



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: June 2, 2011

TO: Historic Preservation Commission

FROM: Mary Brown
Preservation Planner

RE: Quarterly Report: Landmark Designation Work Program
FY 2010/2011

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Quarterly Report: June 15, 2011

From July 1, 2010 to May 23, 2011, the Department charged hours to the Historic Preservation Commission's (HPC) Landmark Designation Work Program FY 2010/2011 for the following projects:

| | |
|----------------|--|
| Project | Article 10 Designation: Appleton & Wolfard Libraries |
| Hours | 24.75 |
| 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 | Article 10 Designation: Golden Gate Park |
| Hours | 337 |
| 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 | 156 |
| Description | Development of tasks and hourly budget per nomination; analysis and coding of 260 Landmarks; review of 11 historic districts; GIS mapping; meetings; 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; 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 Program; media inquiries; and discussions related to culturally significant Landmarks. | |
| Project | Stow Lake Landmark Initiation | |
| 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; media contact; contact with stakeholders; contact with Commissioners; presentation preparation; HPC hearing; and post-hearing review | |
| Total expended to date | 571 hours | 42% FTE |
| Total remaining: | 789 hours | 58% FTE |

| | | |
|----------------|---|--|
| Project | Preserve America Grant – Grant Funded August 1, 2010 to August 31, 2012 | |
| Deliverables | <ul style="list-style-type: none"> - 5 individual designations and five historic district Market/Octavia designations (200 properties) - Create related information outlets and outreach programs - Develop heritage tourism walking tours and brochures | |
| Hours | 157 | |
| Description | Review of DPR-B forms for eligible Article 10 properties; internal meetings and review; preparation for owner notification; material preparation for HPC hearings; HPC hearings (Dec. 15 th , Jan. 19 th , March 2 nd , March 29 th); volunteer oversight; post-hearing review of transcripts & follow-up; grant contracts; project scheduling and budgeting; quarterly reports; press release; internal meetings; volunteer oversight; stakeholder contact; Market/Octavia recommendations to HPC; PowerPoint development; Duboce Park Neighborhood Association community meeting presentation; door to door commercial tenant outreach; produce existing Historic District publication; owner notification mailings; and water tap records research. | |

Attachment: Landmark Designation Work Program Template

G:\MBrown\Work Plan 2010 and 2011\Landmark Research Work Plan & Case Report\Quarterly Reports HPC

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.