



SAN FRANCISCO PLANNING DEPARTMENT

DATE: September 24, 2014

TO: Historic Preservation Commission

FROM: Tim Frye, Preservation Coordinator
tim.frye@sfgov.org, (415) 575-6822

RE: Delegation of Minor Scopes of Work to the Planning Department pursuant to Articles 10 and 11 of the Planning Code.

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Planning Code Sections 1006.2(a) and 1111.1(a) authorizes the Historic Preservation Commission ("HPC") to determine if a proposed alterations to Article 10 and Article 11 properties (known either as a "Certificate of Appropriateness" or a "Permit to Alter") is a 'Major' or a 'Minor' Alteration and to delegate the approval, disapproval, or modification of certain types of work to the Planning Department ("Department"), whose decision is appealable to the HPC.

The Department is requesting that the HPC pass the attached Motion extending the delegation of Minor scopes of work once again. The Department recommends continuing this delegation for another two-year period from the date of approval.

The HPC's delegation of administrative review to the Department has enabled applications for minor scopes of work to be reviewed and approved in a timely manner. Administrative review allows for maximum flexibility while ensuring that all proposed work meets the requirements outlined by the HPC, specifically the *Secretary of the Interior's Treatment for Historic Properties* and any additional requirements outlined in the Article 10 or Article 11 Appendices.

The Department believes that the delegation of minor scopes of work is successful. To date, there has one 'Request for Hearing' to the HPC, which the Commission denied, affirming the quality of the review and approval of work that the Department approves.

The Department has consolidated both Article 10 and Article 11 delegations into one Motion to allow for ease of use by the HPC, the public, and Department staff.



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Draft Motion XXX

HEARING DATE: OCTOBER 1, 2014

IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR BY THE HISTORIC PRESERVATION COMMISSION PURSUANT TO SECTIONS 1006.2 AND 1111.1 OF THE PLANNING CODE FOR APPROVAL, MODIFICATION, OR DISAPPROVAL TO THE PLANNING DEPARTMENT.

WHEREAS, Planning Code Section 1006.2(a) provides that the Historic Preservation Commission ("HPC") may, for properties designation individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as minor alteration; and (2) delegate this the review and approval of such work to the Planning Department ("Department") (hereinafter "Administrative Certificate of Appropriateness"), whose decision is appealable to the HPC pursuant to Section 1006.2(b); and

WHEREAS, Planning Code Section 1111.1(a) gives the HPC the authority to (1) determine if a proposed alteration ("Permit to Alter") should be considered a Major or a Minor Alteration; (2) approve, modify, or disapprove applications for permits to alter or demolish Significant or Contributory buildings or any building within a Conservation District; and, (3) delegate this function to the Planning Department ("Department") for work determined to be Minor (hereinafter "Minor Permit to Alter"), whose decision is appealable to the HPC pursuant to Section 1111.1(b); and

WHEREAS, the HPC, at its regular hearing of October 1, 2014, reviewed the Planning Department's processes and applications under the authority previously granted to it by the HPC under Motions Nos. 0181 and 0212; and

WHEREAS, in appraising a proposal for an Administrative Certificate of Appropriateness or a Minor Permit to Alter, the Department, on behalf of the HPC, shall determine that all proposed alterations to character-defining features on properties subject to Articles 10 and/or 11 of the Planning Code shall be consistent with the character of the property and/or district, the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, as well as any guidelines, local interpretations, bulletins, or other policies, where applicable.

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS the following list of scopes of work determined to be Minor and the procedures outlined in Exhibit A of this Motion for delegation to the Department for approval, modification, or disapproval for two years from the date of this Motion. Specifically, the HPC adopts the following as minor scopes of work:

1. **Exploratory and investigative work:** To assess for underlying historic materials: The removal of a limited amount of non- historic material to conduct investigation 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. Adjacent historic surfaces must be protected during exploratory and

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investigative work. To assess the structure where historic fabric is extant: The removal of a limited amount of historic fabric to conduct investigation to determine the existing conditions of the building including ascertaining the location and condition of structural elements. This scope of work qualifies for staff level approval provided that:

- a. It is demonstrated that a non-destructive evaluation (NDE) approach has been determined insufficient, exploratory demolition is required, and that there is no alternative location where such investigation can be undertaken.
 - b. Provision of an investigation plan that includes the reason for the investigative work, what NDE techniques have been considered, and why its use is not appropriate.
 - c. Provision of scaled drawings showing the area to be removed including plans, elevations, and details including the wall assembly where the exploratory work will be undertaken.
 - d. Provision that any removal will be in whole rather than in partial to prevent damage to historic fabric.
 - e. For example, for a brick wall removal should follow the mortar joints around brick units instead of saw-cutting brick units in half.
 - f. Provision of a protection plan for surrounding historic fabric during exploratory and investigative work including protection and stabilization assemblies with materials called out clearly.
 - g. Provision of an appropriate salvage and storage plan for any historic fabric or material proposed to be removed during exploratory and investigative work.
 - h. Provision of a post-investigation treatment plan including patching, repairing, finishing historic fabric and materials to match existing where exploratory and investigative work has been conducted.
2. **Window replacement:** The replacement of windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or the replacement of glass curtain wall systems.
- a. *Window replacement on primary and 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. This scope of work qualifies for staff level approval provided that:
 - i. Where historic windows are proposed to be replaced, provision of a Window Condition Assessment report that documents the deteriorated beyond repair condition of windows. This report shall be prepared by a qualified consultant.

- ii. Where historic wood windows with true divided-lite muntins are demonstrated to be deteriorated beyond repair, replacement shall be with new wood windows of the same type and operation with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions. Detailed and dimensioned architectural plans will be provided to document existing and proposed window sash.
 - iii. 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.
 - b. *Window replacement on non-visible secondary facades:* Window replacement is limited to the size of the existing openings. Installation of louvers for mechanical vents may also be undertaken. A modest change in window area of up to 100 square feet may be approved administratively for any building except for individually designated Article 10 Landmarks. For example, this scope of work qualifies for staff level approval by:
 - i. 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.
 - ii. 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.
 - iii. Louvers for mechanical venting that do not change the existing opening and is finished with the same finish as the surrounding window frame.
- 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. **Rooftop equipment:** The installation or replacement of rooftop equipment such as mechanical systems or wireless telecommunications equipment, excluding elevator overrides, provided that:
 - a. Rooftop equipment excluding elevator overrides, that does not cover more than 75% of the total roof area; is setback from the exterior walls; and, is not visible or is minimally visible from the surrounding public rights-of-way;
 - 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. All proposed ducts, pipes, and cables are located within the building and are not installed or anchored to an exterior elevation visible from a public right-of-way.
 - d. Wireless equipment that is not visible or is minimally visible from the surrounding public rights-of-way and that does not attach directly to any historic material.
5. **Rooftop equipment outside of the C-3 zoning districts:** 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. **Construction of a non-visible roof deck on a flat roof:** The construction of pergolas or other structures, such as a stair or elevator penthouse for roof access, does not qualify under this scope of work. The construction of roof decks, including associated railings, windscreens, and planters, provided that:
 - a. The deck and associated features cannot be viewed over street-facing elevations;
 - b. Existing access to the roof in compliance with the Building Code must be demonstrated.
7. **Signs and awnings:** New tenant signs and awnings or a change of copy on existing signs & awnings that meet the Department's Design Standards for Storefronts for Article 11 Conservation Districts and/or is found compatible with the character-defining features as outlined in the Article 10 designating Ordinance in terms of material, location, number, size,

method of attachment, and method of illumination with the property and/or district, provided that:

- a. Applications for new signs and awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
 - b. 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 and is installed in a location that avoids damaging or obscuring character-defining features.
 - c. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and will have open sides and a free-hanging valance.
 - d. The awning or canopy structure is covered with canvas (Sunbrella or equivalent).
 - e. Signs or lettering shall be kept to a minimum size.
 - f. 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 indirect means of illumination, such as reverse halo-lit.
8. **Replacement and/or modification of non-historic storefronts:** The replacement and/or modification of non-historic (or that have not gained significance in their own right) storefront materials, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work shall be confined within the piers and lintels of the ground floor of the property and determined to meet the Department's Design Standards for Storefronts for Article 11 Conservation Districts and/or is found compatible with the character-defining features as outlined in the Article 10 designating Ordinance in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district. This scope of work qualifies for staff level approval provided that:
- a. The design of the new storefront 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. Contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the building will be removed. All underlying historic material will be cleaned, repaired, and left exposed. The transom area will be 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. ADA-compliant entry systems meeting all Building Code requirements will be integrated into the storefront system and will be compatible in terms of proportion,

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

9. **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 minimum spacing from the roof surface and mounted parallel with the slope of the roof (if roof is slope 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. Support structures should have 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 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.
10. **Skylights:** The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. New skylights must be limited in number and size; mounted low to the roof with a curb as low as possible; and have a frame with a powder-coated or painted finish that matches the color of the roof material.
11. **Rear yard decks and stairways outside of the C-3 zoning districts:** 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.

12. **Selective in-kind replacement of cladding outside of the C-3 zoning districts:** 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.
13. **Construction and/or modification of landscape features outside of the C-3 zoning districts:** 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.
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 examples include but are not limited to fire escapes or signage and associated conduit. The replacement of such features does not qualify under this scope of work. This scope of work qualifies for staff level approval provided that:
 - a. All anchor points and penetrations where non-historic features are removed will be patched and repaired based on the Secretary of the Interior's Standards.
15. **Security Measures:** Installation or replacement of metal security doors, window grilles, security gates, or security cameras provided that the installation of these measures meet all other requirements of the Planning Code and are compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district; and are installed in a reversible manner that avoids obscuring or damaging exterior character-defining features of the building. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work.
16. **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.

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 October 1, 2014.

Jonas P. Ionin
Commission Secretary

AYES:

NAYS:

ABSENT:

ADOPTED:



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 is 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



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Motion No. 0212

HEARING DATE: OCTOBER 2, 2013

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IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR PURSUANT TO ARTICLE 11 OF THE PLANNING CODE FOR APPROVAL, MODIFICATION, OR DISAPPROVAL BY THE PLANNING DEPARTMENT.

WHEREAS, Planning Code Section 1111.1(a) gives the Historic Preservation Commission (“HPC”) the authority to (1) determine if a proposed alteration (“Permit to Alter”) should be considered a Major or a Minor Alteration; (2) approve, modify, or disapprove applications for permits to alter or demolish Significant or Contributory buildings or any building within a Conservation District; and, (3) delegate this function to the Planning Department (“Department”) for work determined to be Minor (hereinafter “Minor Permit to Alter”), whose decision is appealable to the HPC; and

WHEREAS, the HPC, at its regular hearing of October 6, 2010, approved Motion No. 0083, identifying minor scopes of work and delegating procedures and processes for the Department to issue Minor Permits to Alter. This Motion was later amended by Motion No. 0106, approved March 2, 2011 and Motion No. 0138, approved October 5, 2011. Motion No. 0138 outlined scopes of work that the HPC considered minor in nature and the procedures that the Department must follow in the review, issuance, and appeal of these applications (hereinafter “Minor Permits to Alter”). This delegation authority was for a two-year period and expires on October 5, 2013.

WHEREAS, the HPC, at its regular hearing of October 2, 2013, reviewed the processes and applications that the Department has been implementing under the authority granted to it by the HPC; and

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS the following list of scopes of work determined to be Minor Permits to Alter and the procedures outlined in Exhibit A of this Motion for delegation to the Department for approval, modification, or disapproval for two years from the date of this Motion. Specifically, the HPC adopts the following as Minor scopes of work:

1. Exploratory and Investigative Work:

- a. **To assess for underlying historic materials:** The removal of a limited amount of non-historic material to conduct investigation 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. Adjacent historic surfaces must be protected during exploratory and investigative work.
- b. **To assess the structure where historic fabric is extant:** The removal of a limited amount of historic fabric to conduct investigation to determine the existing conditions of the building including ascertaining the location and condition of structural elements. This scope of work qualifies for staff level approval provided that:

- i. It is demonstrated that a non-destructive evaluation (NDE) approach has been determined insufficient, exploratory demolition is required, and that there is no alternative location where such investigation can be undertaken.
 - ii. Provision of an investigation plan that includes the reason for the investigative work, what NDE techniques have been considered, and why its use is not appropriate.
 - iii. Provision of scaled drawings showing the area to be removed including plans, elevations, and details including the wall assembly where the exploratory work will be undertaken.
 - iv. Provision that any removal will be in whole rather than in partial to prevent damage to historic fabric. For example, for a brick wall removal should follow the mortar joints around brick units instead of saw-cutting brick units in half.
 - v. Provision of a protection plan for surrounding historic fabric during exploratory and investigative work including protection and stabilization assemblies with materials called out clearly.
 - vi. Provision of an appropriate salvage and storage plan for any historic fabric or material proposed to be removed during exploratory and investigative work.
 - vii. Provision of a post-investigation treatment plan including patching, repairing, finishing historic fabric and materials to match existing where exploratory and investigative work has been conducted.
2. **Window Replacement:** The replacement of windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or the replacement of glass curtain wall systems.

Primary & Visible Secondary Façades: 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. This scope of work qualifies for staff level approval provided that:

- a. Where historic windows are proposed to be replaced, provision of a Window Condition Assessment report that documents the deteriorated, beyond repair condition of windows. This report shall be prepared by a qualified consultant.
- b. Where historic wood windows with true divided-lite muntins are demonstrated to be deteriorated beyond repair, replacement shall be with new wood windows of the same type and operation with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions. Detailed and dimensioned architectural plans will be provided to document existing and proposed window sash.
- c. 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). Installation of louvers for mechanical vents may also be undertaken. For example, this scope of work qualifies for staff level approval by:

- d. 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.
 - e. 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.
 - f. Louvers for mechanical venting that do not change the existing opening and is finished with the same finish as the surrounding window frame.
3. **Installation of Rooftop Equipment:** The installation or replacement of rooftop equipment such as mechanical systems or wireless telecommunications equipment, excluding elevator overrides, provided that:
- a. Rooftop equipment excluding elevator overrides, that does not result in an addition of height above one story or 12-feet; does not cover more than 75% of the total roof area; is setback from the exterior walls; and, is not visible or is minimally visible from the surrounding public rights-of-way;
 - 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. All proposed ducts, pipes, and cables are located within the building and are not installed or anchored to an exterior elevation visible from a public right-of-way.
 - d. Wireless equipment that is not visible or is minimally visible from the surrounding public rights-of-way and that does not attach directly to any historic material.
4. **Construction of a non-visible roof deck on a flat roof:** The construction of pergolas or other structures, such as a stair or elevator penthouse for roof access, does not qualify under this scope of work. The construction of roof decks, including associated railings, windscreens, and planters, provided that:
- a. The deck and associated features cannot be viewed over street-facing elevations;
 - b. Existing access to the roof in compliance with the Building Code must be demonstrated.
5. **Signs & Awnings:** New tenant signs and awnings or a change of copy on existing signs & awnings that meet the Department's draft *Design Standards for Storefronts for Article 11 Conservation Districts* and is compatible in terms of material, location, number, size, method of attachment, and method of illumination with the property and/or district, provided that:

- a. Applications for new signs and awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
 - b. 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 and is installed in a location that avoids damaging or obscuring character-defining features.
 - c. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and will have open sides and a free-hanging valance.
 - d. The awning or canopy structure is covered with canvas (Sunbrella or equivalent).
 - e. Signs or lettering shall be kept to a minimum size.
 - f. 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 indirect means of illumination, such as reverse halo-lit.
6. **Replacement and/or Modification of Non-Historic Storefronts:** The replacement and/or modification of non-historic (or that have not gained significance in their own right) storefront materials, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work shall be confined within the piers and lintels of the ground floor of the property and determined to meet the Department's draft *Design Standards for Storefronts for Article 11 Conservation Districts* and is compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district. This scope of work qualifies for staff level approval provided that:
- a. The design of the new storefront 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. Contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the building will be removed. All underlying historic material will be cleaned, repaired, and left exposed. The transom area will be 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. ADA-compliant entry systems meeting all Building Code requirements will be integrated into the storefront system and will be compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district.
7. **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 minimum

spacing from the roof surface and 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. Support structures should have a powder-coated or painted finish that matches the color of the roof material.

8. **Skylights:** The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. New skylights must be limited in number and size; mounted low to the roof with as low a curb as possible; and have a frame with a powder-coated or painted finish that matches the color of the roof material.
9. **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 examples include but are not limited to fire escapes or signage and associated conduit. The replacement of such features does not qualify under this scope of work. This scope of work qualifies for staff level approval provided that:
 - a. All anchor points and penetrations where non-historic features are removed will be patched and repaired based on the Secretary of the Interior's Standards.
10. **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.

BE IT FURTHER RESOLVED that for any application submitted for work on an Article 11 building or site, the Department, on behalf of the HPC, shall determine that all proposed alterations to exterior features of Significant or Contributory (Categories I, II, IV) buildings or any (Categories I-V) buildings within a Conservation District shall be consistent with the architectural character of the building and/or district, the *Secretary of the Interior's Treatment of Historic Properties*, as well as any applicable guidelines, local interpretations, bulletins, or other policies, and shall comply with the following specific requirements, where applicable:

1. The distinguishing historic qualities, features, and character of the building may not be obscured, damaged, or destroyed.
2. The integrity of distinctive stylistic features or examples of skilled craftsmanship that characterize a building shall be preserved.
3. 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.
4. Contemporary design of alterations is permitted, provided that such alterations do not destroy significant exterior architectural materials, including historic storefronts, and that such design

is compatible with the size, scale, color, profile, texture, material, and character of the building and its surroundings.

5. Specifically for any building within a Conservation District, all exterior alterations shall be compatible in scale and design with the District as set forth in Sections 6 and 7 of the Appendix which describes the District.

BE IT FURTHER RESOLVED that the Commission GRANTS this delegation for a two-year period from the date of this Motion and that this authority may be revoked at any time within said period at the HPC's discretion.

I hereby certify that the Historical Preservation Commission ADOPTED the foregoing Motion on October 2, 2013.

Jonas P. Ionin
Acting Commission Secretary

AYES: Commissioners Hasz, Hyland, Johnck, Johns, Pearlman, Wolfram

NAYS: None

ABSENT: Commissioner Matsuda

ADOPTED: October 2, 2013