



SAN FRANCISCO PLANNING DEPARTMENT

2016 SUMMER PLANNING INTERNSHIPS (\$24.69/HR)

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JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for a number of bright and enthusiastic interns to work full time with staff on a variety of planning projects this summer (June 6 thru Aug. 26). This will be a rewarding and valuable experience for those interested in the planning field and desire introductory work experience or college credit. Interns will conduct research, collect and analyze data, and prepare draft documents for planning work related to urban design, historic preservation, affordable housing, community development, transportation, and sustainable development.

PROJECTS:

1. Marketing the City's ADU (Accessory Dwelling Unit) Program Intern

The San Francisco Planning Department is interested in hosting an ADU expo in the City, where we can invite design firms and property owners to talk about their experience in creating ADUs. The selected intern would help design and organize events for the expo and conduct outreach to potential participants. The intern would also help create a video to promote the ADU program including some footage from the ADUs under construction and built. The intern will assist with finding applicants interested in participating in the video. The intern would reach out to the applicants, create footage, write the script, and make the video. Finally, the intern would also conduct general tasks to promote the ADU program in the Department such as updating and creating hand-outs. The ideal candidate should have skills in outreach, marketing, planning and some skills in filming for short videos.

2. Tenderloin Community Development Study Intern

The San Francisco Planning Department, in partnership with the Mayor's Office of Economic and Workforce Development (MOEWD), is working with community organizations and stakeholders to implement the recently developed Central Market/Tenderloin Strategy and to meet additional needs in the Tenderloin neighborhood. The selected intern will work with the Planning Department's Community Development team and MOEWD to conduct a survey of parcels and expand on a database of existing non-profits (and their efforts/communities served) in the Tenderloin neighborhood, identify potential gaps and unmet needs in the community, which will inform ongoing implementation of strategies as well as better inform the upcoming, community-initiated Tenderloin Action Plan effort. Other responsibilities may include supporting transportation and housing-related efforts in the Tenderloin. The ideal candidate should be a college or graduate student; some planning, community development/engaging and/or mapping experience, strong communication skills (speaking and interviewing), and a passion for community-based planning.

3. Black SF Needs Assessment Intern

A multitude of factors have driven the displacement of San Francisco's Black Population over the last two decades. The exodus of this population has quickened in the last decade – in 2000 the population was 60,000 but by 2010 had dropped to 48,000 and has continued to decrease into the mid-2010s. The intern will support the development, administration and analysis of surveys to community organizations, small business owners, youth, residents of public housing and members of the faith community through in-person, online and other strategies to identify needs and opportunities to retain and improve existing conditions within Black SF. The ideal candidate should have experience in research and community organizing and/or engagement; working knowledge of urban planning and local government; strong communication skills, and command of and enthusiasm for the subject matter.

4. Measuring Urban Sustainability & Performance Intern

The San Francisco Planning Department's Sustainable Development Group is pioneering new ways to integrate sustainability measurement and performance into traditional long range planning. To integrate the City's various

sustainability goals, targets and programs, the Department is developing a framework for advanced planning that incorporates a comprehensive set of social and ecological elements (e.g. health, equity, water/energy, zero waste, etc.) more fully into the planning process. As part of this effort, the selected intern will assist in identifying ways to track and measure these performance areas and communicate them to a broad constituency as well as developing creative ways to show the cross-cutting and/or overlapping relationships between them. The ideal candidate should have sustainability planning background/experience; basic knowledge of GIS & MS Office skills and graphics software (Illustrator, InDesign, and Photoshop); strong communication skills (speaking, writing, and interviewing).

5. Market Street Prototyping Festival Intern

We are looking for intern that is interested in tactical and temporary urbanism to help with the 2016 Market Street Prototyping festival. The selected intern would assist with outreach events and design charrettes relating to Prototyping Festival community stakeholders, design teams and design captains; assemble, generate, and push social media for incubation, the festival, and related efforts, and manage incubation artists/curriculum updates; upgrade and format website elements to be ADA compliant (alt-tag, screen reader, etc.), assist management of the festival logistics (including permit materials assembly, liaison to production manager, event production and set up). The ideal candidate should possess knowledge of Adobe Creative Suite and basic graphic design and AutoCAD drafting skills; have interest in tactical and temporary urbanism, urban design, streetscape design and place making. Knowledge of WordPress is desirable

6. Places for People Program Intern

We are looking for an intern to assist in the production of the “Urban Prototyping Exchange,” an interactive website with a catalogue of urban prototype ideas. The intern will create a Public Life Geodatabase by combining and standardizing legacy datasets from past public life studies; develop GIS infrastructure (build a geodatabase) to house all public life study data; develop workflows for data scrubbing and geocoding of future public life data into the geodatabase; pilot use of technology (iPad, placemeter sensors, and others TBD) in the automated collection of human use data in public space. The ideal candidate should have fluency in Microsoft Office Suite, especially Access and Excel; fluency in ArcMap, ARC Catalog, and fluency in Adobe Suite (InDesign, Illustrator, Photoshop). Html proficiency preferred.

If interested, please submit a one-page cover letter and a portfolio (single-sided 11 x 17 format) showing the following: 3 work samples of GIS analysis and visualizations (may combine narrative text as well as graphic); 3 work samples of infographic and/or layout work; and 3 work samples of landscape architecture or planning work.

7. SF Resiliency Program Intern

The San Francisco Resiliency Program is an effort to help local and regional communities and systems become better prepared to withstand and bounce back from disruptive events due to natural hazards. The Resiliency Program consists of three key initiatives – implementation of San Francisco’s Sea Level Rise Action Plan (to be released in Spring 2016); scoping a regional waterfront design challenge based on the Rebuild by Design competition held on the east coast post-Superstorm Sandy; and incorporation of sea level rise policy language into San Francisco’s local coastal program. The intern will assist with development of policy documents and presentations; organizing and documenting stakeholder workshops and meetings; and overall program development. The ideal candidate should possess excellent organization and written/oral communication skills; be an expertise in PowerPoint and InDesign; and have knowledge of resiliency and sea level rise principles.

8. The San Francisco Downtown Plan at 30 –Lessons Learned Intern

Thirty years after the Downtown Plan’s adoption, San Francisco’s downtown continues to be an engine for economic growth in the city, and the Planning Department produces an annual monitoring report measuring progress against the major goals and policies of the Plan. However, much has changed over the past three decades. This internship would involve identifying key issues, gathering data, convening several focus groups and incorporating feedback into an overarching assessment of the Downtown Plan. The assessment, likely in the form of a “white paper”, would explore key challenges for the future, best practice case studies from downtowns

around the world, and potential updates to the Plan. The ideal candidate should be a graduate student in Planning, Public Policy, or related field.

9. Long Range Planning Information System Development Intern

The intern will support the Information and Analysis Group's development of its long range planning information system. Tasks could include some of the following depending on the intern's skill set and interests and the Department's program: (1) database development and updating; (2) revising or recreating the citywide buildout model that estimates parcel development potential; (3) preparing a land use allocation of ABAG's updated draft projections; (4) supporting the development of a building database; (5) developing visualization capabilities and applications; (6) contributing to our on-going analysis of the City's 50-year growth capacity assessment; (7) developing applications to make relevant information available in real time through web browsers. The ideal candidate should be a master's or PhD student in Planning, Data Science, Public Policy or related discipline with technical information systems development skills, and possess at least intermediate-level proficiency with databases (use and development), 3D modeling and visualization, and urban system modeling. The candidate should also be familiar with ArcMap GIS, Urban Sim, MS Access, CommunityVIZ, other urban planning decision support tools, and python or other programming language. The candidate should have experience developing information systems, developing services and applications, using related components of information systems, and conducting urban planning decision support analysis.

10. Civic Center Public Realm Plan Intern

The Civic Center Public Realm Plan is an interagency effort managed by San Francisco Planning in partnership with multiple City agencies and part of Planning's ongoing efforts to improve the area as both a neighborhood gathering space and common area for everyone who lives in, works in and visits San Francisco. The selected intern would be responsible for the following tasks: (1) Study the ground floor of the public buildings in the Civic Center and develop recommendations for contextually appropriate additions or augmentations that enhance activation and public safety. The resulting graphics and guidelines would later be incorporated into the activation chapter of the Civic Center Public Realm Plan; (2) Assist with data collection, tracking, and synthesis for the public life study, which analyzes how people currently use Civic Center's public realm throughout the day; and (3) Assist with major public outreach events for the plan taking place over the summer. The ideal candidate should have an undergraduate degree in architecture, city planning, or related field and possess strong graphic skills and experience with design programs including the Adobe Creative Suite and 3D modeling programs.

11. Housing Researcher, San Francisco's Existing Housing Stock Intern

The Department is engaged in housing policy in many fronts. This internship will be primarily to research the best method to protect the existing housing stock. Topics could include: understanding the current stock of units, size, tenure, building condition, geography, neighborhood characteristics, vulnerability to the Ellis Act, and impact of current or past city and state policies. Additionally, the Department is interested in understanding best practices from other like cities who are working to preserve the affordability of existing housing. The ideal candidate intern should be in pursue of an advanced degree in urban planning, public policy or related field, possess strong research and analytic skills along with technical skills. Tasks could include compiling best practices, conducting surveys, and analyzing results.

12. San Francisco Planning Commission Centennial Project Intern

This intern will assist in historical research, community engagement, and general preparation for the celebration of the centennial of the San Francisco Planning Commission. Tasks include locating and interpreting historical documents, assisting in production of commemorative materials such as films and texts, and conducting outreach with living participants in planning history. Additionally, this intern will be available to work on related tasks such as partnering with community history groups to participate in the Department's work, providing planners throughout the department with succinct and relevant syntheses of local cultural, social, and government history as needed, and preparing community outreach material that directly involves the public in the historical surveying components of planning. The ideal candidate should be pursuing an advanced degree in urban planning, history, public policy or related field.

13. Mary Brown Memorial Internship: Rousseaus' Boulevard Tract Landmark District Designation Intern

Rousseaus' Boulevard Tract is the largest contributing tract to the identified-eligible Sunset Picturesque Period Revival Tracts Historic District. Containing 93 buildings, this two-block development also represents the largest and most ambitious collection of houses in the Sunset District developed by the Marian Realty Company, which was headed by prominent architects Oliver and Arthur Rousseau. The cohesive tract's architectural expression is exceptional. It was designed with extraordinary attention to architectural detail, displays high artistic value, and invokes what was then-described as picturesque Old World charm. Buildings display unusually expressive styles, massing, and ornament and represent rare expressions of Storybook-influenced design in San Francisco. The Intern will prepare landmark designation materials including DPR523-D Form, resolutions, designation ordinance and case reports and develop a community outreach plan that will build relationships with project stakeholders; facilitate property owner support; and create print and web based collateral materials, educational workshops and walking tours. The ideal candidate should be a graduate student in a historic preservation, history or related field. Excellent organization, writing and research skills are essential. Community organizing experience is preferred.

14. Diamond Heights Historic Context Statement Intern

The intern would prepare a historic context statement for the Diamond Heights Redevelopment Area. This would include conducting research and investigating original source material, determining what scholarly research has been done on the subject, and possibly conducting interviews of original owners, architects, and developers of Diamond Heights. The project may also frame the history of Diamond Heights within the broader planning history of redevelopment projects in the United States. The final product would be a written document that explores the history of Diamond Heights from a planning, architecture, and social perspective so as to place it within the broader history of San Francisco. This document would help identify which areas of Diamond Heights would be worth researching further as well as provide a background for an intensive survey of the area. The ideal candidate should be currently enrolled in a Master's program in Historic Preservation/Architectural History or other closely related field and have an interest in Modern architecture or Redevelopment projects. Excellent research and writing skills are required.

15. Excelsior District Historic Context Statement Intern

The intern would prepare a historic context statement for the Excelsior District. This would include conducting research and investigating original source material, determining what scholarly research has been done on the subject, and possibly conducting interviews of original owners, architects, and developers of the Excelsior District. The project may also frame the history of the Excelsior District within the broader planning history of redevelopment projects in the United States. The final product would be a written document that explores the history of the Excelsior District from a planning, architecture, and social perspective so as to place it within the broader history of San Francisco. This document would help identify which areas of the Excelsior District would be worth researching further as well as provide a background for an intensive survey of the area. The ideal candidate should be currently enrolled in a Master's program in Historic Preservation/Architectural History or other closely related field. Excellent research and writing skills are required.

16. Underrepresented Communities Project Intern

As part of the Underrepresented Communities Grant, the intern would develop a work plan for future National Register nominations and local landmark designation related to the theme of civil rights struggles and achievements in San Francisco. The intern will explore the theme of civil rights advancement amongst five (5) recently completed and soon to be completed local historic context statements in order to identify eligible National Register historic places. Each of these historic context statements have focused on minority ethnic, social, or cultural populations, each of which is currently underrepresented in the National Register of Historic Places. This plan would include: a. A literature review; b. Evaluation criteria for establishing local, state, and national significance within the civil rights theme; c. An inventory of places eligible for local, state, and national listing drawn from the existing five historic context statements; and d. A schedule for completion of local, state, and national nominations. The ideal candidate should have firm understanding of the National Register criteria; strong writing skills; and be an experienced researcher.

17. CEQA Impacts to Historic Districts Intern

As part of the CEQA environmental review process, Historic Preservation staff must assess the impacts of proposed demolitions and alterations of listed or eligible contributors on listed or eligible historic districts. Additionally, compatibility of new construction as part of the demolition or alteration plans of an existing non contributor is also evaluated. This requires consideration of a variety of factors, including the character-defining features of the identified historic district, the size of the district, the location of the project within the district, the number of remaining contributors versus non contributors, and etc. Some districts are large and contain many contributors, while others are much smaller with few contributors. This internship would select 1 or 2 districts as case studies for identification of methods for improving in-house evaluation of impacts to historic districts. This would include research the status of contributors to districts using previous surveys, historic resource evaluations determinations; digitization of data regarding these findings; current best practices as developed by the National Park Services and development of an improved process for district evaluations for the purposes of CEQA. The ideal candidate should possess a Bachelor's degree in Planning, Historic Preservation or Statistics or Master's degree candidate in Planning or Historic Preservation; familiarity with historic resource evaluation in accordance with the California Environmental Quality Act; ability to use computer databases to retrieve permit histories; Strong analytical and writing skills; ability to convey big picture trends and concepts based on large amounts of data; comfortable using public transit and conducting site visits within an urban environment; PowerPoint and public presentation experience.

18. Mission Murals Inventory Intern

We are looking for an intern to create a historical context and inventory of the existing murals in the Mission District; coordinate with San Francisco Architectural Heritage in mapping the locations of some of these identified murals, as well as assist in the support of processing building permits for small development projects in the City. The ideal candidate should be in pursue of a degree in City Planning or related field, have basic knowledge of reading architectural plans and be familiar with ArcMap GIS.

19.Green House Gas Intern

The selected intern will conduct research to identify local, state, and federal policies and legislation enacted between 2010 and the summer 2016 that could affect San Francisco's Greenhouse Gas Emissions, work with the San Francisco Department of the Environment to update the City's greenhouse gas inventory and reduction targets, produce an update to the City's Strategies to Address Greenhouse Gas Emissions, and update the GHG Compliance Checklist that is used to determine project-level compliance with the GHG Reduction Strategy since its original publication (November 2010). The ideal candidate should possess (1) general knowledge of environmental and land use planning principles; (2) proficiency with basic research methods and possession of strong analytical skills; (3) proficiency with standard word processing, spreadsheet, and presentation software; and (4) strong communication and organizational skills. A baccalaureate or graduate degree in Environmental Planning, City and Regional Planning, or a related field is desirable.

20. Survey of Wind Studies and CEQA and Regulatory Outcomes Intern

In the City and County of San Francisco, the Planning Department requires the preparation of consultant-prepared wind tunnel studies as part of the development review process for certain projects. These studies are required for projects that could result in a significant wind impact pursuant to the California Environmental Quality Act (CEQA). The studies also inform the regulatory review process for projects located in zoning districts subject to Planning Code wind regulations. The Environmental Planning (EP) Division is currently leading an effort to develop Wind Analysis Guidelines to establish standard procedures for conducting a wind analysis for both CEQA and Planning Code review purposes. To support this effort, the selected intern would gather data available regarding past project wind study triggers, findings, CEQA determinations, and Code consistency determinations. research past Environmental Evaluation cases that have included a wind study and document what the CEQA document concluded, as well as what the decision was regarding any Planning Code wind regulations. Also, the intern will assist in summarizing the CEQA criteria used to support the CEQA and Code consistency findings. The ideal candidate should possess (1) general knowledge of environmental and land use planning principles; (2) proficiency with basic research methods and possession of strong analytical skills; (3) proficiency with standard

word processing, spreadsheet, and presentation software; and (4) strong communication and organizational skills. A baccalaureate or graduate degree in Environmental Planning, City and Regional Planning, or a related field is desirable.

21. Level of Service (LOS) Reform Intern

This project will involve research and working on new procedures required to prepare for upcoming changes to transportation planning and environmental review in the future with the anticipated CEQA LOS reform consistent with SB 743. This will feed into a major update to SF Planning's Transportation Impact Analysis (TIA) Guidelines (last updated in 2002). The project will include working with Planning's transportation team and learning about multi-modal nature of city planning including transit, freight and passenger loading, parking, pedestrians and bicycles. The project will subsequently involve assisting with adapting Environmental Planning's transportation analysis standards and requirements to the new metrics being set by the California Governor's Office of Planning and Research (Please see the revised proposal on updates to the CEQA guidelines on evaluating transportation impacts in CEQA published on January 20, 2016: https://www.opr.ca.gov/docs/Revised_VMT_CEQA_Guidelines_Proposal_January_20_2016.pdf). The ideal candidate should have a Bachelor's degree in transportation or urban planning (or currently studying for such a degree), and ArcGIS knowledge.

22. San Francisco Transportation Information Map (TIM) Intern

This project will involve assisting with further development of the Transportation Information Map (TIM), a single access point for transportation information generated by different government agencies at the local and regional levels. This search tool addresses the need to easily and comprehensively analyze the multi-modal transportation network; coordinate amongst City agencies as well as the development community; and analyze impacts of both public infrastructure and private development projects. The Transportation Information Map also provides an elegant public interface for accessing various public data resources on an increasingly complex transportation network. The ideal candidate should have a Bachelor's degree in transportation or urban planning (or currently studying for such a degree), ArcGIS proficiency, Python Programming Language proficiency, interest and experience in programming, data analysis, and data visualization within the context of transportation planning/engineering.

APPLICATIONS:

Interested applicants can apply online at: <http://tinyurl.com/jvx2xmb>.

Be sure to clearly indicate your preference for which project(s) you would like to participate and complete your statement of interest in the Supplemental Questionnaire portion of the Application.

Hard copies of your portfolio may be sent to the attention of Ms. Nora Priego of the Planning Department, at 1650 Mission Street, 4th Floor, San Francisco, CA 94103. You may also send your portfolio and sample work electronically to: CPC.InternshipProgram@sfgov.org. Please note: Size limit is 25MB. If your file is greater than 25MB, please send us a link where we can download your PDF portfolio.

DEADLINE: Friday, March 18, 2016 at 5:00 pm.