



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: March 9, 2011
TO: Historic Preservation Commission
FROM: Mary Brown
 Preservation Planner
RE: Quarterly Report: Landmark Work Program FY 2010/2011

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Quarterly Report: March 16, 2011

From July 1, 2010 to March 4, 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: Market & Octavia Recommendations
Hours	52
Description	Review of DPR-B forms for eligible Article 10 properties; internal meetings and review; preparation for owner notification; material preparation for HPC hearing; HPC hearings (Dec. 15 th , Jan. 19 th , March 2 nd); volunteer oversight; post-hearing review of transcripts & follow-up
Project	Article 10 Designation: Golden Gate Park
Hours	250
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; updates to HPC; administrative assistance; tennis club house HRE review and comment

Project	Landmark Designation Work Program	
Hours	94	
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); Market & Octavia recommendations; 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	
Project	Stow Lake Landmark Initiation	
Hours	51 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	472	35% FTE
Total remaining ² :	888	65% 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	61.75	
Description	Grant contracts; project scheduling and budgeting; quarterly report; press release; internal meetings; volunteer oversight; stakeholder contact; draft FAQs; and Market/Octavia recommendations to HPC	

Attachment: Landmark Designation Work Program Template

G:\MBrown\Work Plan 2010 and 02011\Landmark Research Workplan & Case Report\Quarterly Reports HPC

¹ Research activity prior to February 9, 2011 is not reflected in the 51 hours. Approximately 20 additional hours were expended as part of the larger Golden Gate Park historic district research process.

² When non-productive hours and weekly required meetings and trainings are taken into account, this FTE equates to approximately 1,360 hours for dedicated designation work.

Landmark Designation
Work Program FY 2010-2011

Name of Project	DPR 523-A status	DPR 523-B status	DPR 523-D Status	Last Action	Property Owner / Community Outreach	Anticipated Hearing Schedule	Staff / Commissioner	Additional Notes
Golden Gate Park Historic District	n/a	n/a	NR Nomination Form	10-20-10: HPC directed staff to conduct preliminary research	In-progress	Initiation Hearing: May 2011	Mary Brown	
Stow Lake Boat House	complete	complete	n/a	3-2-11: HPC tables initiation until full GG Park report is complete	In-progress	Dependent upon GG Park initiation	Mary Brown	