

The New Market and Octavia Area Plan Interim Permit Review Procedures for Historic Resources, as recommended by the Landmarks Preservation Advisory Board, with technical corrections by Department staff, including the Planning Department's processes for implementing the procedures.

A. Purpose.

At the December 17, 2008 Landmarks Preservation Advisory Board hearing, the Market and Octavia Area Plan Survey was endorsed on the condition that protection be provided for roughly 732 properties within the Area Plan Survey that had not been assessed in this phase of survey. The procedures, as a precautionary measure securing against the loss of potential historic resources, shall ensure extra scrutiny in the period between adoption of the Market and Octavia Area Plan Survey by Page & Turnbull and the completion and adoption of the Market and Octavia Survey Augmentation by Kelley & VerPlanck (amended contract work) findings by the Historic Preservation Commission.

B. Definitions.

The following definitions shall apply ~~to this Section 5.~~

1. "Historic Resource Survey", or "Survey" means the area-wide survey of buildings to assess whether they can be considered historic resources, individually or as districts. The survey will have been performed by a the consultant firm of Kelley and VerPlanck, in its amended contract form, with review and oversight by Department staff, and will be submitted to the Historic Preservation Commission ~~Landmarks Preservation Advisory Board and to the Planning Commission~~ for adoption.
2. "Environmental Evaluation Application", "Environmental Exemption Application", or "EE" mean applications filed with the Planning Department by a project sponsor to assess the potential environmental impacts of a proposed project under the California Environmental Quality Act ("CEQA").
3. "Historic Context Statement" means a geographically or thematically specific document focusing on a well-defined area's built history. The document is prepared to aid in identifying historic resources, as well as in reviewing permit applications for buildings without individual ratings.
4. "Minor Alteration" means work that does not meet the definition of "ordinary maintenance and repairs" set forth in Section 1005(e)(3) and that does not meet the definition of Major Alteration set forth in this Section.
5. "Major Alteration" means any project for which the Department requires the filing of an EE.
6. ~~Eastern Neighborhoods~~ Market and Octavia Planning Area" means the geographic area contained in the ~~Mission, East SoMa, and Showplace Square/Potrero Hill~~ Market and Octavia Area Plans, elements of the San Francisco General Plan.

7. "DPR 523A," "DPR 523B" or "DPR 523D" are forms used by the State of California, Department of Parks and Recreation to record historic information related to details on either a building (DPR 523 B) or a district (DPR 523 D), whereas DPR 523 A records general information on a property.
8. "Significant Tree" means a tree within the definition of Article 16 of the Public Works Code Section 810A.

C. Application.

1. The permit review procedures set forth in this Section shall be applied throughout the ~~East SoMa, Mission, and Showplace Square/Potrero Market and Octavia Area Plans~~ (on file with the Clerk of the Board of Supervisors in File No. _____). Properties subject to these procedures are limited to those built in or before ~~1963~~ 1961.
2. Expiration. This section shall be in effect until ~~Planning~~ Historic Preservation Commission adoption of the Survey.

D. Review Standards for historic resources as defined by CEQA.

When the Planning Department's historic Technical Specialists review a building permit for a historic resource as defined by CEQA, the standard to be used shall be "The Secretary of the Interior's Standards for the Treatment of Historic Properties".

E. Permit Review Procedures.

1. All proposed new construction within the entire areas covered by the Plans that is equal to or over 55 feet or 10 feet taller than adjacent buildings, built before 1963, shall be forwarded to the ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission for Review and Comment during a regularly scheduled hearing. The ~~Landmarks Board's~~ Historic Preservation Commission's comments will be forwarded to the Planning Department for incorporation into the project's final submittal and in advance of any required final hearing before the Planning Commission. .
 - Prior to the Planning Department's approval , the applicant will submit 17 copies of the building permit application and 11"x17" sized copies of the drawings to the Planning Department for distribution to the ~~LBAB~~ Historic Preservation Commission. Staff will prepare a brief Review and Comment memo that will be attached to each submittal.
 - All Review and Comment items will be placed on the ~~LBAB~~ Historic Preservation Commission Consent Calendar. If an item is taken off the Consent Calendar by a Member of the ~~LBAB~~ Historic Preservation Commission, Department Staff or member of the public it will be heard at that hearing or continued to another hearing at the discretion of the ~~LBAB~~ Historic Preservation Commission.
2. All projects that required California Environmental Quality Act (CEQA) review for properties constructed prior to ~~1963~~ 1961 that propose demolition or major alteration within the Plan Areas shall be forwarded to the ~~Landmarks Preservation Advisory~~

~~Board~~ Historic Preservation Commission for comment. When a proposed building permit application may affect a potential or identified historic resource, the applicant must file an EE. When an EE is filed and the supporting Historic Resource Evaluation (HRE) is forwarded to a Preservation Technical Specialist within the Neighborhood Planning Unit for review, copies of the application and HRE shall be forwarded to the ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission for comment. The ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission members may forward comments and recommendations to the Planning Department for incorporation into the project's final environmental evaluation document.

- Applicant will submit 12 extra copies of the application and supporting HRE documents to the Planning Department for distribution to the ~~LBAB~~ Historic Preservation Commission by the ~~Landmarks Board~~ Historic Preservation Commission Secretary.
 - Within 30 days after receiving the above documents the ~~LBAB~~ Historic Preservation Commission Members may forward comments directly to the Environmental Review Officer and the Preservation Coordinator. This action does not require a public hearing.
3. A report regarding all permit applications that propose exterior modifications to the street façade(s) of historic resources (as defined in Preservation Bulletin #16, ~~on file with the Clerk of the Board of Supervisors in File No. _____~~) within the Plan Areas will be presented to the ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission on a regular basis. All building permit applications for exterior modifications visible from a public right of way and within the Plan Area (exclusive of "ordinary maintenance and repairs" permits as defined in Planning Code Section 1005(e)(3), including but not limited to in-kind re-roofing, or replacement of front stairs,) including commercial storefront alterations, shall be reviewed by a Preservation Technical Specialist, or will be reviewed and approved under their supervision. A list of these permit applications shall be compiled and presented to the ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission at their regularly scheduled hearings. The list will provide the following information: Address, APN, Assessor's Date of Construction, any Historic Ratings or Designations, and Brief Description of Work. At the time of the hearing, the ~~Landmarks Board~~ Historic Preservation Commission may request a formal presentation or request additional information on any of the listed projects for a future hearing. The ~~Landmarks Board~~ Historic Preservation Commission shall have 30 days from receipt of the information to respond. • Staff will be assigned to record project information for the report from Historic Resource Review Forms completed at the Public Information Counter and from permit applications routed to the Southeast quadrant. Staff will update the report prior to each ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission hearing and will prepare a cover memo to transmit the report to the Board in their hearing packets. In cases when an addition will be visible from the public right-of-way and one or more of the following conditions are met, then a Preservation Technical Specialist may review and approve the project after including it on the spreadsheet for ~~Landmarks Preservation Advisory Board~~ Historic Preservation Commission review. These include:

- The addition can only be viewed at oblique angles so that the structure cannot be seen over the front façade when standing on the opposite side of the street.
- The addition is only visible over secondary or tertiary facades.
- The visible portion of the addition is limited to a ½ story or approximately 5’.

PLEASE NOTE: The definition of “visible” shall mean that an addition can be viewed from the adjacent public right-of-way within 150’ from the property lines in each direction. For corner properties, the adjacent public right-of-way will include both streets adjacent to the property. At minimum, it will be necessary for the applicant to supply a section drawing indicating the line of sight from the far side of the street over the building. In some cases, story poles or 3-D renderings will be necessary to determine the visibility of the addition.

- • No additional review is required when the application is for a permit to do ordinary maintenance and repairs only. “Ordinary maintenance and repairs” shall mean any work, the sole purpose and effect of which is to correct deterioration, decay or damage, including repair of damage caused by fire or other disaster.
4. All proposed alterations to buildings constructed before ~~1963-1961~~ within the Plan Areas shall be reviewed by a Preservation Technical Specialist. Review will take into consideration policies of the ~~East SoMa, Showplace Square/Potrero, and Mission Market and Octavia~~ Area Plans, as well as preservation of neighborhood character, the impact of the proposal on the settings of the building(s), significant architectural features, consistent with the Zoning Administrator Bulletin (2006.1A and 2006.1B) on Procedures and Criteria for Adding Garages to Existing Residential Structures, significant trees, as well as other code-mandated regulations.
 5. Neighborhood Association Block Book Notations (BBN) for all building permit activities reviewed by Planning Department. The Planning Department will offer to register all of the neighborhood associations affected by the Area Plan for Block Book Notations (BBN) by phone number or email. Each association may select the block(s) of their interest within the Plan Area, and the Department will notify them when a permit application is submitted to the Department for review. This procedure will be subject to the Planning Department’s Fee Schedule. The Department shall not approve a building or demolition permit application for a period of 10 days during which any interested parties may review the permit application.