted attorneys on site visits to ensure compliance with consent orders.

State of New York Office of the Attorney General, New York, NY

Summer Law Associate Program, Telecommunication and Energy Bureau, 6/04 – 9/04

Drafted memoranda on state and federal telecommunications and energy issues. Researched and investigated issues on payola schemes and energy issues. Interviewed witnesses for upcoming lawsuits.

New York City Landmarks Preservation Commission, New York, NY

Landmark Preservationist, 7/01 – 8/03

Preservation Department Assistant, 5/00 - 3/01

Reviewed complex applications for City landmarks and properties in historic districts and new construction in historic districts. Completed the *Madison Avenue Storefront Design Guidelines*. Made weekly presentations to the Commission. Provided technical assistance. Conducted on-site inspections. Prepared reports for Commission. Disseminated information to public of rules and policies.

Clinton Housing Development Company, New York, NY, 10/99 – 4/00

Intern

Worked with Development team in the purchase and renovation of two vacant buildings, utilizing government and private loans, to relocate low-income tenants into units.

U.S. Committee, International Council on Monuments and Sites (ICOMOS), England, 5/99 - 9/99

International Summer Fellow

The National Trust, Clumber Park, Worksop

Performed vernacular building survey which was basis of a conservation plan. Analyzed history and building fabric, sketched elevations representing features, plans, and building phases.

Royal Institute of British Architects Drawing Collections, London

Arranged fall exhibit, maintained collections, organized catalog system, and performed general office duties.

New York Landmarks Conservancy, New York, NY, 5/97 - 5/98

Research Editor

Editorial assistant and researcher for two publications: *Touring the Flatiron: Four Walks in Historic Neighborhoods* and *New York Landmarks Conservancy: 25 Years of Preserving New York 1973-1998*. Worked in conjunction with New York City's Alliance for the Arts to create a cultural events calendar.

Sotheby's, New York, NY, 5/95 - 12/95

Intern and Part-time Employee

Catalogued inventory, verified price lists, coordinated slide presentations, and worked with clients during auctions. Incorporated catalog data, sales information, and images into the archives database.

Related Experience

Community Development Clinic, Brooklyn Law School, New York, NY, 8/05 – 6/06

Law Student Associate

Represented community development corporations, cultural institutions, affordable housing providers and small businesses that serve underrepresented communities. Assisted in the formation of joint ventures. Negotiated the leasing, purchasing, financing, and renovating of real estate. Drafted business formation documents and negotiation contracts for organizations to develop, own and operate a range of facilities.

Corporate and Real Estate Development Clinic, Brooklyn Law School, New York, NY, 8/04 – 12/04

Law Student Associate

Represented several low-income cooperatives board of directors' as 'house counsel'. Participated in apartment and rehabilitation loan closings. Drafted corporate resolutions, by-laws, amendments to certificate of incorporation, management contracts, and closing documents. Prepared closings for Habitat for Humanity.

Education

Brooklyn Law School, New York, NY

Juris Doctor, June 2006

Awards: *Jack Weprin Real Estate Prize*, Brooklyn Law School, June 2006

ALI-ABA Environmental Law Scholarship Award, January 2006

Columbia University, New York, NY

Master of Science, Historic Preservation: October 2001

Master of Science, Urban Planning: May 2001

Thesis: *Where's the Beef? An Exploration into the Relationship between Use and Form in the Meatpacking District*

Awards: W.K. Fellows Prize: *Analyzing the Effects of Tourism on the Hoi An Heritage Sites in Vietnam*, May 2001

Activities: American Planning Association, NY Metro Chapter, 9/99 - 5/01, Student Representative

Skidmore College, Saratoga Springs, NY

Bachelor of Arts, Art History & Philosophy: May 1995

Other

San Francisco Chamber of Commerce, Leadership San Francisco, San Francisco, CA 9/10 – 6/11

Class of 2011 participant in the Chamber's Leadership program.

Professional Qualifications
for
Certified Local Governments Commissioners and Staff

Local Government San Francisco

Name Tina Tam

Commissioner Staff

Date of Appointment: March 2000

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

TINA B. TAM

285 NEVADA STREET • SAN FRANCISCO, CALIFORNIA 94110 • (650) 290-0447

Education:

- 1993-1997** **MASTERS IN ARCHITECTURE**
Georgia Institute of Technology, Atlanta, Georgia
- MASTERS IN CITY PLANNING**
Georgia Institute of Technology, Atlanta, Georgia
- 1990-1993** **BACHELOR OF CITY AND REGIONAL PLANNING**
California Polytechnic State University, San Luis Obispo, California.
Cum Laude
-

Work Experience:

City and County of San Francisco Planning Department, San Francisco, CA
Senior Preservation Planner, September 2010 - Present

- Provide support to the Director of Neighborhood Planning in conducting research and analysis, fact and information gathering, and coordination with interdepartmental staff for work related to human resources, personal, budget and finance.
- Supervise the Preservation Technical Specialist in environmental review during the preparation of historic resource evaluation responses that analyze the potential impacts to an historical resource of a proposed project under the California Environmental Quality Act (CEQA).
- Provide "quality control" on the Preservation Unit's work products by reviewing all case reports for Section 106 reviews, National Register of Historic Places nomination, historic resource evaluation responses, Interim Permit Review Procedures for Eastern Neighborhood, letters, survey findings and reports.
- Attend public hearings (HPC, BOS, etc.) as Department representative on Cat Ex appeals, EN Interim permit review procedures, NR nominations, Section 106 reviews, review and comment of Draft EIRs, etc.

City and County of San Francisco Planning Department, San Francisco, CA
Preservation Coordinator, March 2009 – September 2010

- Supervised and coordinate all work assignment of the 11 member Preservation Team, including review of building permit applications that entail the alteration of historical resources for compliance with the Planning Code, the Secretary of the Interior's Standards, and the California Environmental Quality Act; the review of land use applications such as Certificates of Appropriateness, Permits to Alter, Landmark Designations, Environmental Evaluations, and Mills Act Contracts; and the review of cases associated with San Francisco's role as a Certified Local Government, for example Section 106 reviews, and nominations to the National Register of Historic Places.
- Supervised the Comprehensive Citywide Survey of Cultural Resources and monitor staff's adherence to project schedules and work products.
- Served as the Department's liaison to the Historic Preservation Commission with responsibilities of preparing and coordinating the agenda and representing the Planning Director at the Commission hearing on a bi-monthly basis.

City and County of San Francisco Planning Department, San Francisco, CA
Senior Planner – Special Projects Coordinator, March 2006--March 2009

- Managed no less than 10 major hospital construction projects generally as a result of Senate Bill 1953 which requires hospitals statewide to provide facilities which comply with increased standards for seismic safety by the year 2013.
- Performed complex research and analysis, and contributed to significant decisions on major hospital retrofit and new hospital construction, and associated projects.
- Represented the Planning Department, Planning Commission, and the Zoning Administrator at the weekly Board of Appeals public hearings on appeal cases concerning variance decisions, letters of determination, building permit approvals, notices of violation, etc.
- Served as a member of the Residential Design Team, providing focused in-house architectural design review of single and multi-family residential projects.

City and County of San Francisco Planning Department, San Francisco, CA
Planner III – Southwest Quadrant Neighborhood Planner, March 2000 – March 2006

- Reviewed and processed large and complex planning and building permit applications.
- Served as the Historic Preservation Technical Specialist for the Southwest Quadrant and prepared historic evaluations for the purposes of CEQA.
- Worked on several Landmark Designation applications, including the Golden Gate Park Music Concourse, AIDS Quilt Memorial, and others.
- Provided information for, reviewed, and approved permits over-the-counter at the Planning Information Counter.
- Prepared staff case reports and made presentations to the Planning Commission, the Landmarks Preservation Advisory Board, and the Board of Supervisors.
- Supervised Planning Interns.

City of San Jose Planning Department, San Jose, CA
Planner II – Council District 6 Planner, October 1998 – March 2000

- Reviewed and processed planning applications (Conditional Use Permits, Variances, Planned Development Zonings, Planned Department Permits, Site Permits, Subdivisions, Annexations, Tree Removal Permits, etc.)
- Provided information for, reviewed, and approved permits over-the-counter at the Planning Information Counter.
- Prepared staff case reports and made presentations to the Planning Commission, Historic Landmarks Commission, and City Council.

City of Fairfield Planning Department, Fairfield, CA
Planning Technician, September 1997 – October 1998

- Prepared legislative changes as they pertain to the Planning Code (Adult Entertainment Business Ordinance and the Greenbelt Initiative).
- Designed and rendered streetscape design proposals for neighborhood revitalization projects.

- Completed technical reports including market and feasibility studies for various housing development sites.
- Provided service and support at the Public Information Counter.

City of Fairfield Planning Department, Fairfield, CA
Planning Technician, September 1997 – October 1998

- Assisted in the re-writing of the Planning Code, General Plan Update, and Annual Report.
- Provided service and support at the Public Information Counter.

Central Atlanta Progress, Inc., Atlanta, Georgia
Urban Design Intern, June 1996 – June 1997

- Using GIS, conducted research, crime tracking/spatial analysis, land use survey and inventory.
- Designed and developed commercial retail and housing brochures and directories for the downtown.

Georgia Institute of Technology, Atlanta, Georgia
Graduate Research Assistant, June 1993 – June 1996

- Participated in urban design competitions in preparation of the 1996 Summer Olympics.
- Performed duties of a Project Coordinator of the Southeast Regional Conference of the Mayors Institute on City Design.

San Francisco Planning Department, San Francisco, California
Planning Intern, June 1992 – January 1993

- Completed land use inventory of the Civic Center Area and assisted in the Master Plan update.
- Gathered background/historical data used for the creation of new administrative policy and process for Conditional Use authorizations.

Professional Qualifications
for
Certified Local Governments Staff

Local Government City and County of San Francisco

Name of Staff Doug Vu

Date of Appointment: 3/19/2012

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

No

Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Minh Douglas Vu, ASLA
1310 Minnesota Street #306
San Francisco, California 94107
415.793.5723
Doug.Vu@gmail.com

OBJECTIVE: Obtain a progressively responsible position in the field of urban and city planning that will effectively utilize my skills and abilities.

EDUCATION: San Jose State University
Masters in Urban and Regional Planning
Dissertation: "Design Guidelines for Alameda's Northern Waterfront"

University of California at Davis
Bachelors of Science Cum Laude, Landscape Architecture

University of California at Riverside

**EMPLOYMENT
EXPERIENCE:**

8/11 – present **SAN FRANCISCO PLANNING DEPARTMENT**
City & County of San Francisco, CA. Planner & Preservation Technical Specialist.
Perform difficult city planning work and participate in all phases of city planning; assist in the preparation of planning, research, surveys and projects; conduct investigations, collect and analyze data on zoning, subdivision design, urban renewal, rapid transit and other land use problems; assist in the conduct of environmental impact reviews; prepare written and graphic reports; and perform related duties as required. Responsible for carrying out and interpreting city planning policies and procedures; make continuing personal contacts with representatives of government, civic and business organizations, and the general public in the explanation and interpretation of laws, ordinances, policies, rules and regulations relating to city planning activities; prepare, check and review important technical records involving the master plan, capital improvement program, urban renewal, zoning and other technical city planning records.

7/10 – 8/11 **CITY OF BENICIA COMMUNITY DEVELOPMENT DEPARTMENT**
Benicia, CA. Associate Planner.
Prepare complex staff reports for appropriate review bodies, including commissions and the City Council, and make recommendations to management staff, boards and commissions; plan, direct, coordinate and participate in the work of subordinate professional and technical employees in data collection, analysis, plan formation and implementation of a wide variety of planning, zoning, and environmental review activities; research and analyze demographic, economic, land use and other data related to planning activities; provide information to the general public and other City and State agencies regarding zoning, development and design, interpretation of planning documents, State documents, City permits and all other related activities; and represent the Community Development Department at public meetings, present planning and development matters to the City Council, Planning Commission, Historic Preservation Review Commission, Sustainability Commission, and other commissions as necessary.

8/09 – 7/10 **TRUST FOR PUBLIC LAND**
San Francisco, CA. Field Representative.
Collaborate, evaluate, and select potential projects by contacting owners, nonprofit organizations and agency officials; negotiate with landowners toward acquisition of real estate for conservation purposes; analysis of resource, recreational and other public values; meet with elected officials to discuss projects in their respective districts and organize property tours; work closely with management who negotiates with public

agencies on conveyances of properties from TPL; coordinate conveyances and oversee technical preparation such as deed, contract, title, and appraisal; cultivate relationships with local land trusts and create partnerships with land trusts on projects; respond to requests for technical assistance from community groups, public agencies and existing land trusts; complete assorted administrative tasks required for a well-regulated organization; and participate in fund raising and appropriation campaigns with development staff, donors and foundations.

5/06 – 6/09

CITY OF ALAMEDA PLANNING & BUILDING DEPARTMENT
Alameda, CA. Planner III.

Review development permit applications relating to zoning, land division, design review and historic preservation; conduct environmental reviews; undertake or direct zoning compliance activities; research planning issues; develop and present comprehensive planning studies, including General Plan studies, revised land use controls and development proposals; prepare reports, administrative decision memos and correspondence; coordinate planning activities and confer with other departments, public officials, consultants and the public; coordinate and monitor the work of consultants; provide technical advice to the City Council and various City boards and commissions; make presentations to and participate in City Council, Planning Board and other meetings as required; and direct technical and functional activities of assigned staff.

9/04 – 5/06

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
Los Altos, CA. Planner II.

Prepare and oversee development concepts and site plans for capital improvement projects; conduct and oversee landscape, environmental, architectural and engineering studies necessary to evaluate environmental issues; prepare environmental documents pursuant to CEQA; secure permits from appropriate federal, state, and local regulatory agencies; prepare and administer state and federal grant applications; prepare formal bid packages, including plans and specifications for construction projects and administer all phases of the public bid process; provide oversight of construction and repair projects; schedule and conduct inspections to ensure compliance with plans, specifications, and safety standards; negotiate contracts and change orders; coordinate development of the District's 5-Year Capital Improvement Program; work with staff to establish project budgets and overall development priorities; represent the District at public meetings and make presentations to the Board of Directors, other agency representatives, and other groups; supervise subordinate Planning Department staff, and coordinate closely with other departments to provide technical expertise for non-capital construction and maintenance projects managed by District crews.

3/01 – 9/04

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
Los Altos, California. Planner I.

Assist in the preparation of development concepts, site plans, and designs for capital improvement projects; conduct and oversee landscape, environmental, architectural, and engineering studies necessary to evaluate environmental issues related to public access and capital improvements; secure permits from appropriate federal, state, and local regulatory agencies; assist in the preparation of state and federal grant applications for capital projects; prepare informal and formal bid packages, including plans and specifications for construction and repair projects; provide assistance in the oversight of construction projects; schedule and conduct inspections to ensure compliance with plans, specifications and safety standards; participate in the development of the District's 5-Year Capital Improvement Program; establish individual project budgets; represent the District at public meetings and make presentations to the Board of Directors, other agency representatives, and other groups; and coordinate closely with other departments to implement non-capital construction and maintenance projects managed by District crews.

**PROFESSIONAL
AFFILIATIONS:**

American Society of Landscape Architects (ASLA) #77493
American Planning Association (APA)

REFERENCES:

Available upon request