



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: November 30, 2011

TO: Historic Preservation Commission

FROM: Mary Brown
Preservation Planner

RE: Quarterly Report: Landmark Designation Work Program

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Quarterly Report: December 7, 2011

From July 1, 2010 to November 22, 2011, the Planning Department charged hours to the Historic Preservation Commission's (HPC) Landmark Designation Work Program FY 2010-2012 for the following projects:

Project	Appleton & Wolfard Libraries
Hours	25
Description	Review and oversight of Article 10 designation for North Beach and Marina branch libraries including: HPC and Board of Supervisors hearing preparation and follow-up.
Project	Golden Gate Park Landmark District
Hours	372
Description	Meetings and discussions with Recreation & Parks Department; contact with stakeholders; internal policy meetings; field visits and photography; review of building permits and architectural plans; research and document review; development of recommendations; creation of inventory spreadsheet; volunteer oversight; GIS mapping; presentation to PROSAC; development of levels of review; development of terminology FAQs; monthly updates to HPC; administrative assistance; tennis clubhouse HRE review and comment; site visits; development of landscape site evaluations; historic and archival research; and documentation of buildings and sites.
Project	Landmark Designation Work Program
Hours	212
Description	Development of tasks and hourly budget per nomination; analysis and coding of 260 Landmarks; review of 11 historic districts; GIS mapping; meetings; HPC quarterly reporting; packet & presentation preparation for HPC hearings (Dec. 15 th , Jan. 19 th , March 2 nd , June 15 th); post-hearing(s) review of transcripts and follow-up; research status of previous LPAB Work Programs; format documents; develop survey status report; develop work plan and recommendations; research and analysis of properties on previous LPAB Work Programs (Temple Emanu-El buildings, Zoo buildings, Farnsworth Building, Van Ness Light Standards, etc.); research projects proposed for inclusions on current Work

	<p>Program; respond to media inquiries; discussions related to culturally significant Landmarks; and extensive website content development.</p> <p>Activities and notification related to June 15, 2011 HPC Landmark Designation Work Program hearing, including: owner and public notification mailings; postering; stakeholder follow-up; research and preparation of Case Reports; meetings with owners of properties associated with African-American history; site visits and photography; and post-hearing follow-up.</p>
Project	Stow Lake Boat House
Hours	54 ¹
Description	Field visits; photography; DPR 523-A and DPR 523-B form production; historic photograph search; architect research; style research; boat house research; editing; meeting with Rec & Park staff; Department review; Case Report development; Motion and Exhibit A development; packet preparation; respond to media; contact with stakeholders; contact with Commissioners; presentation preparation; HPC hearing; and post-hearing review.
Project	Cowell House, 171 San Marcos Avenue (Morrow + Morrow)
Hours	8
Description	Owner notification, case tracking, website content, building permit research, site visit and photography.
Project	2 Clarendon Avenue (Anshen + Allen)
Hours	2
Description	Owner notification, case tracking, website content, and building permit research.
Project	Henry Doelger Sales Office, 320-326 Judah Street
Hours	12
Description	Owner notification, case tracking, website content, building permit research, stakeholder contact, volunteer oversight, and review and comment on biography draft.
Project	Marcus Books / Jimbo's Bop City, 1712-1716 Fillmore Street
Hours	2
Description	Owner notification, case tracking, website content, and stakeholder contact.

¹ Research activity prior to February 9, 2011 is not reflected in the 54 hours. Approximately 20 additional hours were expended as part of the larger Golden Gate Park historic district research process.

Project	Sailors' Union of the Pacific, 450 Harrison Street		
Hours	1		
Description	Owner notification, case tracking, and website content.		
Project	Sam Jordan's Bar, 4004 Third Street		
Hours	3		
Description	Owner notification, case tracking, website content, and coordination with consultant.		
Project	Samuel Gompers Trade School, 106 Bartlett Street		
Hours	1		
Description	Owner notification, case tracking, and website content.		
Project	Sunshine School, 2728 Bryant Street		
Hours	2		
Description	Owner notification, case tracking, website content, and stakeholder communication.		
Project	3655 Clay Street (William Wurster)		
Hours	2		
Description	Owner notification, case tracking, website content, building permit research, and scheduling of site visit.		
Project	Russell House, 3778 Washington Street (Eric Mendelsohn)		
Hours	1		
Description	Owner notification, case tracking, and website content.		
Project	Congregation Emanu-El School Buildings, 1335 & 1337 Sutter Street		
Hours	2		
Description	Owner notification, case tracking, and website content.		
Project	San Francisco Zoo: Mothers Building & Fleishhacker Pool Building		
Hours	2		
Description	Owner notification, case tracking, and website content.		
Total expended to date	699 hours	51% FTE	
Total remaining:	661 hours	49 % FTE	

Preserve America

Grant funding from August 1, 2010 to August 31, 2012.

Project	Preserve America Grant – General
Hours	267
Description	<p>Review of DPR523-B forms for eligible Article 10 properties; internal meetings and review; preparation for owner notification; material preparation for HPC hearings; HPC hearings (Dec. 15th, Jan. 19th, March 2nd, March 29th); volunteer oversight; post-hearing review of transcripts & follow-up; project scheduling and budgeting; grant progress reports; press release; internal meetings; stakeholder contact; Market/Octavia recommendations to HPC; PowerPoint development for Dec. 15th HPC hearing; Duboce Park Neighborhood Association community meeting presentation; and water tap records research.</p> <p>Activities and notification related to the proposed Duboce Park Landmark District, Market Street Masonry Landmark District, Swedish American Hall, Twin Peaks Tavern, 2173 Fifteenth Street, and New Era Hall for the June 15, 2011 hearing HPC hearing including: owner notification and public notification mailings, stakeholder follow-up, site visits, photography, and direct door-to-door outreach to commercial tenants.</p> <p>Development of printed materials including the Landmarks FAQ and Existing Landmark District brochure.</p>
Project	Preserve America – Duboce Park Landmark District
Hours	417
Description	<p>Outreach Materials: Website content and updates; flyers for four community events; PowerPoint presentations for three community workshops; comment cards; large-scale graphics for interactive September 20th workshop; and fact sheet.</p> <p>Outreach Activities: Develop neighborhood history walking tour content; four mailings to tenants, owners, stakeholders and officials promoting meetings & events; event poster and door-to-door flyering; email invites to all previous attendees and key stakeholders; write two articles for Duboce Triangle Neighborhood Association newsletter; follow-up with owners and stakeholders; meet with Recreation & Parks Department staff; meet with Supervisor Scott Wiener; and present to the Capital Committee of the Recreation and Parks Commission (November 2nd).</p> <p>Events: July 16th Walking Tour; July 18th Kick-Off Community Meeting; August 16th Community Meeting; August 30th Ask a Planner Night, September 20th Community Workshop, September 27th Ask a Planner Night, and December 7th Drop-In Event (upcoming).</p> <p>Research: Historical research focused on water tap records, Sanborn maps, Block Books, <i>San Francisco Chronicle</i> archives, and Fernando Nelson; and program and policy research focused on preservation incentives.</p> <p>Associated Tasks: Volunteer oversight; revise designating ordinance; project tracking and planning; respond to media inquiries; site visits & photography; and administrative</p>

	support.
Project	Preserve America – Market Street Masonry Discontiguous Landmark District
Hours	65
Description	Owner notification, case tracking, outreach plan and schedule development, site visits and photography, self-guided walking tour map, and website content.
Project	Preserve America – Swedish American Hall, 2168 Market Street
Hours	18
Description	Owner notification, case tracking, website content, develop outreach schedule, develop information packet, and presentations to the Swedish American Hall’s Board of Directors (October 13 th , November 2 nd).
Project	Preserve America – Twin Peaks Bar, 401 Castro Street
Hours	2
Description	Case tracking, website content, and owner notification.
Project	Preserve America – New Era Hall, 2117 Market Street
Hours	2
Description	Case tracking, website content, and owner notification.
Project	Preserve America – 2173 Fifteenth Street (residence)
Hours	2
Description	Owner notification, case tracking, website content, and discussions with property owner.
Total expended to date	772 hours 57% FTE

Attachment: Landmark Designation Work Program Quarterly Project Update: December 7, 2011

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Landmark Designation
Work Program

Quarterly Project Update: December 7, 2011

Name of Building or District	DPR 523-A status	DPR 523-B status	DPR 523-D Status	Last Action	Outreach & Research Schedule	Anticipated Hearing Schedule	Staff	Additional Notes
<i>Proposed Landmark Districts</i>								
Golden Gate Park Historic District	n/a	n/a	NR Nomination Form	10-20-10: HPC directed staff to conduct preliminary research and evaluations	In-progress	TBD	Mary Brown	
Duboce Park Landmark District	Complete	Complete	Complete	6-15-2011: HPC Landmark Designation Work Program	In-progress	January 2012 HPC	Mary Brown & Moses Corrette	Preserve America grant
Market Street Masonry Discontiguous District	Complete	Complete	Needed	6-15-2011: HPC Landmark Designation Work Program	In-progress	April 2012 HPC	Moses Corrette	Preserve America grant
<i>Proposed Individual Landmarks</i>								
Cowell House 171 San Marcos Ave.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	In-progress	Group I Individual Landmarks	Mary Brown	Property owner has expressed support for Landmark designation.
Sam Jordan's Bar 4004 Third St.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	In-progress	Group I Individual Landmarks	Mary Brown	Property owner has expressed support for Landmark designation. Tim Kelly Consulting pro-bono report in progress
3655 Clay St. (Wurster)	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	In-progress	Group I Individual Landmarks	Mary Brown	Property owner has expressed support for Landmark designation.

Landmark Designation
Work Program

Quarterly Project Update: December 7, 2011

Name of Building or District	DPR 523-A status	DPR 523-B status	DPR 523-D Status	Last Action	Outreach & Research Schedule	Anticipated Hearing Schedule	Staff	Additional Notes
Marcus Books / Jimbo's Bop City 1712-1716 Fillmore St.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Winter 2011/12	Group I Individual Landmarks	Mary Brown	Property owner has expressed support for Landmark designation.
Henry Doelger Sales Office 320-326 Judah St.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	In-progress	Group I Individual Landmarks	Mary Brown	Report developed by SFSU History Graduate Student Diana Wuertner.
Swedish American Hall 2168 Market St	Complete	Complete	n/a	6-15-2011: HPC Landmark Designation Work Program	On hold	N/A	Moses Corrette	Property owner has expressed opposition to designation. Preserve America grant
Twin Peaks Bar 401 Castro St.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Winter / Spring 2012	TBD	Moses Corrette	Preserve America grant
New Era Hall 2117 Market St.	Complete	Complete	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Winter / Spring 2012	TBD	Moses Corrette	Preserve America grant
2173 Fifteen Street	Complete	Complete	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Winter / Spring 2012	TBD	Moses Corrette	Preserve America grant Property owner has expressed support for Landmark designation.
Russell House 3778 Washington St.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Winter 2011/12	TBD	Mary Brown	
Samuel Gompers Trade School 106 Bartlett St.	Complete	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	Mary Brown	
Sunshine School 2728 Bryant St.	Complete	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	Mary Brown	Remodeling project is underway

Landmark Designation
Work Program

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Name of Building or District	DPR 523-A status	DPR 523-B status	DPR 523-D Status	Last Action	Outreach & Research Schedule	Anticipated Hearing Schedule	Staff	Additional Notes
Sailors' Union of the Pacific 450 Harrison St.	Complete	90% Complete	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	Mary Brown	Property owner has expressed opposition to Landmark designation.
Congregation Emanu-El School Building 1337 Sutter St.	Complete	Complete	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	tbd	
Congregation Emanu-El School Annex Building 1335 Sutter St.	NR Nomination Form	NR Nomination Form	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	tbd	
SF Zoo: Mothers Building	NR Nomination Form	NR Nomination Form	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Summer 2012	TBD	Mary Brown	
SF Zoo: Fleishhacker Pool Building	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Summer 2012	TBD	Mary Brown	
2 Clarendon Ave.	None	None	n/a	6-15-2011: HPC Landmark Designation Work Program	Proposed for Spring 2012	TBD	Mary Brown	
Stow Lake Boat House	Complete	Complete	n/a	3-2-11: HPC tables initiation until full Golden Gate Park report is complete	On hold	Dependent upon Golden Gate Park District initiation	Mary Brown	