



SAN FRANCISCO PLANNING DEPARTMENT

Update: Proposed Duboce Park Landmark District

Since July, the Planning Department (Department) has hosted six community events regarding the proposed Duboce Park Landmark District and engaged many property owners, residents, and other stakeholders in the process. Topics covered at community meetings included the Landmark designation process and impacts, financial incentive programs, and the levels of review for alterations to properties within the proposed District.

At the most recent community event, on September 20, 2011, the Department hosted an interactive workshop focused on these proposed levels of review for alterations. The goal of the workshop was threefold:

1. To gain a better understanding – at an open, public forum – of the types of alterations that stakeholders prioritize for additional review; and
2. To gauge community support for review of Park features, in particular the steps and rock retaining walls at interior block entrances; and
3. To use this feedback to tailor a designation ordinance that aligns with community needs, provides a clear and predictable review process for specific scopes of work, and protects the character of the neighborhood.

The invaluable feedback at the workshop and subsequent “Ask a Planner” event was used to guide discussions and revisions to the designation ordinance. **The Department has significantly scaled back the level of review for scopes of work that meet certain conditions and has reduced the proposed review of alterations at the rear of properties.** The Department also clarified and simplified the definitions of specific terms and scopes of work.

Materials for Review

Enclosed are the following materials for your review:

1. Levels of Review: This framework identifies the proposed levels of review for specific scopes of work at the primary facade and at the rear/secondary facades.
2. Definitions: This document includes definitions for “Visibility” as it relates to alterations within the district and descriptions for each of the three proposed levels of review: “Certificate of Appropriateness,” “Administrative Certificate of Appropriateness,” and “No Certificate of Appropriateness.”
3. Duboce Park Fact Sheet: This Fact Sheet contains quick facts about the types of alterations that are covered by Landmark designation (i.e., exterior only), potential financial incentives for preservation, and the Landmark designation process.

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If you have questions about the proposed review of alterations, please plan to attend the final Department-sponsored community event on December 7th, and/or contact the Department with your questions or comments. See contact information below.

Drop-In Event: Review the revised designation

On December 7, 2011, the Department will host a Drop-In event for residents, property owners, and other stakeholders to review the revised framework for review of alterations to properties within the proposed landmark district. Drop by anytime Wednesday, December 7, 2011 between 6pm - 7:30pm at the Harvey Milk Center (upstairs meeting room) to ask questions of the Department's Preservation Planners and provide additional feedback.

Next Steps

The December 7th Drop-In event at the Harvey Milk Center marks the seventh (and final) Department-sponsored community meeting related to the proposed landmark district designation.

At a future public hearing, the Historic Preservation Commission (HPC) will consider formal initiation of the proposed landmark district. This process will include numerous opportunities for public input at hearings before the HPC, Planning Commission, and ultimately the Board of Supervisors. Final approval of a landmark district requires a majority vote at the Board of Supervisors.

Landmark district initiation might be heard at the HPC as early as January 2012. The Department will notify all residents, property owners, and stakeholders 30 days in advance of this and future public hearings. The Department will include copies of public comment in support of or opposition to the proposed landmark district in its case reports to the HPC, Planning Commission, and Board of Supervisors.

If officially designated as a local landmark district, the Department will proceed with the National Register Tax Certification process. This process will officially list the district on the National Register of Historic Places, enabling property owners to apply for certain financial incentives such as a Preservation Easement and the 20% Federal Tax Credit for substantial rehabilitations of income-producing properties.

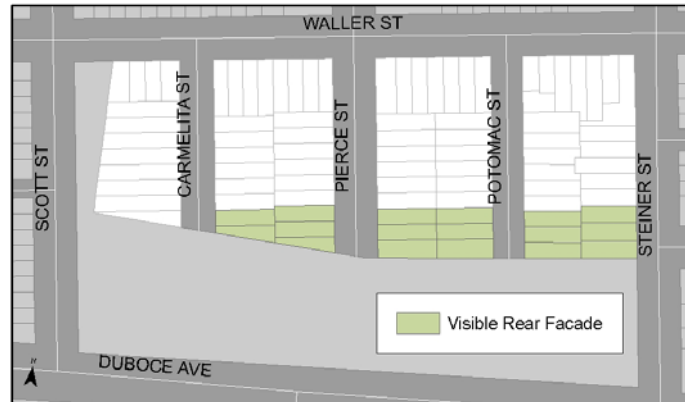
Contact Information / Feedback

For more information regarding the proposed Duboce Park Landmark District, please visit <http://dubocepark.sfplanning.org> and/or contact Preservation Planner Mary Brown at: 415-575-9074 or mary.brown@sfgov.org. Public comment may also be addressed to: Mary Brown, San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103.

DEFINITIONS

Visible: A building or feature is considered “visible” when it can be seen from a public right-of-way within the District and/or is visible from Duboce Park. Visibility from Duboce Park is limited to the highly visible façades of the first three buildings adjacent to the Park.

Due to their distance from the Park, the rear façades of buildings adjacent to the western portion of Duboce Park (along Scott Street) are excluded from this definition of visibility. See map.



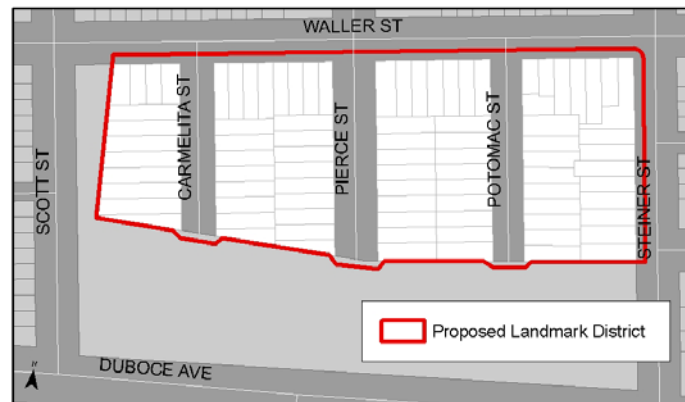
Public Right-of-Way: A public right-of-way is a street, sidewalk, interior block park entrance, or park.

Primary Façade: A primary façade is a building’s main street-facing façade. Corner buildings have two primary façades; the second primary façade may front Duboce Park or the street.

Rear Façade: The rear façade is located at the rear of the building.

Interior Block Park Entrance: For the purpose of landmark district designation, the interior block park entrances at Potomac Street, Pierce Street, and Carmelita Street are defined as the steps, Serpentine rock retaining walls, and a surrounding 10-foot buffer. The buffer area includes the sidewalks, street right-of-way and area within the park directly adjacent to the steps and rock retaining walls.

Boundary: The proposed Duboce Park Landmark District is bounded by the west side of Steiner Street, the south side of Waller Street, the rear property line of lots adjacent to Duboce Park, and the interior block park entrances (as described above). See map.



DEFINITIONS: Levels of Review

Certificate of Appropriateness

A Certificate of Appropriateness (C of A) is the entitlement required for exterior alterations – requiring a building permit – to properties located within a local landmark district. A C of A is required for demolition, new construction, and certain exterior alterations to contributing and non-contributing buildings in designated landmark districts.

C's of A are heard at regularly scheduled and noticed hearings at the Historic Preservation Commission (HPC) and may occur concurrently with other required Planning Department (Department) neighborhood notifications. A sliding scale fee, based on construction cost, is charged for a C of A.

It is important to note that a C of A is not required for any interior alterations, nor is it required for seismic work or ordinary maintenance and repair. The proposed Duboce Park Landmark District Designation Ordinance identifies these and other scopes of work that are specifically exempted from the C of A requirement. These exempted scopes of work may require review in the form of an “Administrative Certificate of Appropriateness” or “No Certificate of Appropriateness.”

Administrative Certificate of Appropriateness


The proposed Duboce Park Landmark District Designation Ordinance identifies certain scopes of work that may qualify for an Administrative Certificate of Appropriateness (Admin C of A).

The HPC has delegated the ability to approve, disapprove, or modify certain identified minor alterations to Planning Department preservation staff. An Admin C of A is approved administratively by Department preservation planners. An Admin C of A does not require neighborhood notification, nor a hearing at the HPC. A 20-day wait period is required for an Admin C of A. During this period, a member of the public may appeal approval of the Admin C of A, at which point the item would be heard at an HPC hearing. A small fee, based on staff time and materials, is charged for an Admin C of A.

No Certificate of Appropriateness

The proposed Duboce Park Landmark District Designation Ordinance identifies certain scopes of work that would not require an entitlement in the form of a C of A or an Admin C of A. Additional scopes of work that meet specific conditions (such as in-kind materials) likewise do not require additional review in the form of a C of A or an Admin C of A. The standard permit review and entitlement processes required of all buildings in San Francisco will still apply.

Levels of Review: Primary Facades

 No Certificate of Appropriateness (No C of A)

 Administrative Certificate of Appropriateness (Admin C of A)

 Certificate of Appropriateness (C of A)

Adding Solar Panels

No C of A: To install solar panels.

No C of A: To install structures that support solar panels, regardless of visibility, provided that the following conditions are met: set with a low profile, mounted flush with the slope of the roof, set back a minimum of 15 feet from the building's primary façade, and set in from the perimeter walls of the building.

Rooftop Equipment (Not visible)

No C of A: If rooftop equipment is not visible from a public right-of-way within the district or the Park and is installed in a manner that may be easily removed in the future without disturbing any historic fabric.

Roof Replacement

No C of A: Provided that the proposed work does not change the roof character, form or structure.

Window Repair & Replacement

No C of A: To repair or correct deterioration, decay, or damage to existing windows.

No C of A: To replace windows provided that the proposed windows match the historic (extant or not) windows in terms of opening size, configuration, material, and all exterior profiles and dimensions.

Repair Historic Ornament

No C of A: To repair existing historic ornament (including, but not limited to porticos, porches, cornices, plaster work, tympanum, roofline, and eaves) regardless of visibility from the public right-of-way.

Garage Door Replacement

No C of A: To replace an existing garage door provided that the new garage door is compatible in terms of material, pattern, and fenestration and minimizes its visual impacts on the character-defining features of the existing building and front yard setting.

Seismic Work

No C of A: For seismic work that complies with the Unreinforced Masonry Building (UMB) Seismic Retrofit Ordinance and that the Zoning Administrator determines complies with the UMB Retrofit Architectural Design Guidelines as outlined in Section 1005 of the Planning Code. Seismic upgrades that minimize the alteration of character-defining features of a structure are encouraged.

Ordinary Maintenance and Repair

No C of A: If the sole purpose and effect is to correct deterioration, decay, and / or damage to existing material, including repair of damage caused by fire or other disaster.

PRIMARY FACADES



Building Demolition

C of A: Required for the demolition of a contributory or non-contributory building within the district.

New Construction

C of A: The following standards shall guide the approval of exterior alterations and new construction: Historic Character, Historic Materials, and Compatibility.

Exterior Alterations / Visible Additions

C of A: Required for exterior alterations requiring a building permit, with the exception of identified scopes of work that qualify for "No C of A" or an "Admin C of A." Examples of alterations that require a C of A include visible dormers or additions, insertion of a garage, or other major alteration.

Rooftop Equipment (Visible) / Excludes Cellular Installation

Admin C of A: Provided that proposed rooftop equipment is:

(a) Installed in a manner that it may be easily removed in the future without disturbing any historic fabric; and,

(b) Is set back a minimum of 20 feet from the primary street-facing façade; does not result in additional height of more than 5 feet as measured from the base of the equipment; does not cover more than 10% of the total roof area; and is set in from the perimeter walls of the building.

(c) Proposed skylights, if applicable, shall have a low profile, are mounted flush with the slope of the roof, and are set back from the perimeter walls of the building. Skylight frames shall have a powder-coated or painted finish that matches the color of the roof material and the glazing shall be non-reflective.

Security Measures

Admin C of A: For installation or replacement of metal security doors, window grilles, or security gates on primary façades provided that these measures are installed in a reversible manner that avoids obscuring or damaging exterior character-defining features of the building.

Replace Historic Ornament

Admin C of A: For the in-kind replacement of historic ornament (including, but not limited to porticos, porches, cornices, plaster work, tympanum, roofline, and eaves) that has been previously removed, provided that replacement ornament is determined to be compatible with documented designs and ornament found on the subject building or within the district.

Siding

Admin C of A: For the replacement of non-historic siding with wood siding, provided that the replacement siding is determined to be compatible with documented historic siding (extant or not) found on the subject building or within the district.

Door Replacement

Admin C of A: Provided that the proposed door matches the historic door (extant or not) in terms of opening size, door type, glazing, material, and all exterior profiles, dimensions and detailing.

Front Stairway & Railings

Admin C of A: For the replacement of historic or non-historic stairways and/or railings with compatible stairways and/or railings provided that the proposal is based on physical or documented evidence and is found to be compatible with the character-defining features of the building and/or district.

Exploratory Work

Admin C of A: For the removal of a limited amount of non-historic material to conduct exploratory investigation regarding structural systems and/or to determine the existence of concealed historic material. This work will be limited to no more than 20% of the surface area (excluding window openings) at a primary façade.

Signs & Awnings

Admin C of A: For new tenant signs and awnings that are compatible in terms of material, location, size, method of attachment, and method of illumination with the building and/or district and meet the following requirements:

- (a) Proposal does not obscure or cover any exterior character-defining features; and,
- (b) Proposal includes the removal of any abandoned conduit, outlets, attachment structures, and related equipment.

Levels of Review:

Rear Facades & Interior Block Park Entrances

* Definition of Visibility:

A building or feature is considered "visible" when it can be seen from a public right-of-way within the District and/or is visible from Duboce Park. Visibility from Duboce Park is limited to the highly visible façades of the first three buildings adjacent to the Park. Due to their distance from the Park, the rear façades of buildings adjacent to the western portion of Duboce Park (along Scott Street) are excluded from this definition of visibility.

Exploratory Work

No C of A: For the removal at the rear or secondary façades of non-historic material for exploratory purposes (up to the maximum 20% as detailed for primary façades) regardless of visibility.

Window Replacement

No C of A: For window replacement on non-visible rear façades within the existing openings.

New or Enlarged Window or Door Openings

No C of A: For the alteration of existing window or door openings, or the insertion of new window or door openings, at rear façades that are not visible from public rights-of-way.

Security Measures

No C of A: For installation or replacement of metal security doors, window grilles, or security gates on rear façades regardless of visibility from the public right-of-way.

Rear Facades: NOT VISIBLE*



Dormers, Additions, Penthouses: Not visible

Admin C of A: For the construction or enlargement of existing dormers, penthouses or horizontal or vertical additions provided that the new construction is not visible from a public right-of-way.

Door Replacement or Openings

No C of A: For door replacement on secondary façades regardless of material or visibility from the public right-of-way.

No C of A: For the alteration of existing door openings, or the insertion of new door openings, at rear façades that are not visible from public rights-of-way.

Rear Yard Decks, Stairs, Railings

No C of A: For the repair, replacement, or new construction of rear yard decks and stairways (and associated structural work) that are not visible from public rights-of-way.

Ancillary Structures

No C of A: For the removal of any non-historic rear yard ancillary structure or the construction of any structure within the rear yard that is no more than eight feet in height above grade and covers no more than 100 square feet of land regardless of visibility from public rights-of-way.

Fences

No C of A: For the construction or replacement of rear or side yard fences provided that the fence is not directly adjacent to a public right-of-way, including Duboce Park.

Rear Facades: VISIBLE*



Window Replacement

No C of A: For window replacement on visible rear façades provided that the replacement windows are compatible in terms of material and configuration.

Enlargement of Window or Door Openings

No C of A: For the modification of existing window or door openings provided that such openings are not enlarged more than 50% of the existing opening's size.

New Window or Door Openings

Admin C of A: For the insertion of new window or door openings at visible rear façades.

Deck, Stairs, Railings

Admin C of A: For the replacement or new construction of rear yard decks and stairways that are visible from public rights-of-way.

Fences (Adjacent to Public Right-of-Way)

Admin C of A: For new or replacement fences that are directly adjacent to Duboce Park or other public right-of-way.

Exterior Alterations / Visible Additions

C of A: For exterior alterations requiring a building permit, with the exception of identified scopes of work that qualify for "No C of A" or an "Admin C of A." Examples of alterations that require a C of A include visible horizontal or vertical additions.

Interior Block Park Entrances

Potomac, Pierce & Carmelita Streets



The following standards shall guide the review of work to the interior block Duboce Park entrances:

- All work shall be compatible with the historic materials, features, size, scale and proportion to protect the integrity of these historic park entrances.
- Retention of historic rustic steps and Serpentine rock retaining walls is encouraged.
- Unobstructed views from the interior block Park entrances to the larger expanse of the Park are encouraged.
- Alterations to return previously modified portions of the entrances to their historic rustic character are encouraged.

The review of major alterations to the rustic steps and rock retaining walls, or within a 10-foot buffer, shall require a C of A. All other repair or alterations -- including ordinary maintenance and repair, changes to vegetation, emergency repair, minor repair, or in-kind replacement -- will not require a C of A.

FACT SHEET: Proposed Duboce Park Landmark District

- The proposed Duboce Park Landmark District was identified and documented as eligible for the National Register in 2008.
- The proposed District is comprised of 89 residential buildings and the historic stone steps and Serpentine rock retaining walls at the three interior block Park entrances. It is bounded by Scott, Waller, and Steiner streets.
- Largely constructed between 1899-1902, the proposed District contains excellent examples of residential buildings designed by master Victorian-era builders, including Fernando Nelson.
- The proposed district was added to the Historic Preservation Commission's Landmark Designation Work Program on June 15, 2011.
- There are currently 11 Landmark Districts and 261 individual Landmarks in San Francisco.
- The last Landmark District was designated in 2003 (Dogpatch Historic District).
- A minimum of five public hearings are required for designation of a Landmark District:
 - Historic Preservation Commission (two)
 - Planning Commission (one)
 - Board of Supervisors (two)
- Designation is the only mechanism within the San Francisco Planning Code that provides additional protection against the demolition of San Francisco's historically significant buildings.
- Landmark District designation ensures that rehabilitation and new construction is compatible with the neighborhood's historic character.
- The proposed Duboce Park Landmark District designation will apply to the exterior of buildings only. In no case, will changes to the interior of buildings within the District require additional review.
- A Landmark District's designation ordinance is tailored to address the historic character of each area and to meet the unique needs of each neighborhood
- The Planning Department conducted community outreach events from July 2011- September 2011 including a walking tour, three community meetings, and two "Ask a Planner" nights held at the Duboce Park Café.
- Funding for public outreach activities was provided by Preserve America, a federally funded program focused on a greater shared knowledge about the nation's past, strengthened regional identities and local pride, increased local participation in preserving the country's cultural heritage, and support for the economic vitality of local communities.
- Financial incentives for preservation of historic properties may include donation of a Preservation Easement, the Federal 20% Rehabilitation Tax Credit, and Mills Act property tax reductions.

<http://dubocepark.sfplanning.org>