



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: September 9, 2011
TO: Historic Preservation Commission
FROM: Mary Brown
 Preservation Planner
RE: Quarterly Report: Landmark Designation Work Program

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Quarterly Report: September 21, 2011

From July 1, 2010 to September 7, 2011, the 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 | 371 |
| 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 | 204 |
| 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; 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 |

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| | <p>Light Standards, etc.); research projects proposed for inclusions on current Work Program; media inquiries; discussions related to culturally significant Landmarks; and extensive website content development.</p> <p>Activities and notification related to June 15, 2011 Landmark Designation Work Program hearing, including: owner notification and public notification mailings, stakeholder group follow-up. Research and preparation of Case Report including 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; media contact; contact with stakeholders; contact with Commissioners; presentation preparation; HPC hearing; and post-hearing review. |
| Project | Cowell House, 171 San Marcos Avenue (Morrow + Morrow) |
| Hours | 3 |
| Description | Owner notification, case tracking, website content, building permit research, and scheduling of site visit. |
| 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 | 7 |
| Description | Owner notification, case tracking, website content, building permit research, stakeholder contact, and volunteer oversight. |
| Project | Marcus Books / Jimbo's Bop City, 1712-1716 Fillmore Street |
| Hours | 2 |

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.

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| Description | Owner notification, case tracking, website content, and stakeholder contact. |
| 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 |

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|------------------------|---|----------|--|
| Description | Owner notification, case tracking, and website content. | | |
| Total expended to date | 681 hours | 50% FTE | |
| Total remaining: | 680 hours | 50 % FTE | |

Preserve America

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

| Project | Preserve America Grant – General |
|-------------|--|
| Hours | 259 |
| 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 | 233 |
| Description | <p>Outreach Materials: Website content and updates; flyers for four community events; PowerPoint presentations for three community workshops; comment cards; and signage</p> <p>Outreach Activities: Develop neighborhood history walking tour content; three mailings to tenants, owners, stakeholders & officials promoting meetings & events; event poster & door-to-door flyering; email invites to all previous attendees and key stakeholders; write article for Duboce Triangle Neighborhood Association newsletter; follow-up with owners & stakeholders; meet with Recreation & Parks Department staff; meet with Supervisor Scott Wiener</p> <p>Events: July 16th Walking Tour; July 18th Kick-Off Community Meeting; August 16th</p> |

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|------------------------|---|
| | <p>Community Meeting; August 30th Ask a Planner Night, September 20th Community Workshop (upcoming); September 27th Ask a Planner Night (upcoming)</p> <p>Research: Historical research focused on water tap records, Sanborn maps, Block Books, <i>San Francisco Chronicle</i> archives, and Fernando Nelson; program and policy research focused on preservation incentives</p> <p>Associated Tasks: Volunteer oversight; draft designating ordinance; project tracking and planning; respond to media inquiries; site visits & photography; and administrative support.</p> |
| Project | Preserve America – Market Street Masonry Discontiguous Landmark District |
| Hours | 12 |
| Description | Owner notification, case tracking, and develop outreach plan and schedule. |
| Project | Preserve America – Swedish American Hall, 2168 Market Street |
| Hours | 3 |
| Description | Owner notification, case tracking, website content, and develop outreach schedule. |
| Project | Preserve America – Twin Peaks Bar, 401 Castro Street |
| Hours | 1 |
| Description | Case tracking and website content. |
| Project | Preserve America – New Era Hall, 2117 Market Street |
| Hours | 1 |
| Description | Case tracking and website content. |
| Project | Preserve America – 2173 Fifteenth Street (residence) |
| Hours | 1 |
| Description | Owner notification, case tracking, and website content. |
| Total expended to date | 510 hours 38% FTE |

Attachment: Landmark Designation Work Program Quarterly Project Update

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

Attachment

**Landmark Designation Work Program
Quarterly Project Update**

Landmark Designation
Work Program

Quarterly Project Update: September 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>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 | TBD | Mary Brown & Moses Corrette | Preserve America grant |
| Market Street Masonry Discontiguous District | Complete | Complete | Needed | 6-15-2011: HPC Landmark Designation Work Program | Proposed for Fall 2011 | TBD | Moses Corrette | Preserve America grant |
| <i>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: September 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 Summer / Fall 2011 | 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 | In-progress | Group I Individual Landmarks | Moses Corrette | 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

Quarterly Project Update: September 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 |
|---|--------------------------|--------------------------|------------------|---|------------------------------|---|----------------|--|
| 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 | Matt Weintraub | |
| 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 | Matt Weintraub | |
| SF Zoo: Mothers Building | NR Nomination Form | NR Nomination Form | n/a | 6-15-2011: HPC Landmark Designation Work Program | Proposed for Spring 2012 | TBD | Mary Brown | |
| SF Zoo: Fleishhacker Pool Building | None | None | n/a | 6-15-2011: HPC Landmark Designation Work Program | Proposed for Spring 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 GG Park report is complete | On hold | Dependent upon Golden Gate Park District initiation | Mary Brown | |