



DELEGATION OF MINOR SCOPES OF WORK EXECUTIVE SUMMARY

HEARING DATE: AUGUST 4, 2021

Record No: 2020-010382CRV
Project: Delegation of Minor Scopes of Work to the Planning Department (ACOA & MPTA)

Staff Contacts: Jonathan Vimr, Senior Preservation Planner
628-652-7319, Jonathan.Vimr@sfgov.org
Monica Giacomucci, Senior Preservation Planner
628-652-7414, Monica.Giacomucci@sfgov.org

Reviewed By: Elizabeth Gordon-Jonckheer, Principal Preservation Planner (Northwest & Northeast Quadrants)
628-652-7365, Elizabeth.Gordon-Jonckheer@sfgov.org
Richard Sucre, Principal Preservation Planner (Southeast & Southwest Quadrants)
628-652-7364, Richard.Sucre@sfgov.org

Recommendation: Approval

Background

Planning Code Sections [1006.2\(a\)](#) and [1111.1\(a\)](#) authorize the Historic Preservation Commission (“HPC”) to determine if proposed alterations to historic properties designated under Article 10 (a “Certificate of Appropriateness”) or Article 11 (a “Permit to Alter”) of the Planning Code constitute a “Major Alteration” or a “Minor Alteration” (also known as a “Minor Scope of Work”). Planning Code Sections [1006.2\(a\)](#) and [1111.1\(a\)](#) likewise authorize the HPC 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 requests approval of the attached Motion, which would:

- 1) Modify and expand the Minor Scopes of Work that may be delegated to the Department for review by the

HPC; and

- 2) Extend this Delegation of Minor Scopes of Work for an additional two years, through August 4, 2023.

Since the HPC began delegating Minor Scopes of Work in 2012, approximately 1,071 total Administrative Certificates of Appropriateness and Minor Permits to Alter have been reviewed by Planning Department staff. 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, without requiring a public hearing. 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 Standards for Treatment for Historic Properties and any additional requirements outlined in Article 10 of the Planning Code and Article 11 of the Planning Code.

As noted, the Department's decision on a delegated application for minor alterations may be appealed to the HPC through a "Request for Hearing" during a required 20 calendar day notification period. Of the approximately 1,017 applications reviewed by Department staff through the delegation, only three such requests have been escalated to a public hearing before the HPC, with only one in the last approximately five years. In two of the three cases, the HPC upheld the Department's decision. In the third case, the HPC agreed to hear the subject Certificate of Appropriateness, but the appellant withdrew the Request for Hearing prior to the hearing. Overall, less than one tenth of one percent of delegated cases have been appealed to the HPC and none have been overturned, affirming the quality and rigor of the Department's review process.

The previous Delegation of Minor Scopes of Work (HPC Motion No. 0376) has been revised to include new Minor scopes of work and expand or clarify existing Minor scopes of work. Additionally, the Delegation has been reorganized in an attempt to improve legibility of the document for Department staff and the general public, primarily by thematically grouping scopes of work within the existing numbered format.

Several scopes of work already included in the most recent Delegation have been expanded or modified to address practical considerations, to align more closely with scopes of work exempt from public notice under the Planning Code, and to capture alterations frequently heard and approved on the consent calendar at HPC hearings. These include:

- Exploratory and Investigative Work;
- Door and Window Replacement;
- Front Stairways and Railings;
- Non-Visible Roof Decks and Rooftop features;
- Awnings, Canopies, and Marquees;
- Storefront Alterations;
- Solar Panels;
- Skylights;
- Rear Yard Decks and Stairways;
- Cladding Replacement;
- In-Kind Replacement of Visible Sloped Roofs,
- Garage Doors;
- Construction or Modification of Landscape Features;
- Removal of Non-Historic Features;
- Façade Restoration;

- Security Measures;
- Scopes of Work in Maintenance, Rehabilitation, or Restoration Plans;
- Enclosure of an Open Area under a Cantilevered Room or Deck;
- Infill of Garage Door Openings for Dwelling Units;
- Arts Installations; and
- Architectural review standards for the addition of new dwelling units (including Accessory Dwelling Units) in Landmark or Conservation districts.

A comparison document which lists delegated scopes as they appeared in HPC Motion No. 0376 alongside the corresponding expanded or modified scopes proposed in the attached Draft Motion has been included as an appendix to this report.

Additionally, new scopes of work have been added to the Delegation to memorialize scopes of work for which the Department has consistently requested an Administrative Certificate of Appropriateness or Minor Permit to Alter as a matter of policy, but which have not been included in previous iterations of the Delegation. These include:

- Wireless Telecommunication Services; and
- Façade Treatments such as paint or cleaning of masonry where such scopes of work are regulated under the designating ordinance.

The HPC will continue to review Certificates of Appropriateness and Permits to Alter for projects that propose new construction, major alterations, vertical and horizontal additions or where proposed work exceeds, is inconsistent with, or does not meet the intent of the minor scopes outlined in the attached Delegation Motion as determined by Department Preservation Staff.

Recommendation

Department staff recommend approving the Draft Motion and revising the “Delegation of Minor Scopes of Work to the Planning Department.”

Attachments

Draft Motion – Delegation of Minor Scopes of Work to the Planning Department

Exhibit A – Comparison Document – Motion No. 0376 vs. Proposed Revised Scopes of Work



HISTORIC PRESERVATION COMMISSION DRAFT MOTION

HEARING DATE: AUGUST 4, 2021

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 designated individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as minor alterations (“Administrative Certificate of Appropriateness”); and (2) delegate the review and approval of such work to the Planning Department (“Department”), 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”) shall 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, Planning Code Sections [1005](#), [1110](#), and [1111.1](#) stipulate that a Certificate of Appropriateness or Permit to Alter is not required when the application is for a permit to complete several specific, narrow scopes of work included therein; and

WHEREAS, the HPC, at its regular hearing of August 4, 2021, reviewed the Planning Department’s processes and applications under the authority previously granted to the Department by the HPC under Motion Nos. 0181, 0212, 0241, 0289, 0349, and 0376; 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 Department guidelines, local interpretations, bulletins, or other policies, where applicable; and

SO, MOVED, that the Commission hereby ADOPTS the following list of scopes 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.** *The removal of a limited amount of material to conduct investigation and determine the existence of underlying historic fabric, ghosting, and scarring. Limited, at the Department's discretion, to no more than 15% of the total surface area on a façade.*

The area must be stabilized and protected after the investigation is complete. Any adjacent historic surfaces must be protected during exploratory and investigative work, and scaled drawings showing the area to be removed shall be provided. Any exposed historic fabric must be protected, and any historic fabric that may be removed for the purposes of exploratory investigation shall be appropriately salvaged and stored.

2. **Restoration of Façade(s).** *Restoration of façades and/or façade features, including but not limited to porticos, porches, cornices, plaster work, window/door surrounds, wood cladding, roofline, and eaves.*

Work shall be based on historic documentation and/or physical evidence and, where applicable, follow the guidelines outlined in the Department's *How to Restore Your Façade* publication. Physical evidence can include shadow lines depicting the location of removed ornamentation, remnants of retained ornament or cladding materials, as well as examples from surrounding buildings of a similar age, architectural style, and with shared building features. Proposed work must be depicted in detailed elevation drawings.

3. **Façade Treatments.** *Where so regulated by the designating ordinance/appendix, the application of paint to previously or unpainted façades and/or façade features, as well as the cleaning of building exteriors with abrasives and/or treatment of such surfaces with waterproof materials.*

The painting of unpainted masonry, brickwork, and stonework is discouraged. Sandblasting and certain chemical treatments detrimental to masonry will not be approved. Most all Article 11 appendices regulate both the use and color of paint at the exterior, and certain Article 10 appendices do the same and/or regulate the cleaning of building surfaces.

4. **Cladding.** *The selective removal and/or replacement of cladding materials at any façade for the purposes of restoration or rehabilitation.*

Historic and/or character-defining cladding materials shall be replaced in-kind in terms of material, composition, dimensions, profile, texture, and finish.

- a. **Removal of non-historic cladding.** Non-historic cladding materials may be removed and replaced with a cladding determined compatible with the building and/or district by Department staff.
- b. **Removal and in-kind replacement of decorative elements.** Historic millwork, window framing, and other decorative elements associated with cladding may be approved for replacement and/or installation under this scope of work. Original or historic millwork or other decorative elements shall be replaced in-kind in terms of size, material, profile, and finish.

5. **Front Stairways and Railings.** *The replacement of stairs and railings with new stairways and/or railings deteriorated beyond repair 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 scope does not apply to the replacement of porticos, porches, or other architectural components of the entry.

6. **Doors, Windows, and Other Openings.** *The replacement of doors, including garage doors, and windows in existing openings (except as noted below in subsection [c] below) and modest expansions of existing openings.*

This scope does not apply to the replacement of stained, leaded, curved, or art glass windows or doors with these decorative glass features, or the replacement of glass curtain wall systems. Department staff may request a Conditions Assessment prepared by a qualified consultant in certain circumstances. In all cases, window and door replacements must be determined to be compatible with the character of the building and/or district by Department staff to qualify.

- a. **Within existing openings on primary and visible secondary facades.** Excepting subsection h. below, proposed replacements shall match the historic doors and windows in terms of opening size, door or window type or operation, material, and glazing, including muntin pattern. All exterior profiles, dimensions, detailing, and finishes shall also match.
- b. **Within existing openings in non- or minimally-visible locations on secondary facades.** This scope includes window replacement on non-visible rooftop penthouses and ancillary buildings under discretion of Department staff. Non-visible or minimally-visible window and door replacements may differ from historic windows and doors, extant or not, in terms of type, operation, material, and glazing, including muntin pattern.
- c. **Modest change(s) in door or window area in non- or minimally-visible locations on secondary facades.** Adding, expanding, or removing a modest amount of overall window area and/or existing openings as determined appropriate by Department staff.
- d. **Skylights on Article 10 properties.** Unless otherwise exempt from entitlements under Section [1005](#) of the Planning Code, the replacement of skylights within existing openings and installation of new skylights on buildings designated under Article 10 of the Planning Code. New skylights must be mounted low to the roof and minimized from view.
- e. **Skylights on Article 11 properties.** The replacement of skylights within existing openings and installation of new skylights on buildings designated under Article 11 of the Planning Code. New skylights must be mounted low to the roof and minimized from view.
- f. **Garage doors.** Replacement of garage doors and/or trim in existing openings with new doors that are compatible with the subject property in terms of material, finish, and muntin pattern. Modest modifications to existing garage door openings on primary facades may qualify under this scope

of work as determined appropriate by Department staff.

- g. **New openings for mechanical work.** New openings for mechanical work, including exhaust vents with louvers or grilles, that are modest in size and do not obscure or remove character-defining features may be approved under this scope. Where such an opening is proposed, it will be discreetly located and finished with materials that are compatible with the character-defining features of the landmark or district.
 - h. **Existing openings for mechanical work.** Within existing openings regardless of visibility, the limited installation of mechanical work, including exhaust vents with louvers or grilles, that are modest in size and do not obscure or remove character-defining features may be approved under this scope.
- 7. **Storefronts.** *Replacement, restoration, or modification of historic and non-historic storefronts and/or storefront elements, including but not limited to framing, glazing, doors, bulkheads, cladding, entryways, and ornament, confined to the ground floor of the subject property and based on physical or documented evidence of the property and matching the materials, proportions, scale, configuration, profile, and finish of the historic storefront system.*

Where physical or documentary evidence of a historic storefront system is not available, Department staff may approve a proposed storefront system that is compatible with the character-defining features of the building and/or district.

- a. **Infill or enclosure of non-historic storefronts.** This scope may include enclosure and/or infill of a recessed non-historic storefront and/or entry vestibule with a flush or partially-recessed storefront compatible with the subject property as determined appropriate by Department staff.
 - 8. **Awnings, Canopies, and Marquees.** *Unless otherwise exempt from entitlements under Planning Code Section [1005](#), new or altered awnings, canopies, and marquees that meet the Department's guidelines, policies, and interpretations and/or are found compatible with the character-defining features of the building and/or district in terms of material, location, number, size, method of attachment, method of replacement, and method of illumination.*
 - a. **New awnings, canopies, and marquees.** Where a new awning, canopy, or marquee is proposed, it shall relate to the pedestrian scale of the street; shall be constructed of high-quality materials; shall be installed in location that avoids damaging or obscuring character-defining details; and shall be positioned to relate to the width of the ground-floor bays. The proposed installation shall use traditional shapes, forms, and materials, and shall not exceed the width of existing window or entryway openings. The number of required attachments shall be minimized and located in sacrificial areas, such as mortar joints, non-historic storefronts, undecorated wall surfaces, and window or entry returns.
 - b. **Retractable awnings.** A retractable awning otherwise meeting the requirements of Scope 7(a) shall be covered with canvas and have an angled form, with open sides and a free-hanging front valance.

- c. **Signs or lettering.** On canopies and marquees, any proposed signage or lettering shall be kept to a minimum size. On retractable or stationary awnings, lettering shall be minimized and limited to the free-hanging front valance. On flat, metal awnings or canopies, signs shall have integral, non-visible conduit and will not damage or obscure character-defining features
 - d. **Abandoned supportive elements.** Any conduit, outlets, attachments, attachment structures, or other supportive elements associated which are abandoned from use shall be removed, and the building façade shall be repaired.
9. **Security Measures.** *Installation or replacement of exterior security measures, including but not limited to metal security doors, window grilles, security gates, lighting, or security cameras.*

Installation of the proposed security measures must meet all other requirements of the Planning Code and must be compatible with the character-defining features of the property and/or district in terms of proportion, scale, configuration, materials, details, and finish. Security measures shall be reversible and installed in a discreet location to minimize visibility during daytime and/or business operating hours. Retractable gates or security grilles and related housing shall be installed so that they are obscured from public view when open.

10. **Non- and Minimally-Visible Rooftop Features.** *Notwithstanding those features exempt from entitlements under Planning Code Sections [1005](#), [1110\(g\)](#), and [1111.1\(c\)](#), construction of rooftop features, including but not limited to elevator and stair penthouses, guardrails, pergolas, or windscreens, minimally visible from a public right of way, not physically attached to a character-defining building feature, and exempt from height limits pursuant to Planning Code Section [260\(b\)](#).*

The Department may request sightline studies, renderings, or other material to demonstrate visibility of proposed rooftop features.

11. **Wireless Telecommunication Services (WTS).** *New installations of permanent Macro or Micro WTS facilities which are located within a public right-of-way or located on private property and visible from a public right-of-way.*

Modifications of existing WTS facilities within a public right-of-way or visible WTS facilities on private property do not require a preservation entitlement. Modifications of non-visible wireless installations likewise do not require a preservation entitlement.

12. **In-Kind Replacement and/or Repair of Character-Defining Roofing Material on Visible, Sloped Roofs.** *On visible, sloped roof forms, the in-kind replacement of historic and/or character-defining roofing materials, such as clay tile, slate tile, wood shingles, wood shakes, or other unique roof materials.*

- a. **Replacement of roof elements other than surface materials.** Removal and in-kind replacement of historic roofing materials other than visible surface materials, including but not limited to underlayment, structural members, chimneys, gutters, and scuppers, shall not alter the existing roof's form or character-defining features and shall be compatible with the character of the building and/or district.

- b. **Repair of character-defining roofing materials.** Historic and/or character-defining roofing surfaces and underlayment may be repaired by carefully removing the existing tiles or shingles, replacing the underlayment, reinstalling salvaged tiles or shingles, and replacing those tiles or shingles that are deteriorated beyond repair in-kind. Any replacement tiles or shingles shall match the existing in shape, dimensions, color, and finish.
- c. **Full replacement of character-defining roofing materials.** When the existing character-defining roofing material is determined to be deteriorated beyond repair through a conditions assessment conducted by a qualified preservation consultant, the roofing materials may be fully replaced in-kind. If beyond repair, in-kind replacement of clay tiles, shingles, or other historic roofing shall match the existing in terms of material, shape, dimensions, color, profile, and finish.

13. **Rear Yard Decks and Stairways.** *The repair or replacement of decks, stairways and associated structural elements (such as firewalls) that are located at the rear of the subject property; are not visible from the public right-of-way; 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.

14. **Enclosure of an Open Area under a Cantilevered Room, Room Built on Columns, or Room Built under Decks on a Non-Visible Façade.** *Construction of an “infill” addition exempt from public notice under Planning Code Section 311 and/or [Zoning Administrator Bulletin No. 4: Public Notification for Building Permits in Residential and Neighborhood Commercial Districts](#).*

Exterior finishes on the enclosure must be compatible with the character-defining features of the building and/or historic district.

15. **Construction and/or Modification of Landscape Features.** *The construction of new landscape features or modification to existing landscape features and related accessibility improvements when the work will not impact a property’s character-defining features as specified in the designating ordinance and, where applicable, is in conformance with Planning Code Section [136](#).*

Landscape features could include, but are not limited to: accessibility improvements (such as ramps, railings, and wheelchair lifts); walkways; retaining walls; fences; swimming pools; and ancillary structures within the rear yard that are not more than eight feet in height above grade and occupy no more than 100 square feet of land, regardless of visibility from the public right-of-way. Modifications to public walkways or pathway locations and widths should be made with minimal impact to significant landscape features.

16. **Removal of Non-Historic Features.** *The removal of any feature on any façade which is not character-defining and which has not gained historic significance in its own right over time, and associated repair or patching as necessary.*

Replacement of such non-historic features does not qualify under this scope of work.

17. **Solar Panel Support Structures.** *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, and set in from the perimeter walls of the building, including the building's primary façade.*

Support structures shall have a powder-coated or painted finish that matches the color of the roof material.

18. **Arts Installations.** *Installation or replacement of an art installation(s), including murals as specified below, provided that the installation meets all other requirements of the Planning Code; is compatible in terms of proportion, scale, and attachment mechanism(s) with the character-defining features of the property and/or district; and is installed in a reversible manner that avoids obscuring or damaging interior or exterior character-defining features of the building.*

Planning Department Preservation staff may require a site visit to review a mock-up of the proposed attachment mechanism(s).

- a. **Murals.** Any proposed murals shall be located on secondary elevations; installed in manner that does not damage, destroy or obscure character-defining features of the property and/or district; utilize breathable paint or similar easily reversible materials; not involve painting over character-defining features of the property and/or district; and not involve painting of previously unpainted masonry or stone surfaces.

19. **Scopes of Work described in any Maintenance, Rehabilitation, or Restoration Plan reviewed or approved by the HPC.** *Scopes identified in a report or plan typically submitted as part of a Mills Act contract or change or intensification of use pursuant to any Planning Code preservation land use incentive which are not otherwise exempt from preservation entitlements pursuant to Planning Code Sections [1005](#), [1110\(g\)](#), and [1111.1\(c\)](#).*

The work must have been specifically outlined within the plan to qualify. Department staff may request additional information, including but not limited to detailed architectural plans or material samples, to supplement the plan or report prior to approval.

- a. **Plans associated with an approved Mills Act contract.** Work described in a maintenance plan endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the Secretary of the Interior's Standards.
- b. **Historic Building Maintenance and Rehabilitation Plans and/or Historic Structure Reports associated with Planning Code preservation incentives.** Pursuant to Planning Code Sections [186.3](#), [210.3B](#), [703.9](#), [803.9\(b\)](#), and [803.9\(c\)](#), work described in a plan or report that has been reviewed and endorsed by the Historic Preservation Commission through an associated motion or resolution. Such motion or resolution must indicate that the project and work outlined in an associated plan meet the Secretary of the Interior's Standards and would enhance the feasibility of preserving the subject property.

20. Infill of Garage Door Openings for New Dwelling Units. *Infill of existing garage door openings (historic or not) for construction of net new residential dwelling units in a converted garage.*

This scope of work does not apply to infill of garage door openings for the expansion of an existing dwelling unit.

- a. **Infill of character-defining garage openings.** Where a garage opening that is a character-defining feature to the building will be infilled, regardless if original to the building, it shall be retained and re-purposed for pedestrian use. The proposal shall incorporate a design based upon the significance of the character-defining feature that may include insertion of glazing, modification of garage door operation, or similar.
- b. **Infill of non-original non-character-defining garage openings.** Where a garage opening that is not original and non-character-defining to the building will be infilled, it shall be restored to match the surrounding material and configuration of the base of the building based on documentary or physical evidence of the building's original or historic appearance.
- c. **Infill of original non-character-defining garage openings.** Where a garage opening that is original to the building and non-character-defining will be infilled, it shall be clad in a manner that is consistent with the character of the building.
- d. **New window openings.** New windows shall have a simple design and details and be proportionally smaller than primary windows on upper floors. The proposed new windows shall match materials and configuration of historic windows (extant or not) on upper floors of the building as much as is feasible.
- e. **New door openings.** Where new door openings are necessary, they shall be located on secondary elevations or incorporated into existing front stair structure, if feasible. If such locations are not feasible, then the new door opening(s) shall be incorporated into existing openings (pedestrian or vehicular) and shall be restricted to the minimum number and size required by Code. Recesses shall be minimized to the depth required by the Planning and Building Codes and have a simple design that is residential in character. The front yard area shall be restored with soft and hardscaping that is compatible with the character of the building and/or district. Any relocated gas/utility cabinets shall be located and treated so as to be as minimally visible as possible.

21. Architectural Review Standards for Accessory Dwelling Units (ADUs) in Landmarks and Conservation Districts. The following standards apply to the construction of ADUs that are subject to preservation entitlement review:

- a. **Existing single- or multi-family homes.** When an ADU is proposed at an existing single- or multi-family home, either within the building envelope or as an addition:
 - i. Character-defining features, as described and depicted in the corresponding designating ordinance and/or supporting case report for the individual Landmark or district, will be preserved or replaced in-kind to match the historic feature(s) in material, design, color, and texture.

- ii. New cladding will match surrounding existing historic materials located at the base of the building in terms of material, profiles, and dimensions.
 - iii. All new windows, doors, and openings will match the size, shape, material, and profile of existing historic windows, doors, and openings on the subject building. Only the minimum size and number of doors and/or windows required to meet applicable life safety codes may be approved under this scope.
 - iv. Additions to accommodate ADUs will not be visible from surrounding public rights-of-way and will be limited to sixteen feet above grade in height, or the applicable parameters regulated pursuant to Planning Code Section [207\(c\)\(6\)](#).
- b. **New construction of a detached structure on a property with an existing or proposed residence.** When an ADU is proposed within a newly constructed, detached structure on a property containing an existing or proposed single- or multi-family home:
 - i. The detached ADU structure will be located wholly behind the single- or multi- family home, or otherwise placed in accordance with the applicable parameters regulated pursuant to Section [207\(c\)\(6\)](#).
 - ii. The detached ADU structure will be limited to sixteen feet above grade in height, or otherwise in accordance with the applicable parameters regulated pursuant to Section [207\(c\)\(6\)](#).
 - iii. The detached ADU structure will have a flat roof or a roof form that matches, as closely as feasible, the roof form of the subject property's single- or multi-family home.
 - iv. Cladding, windows, and doors proposed for the detached ADU structure will match the character-defining features of the subject property's single- or multi-family home in terms of material, shape, and profile.
- c. **New construction.** When an ADU is proposed to be incorporated into the new construction of a single- or multi-family home:
 - i. The ADU's cladding will match that of the surrounding structure.
 - ii. Window and door openings for the ADU will not exceed the minimum requirements to meet the provisions of the Planning Code and Building Code, unless regulated pursuant to Section [207\(c\)\(6\)](#).
 - iii. The material, shape, and profile of windows and doors for the ADU will match those of the subject single-family home, unless regulated pursuant to Section [207\(c\)\(6\)](#).

I hereby certify that the Historic Preservation Commission **ADOPTED** the foregoing Motion on August 4, 2021.

Jonas P. Ionin
Commission Secretary

AYES:

NAYS:

ABSENT:

ADOPTED: August 4, 2021

M-0376

Drafted Revisions

Scope 1 in M-0376

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 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.

Scope 1 in Revised Delegation

Exploratory and Investigative Work. *The removal of a limited amount of material in order to conduct investigation and to determine the existing of underlying historic fabric, ghosting, and scarring, limited to no more than 15% of the total surface area on a façade.*

The area must be stabilized and protected after the investigation is complete. Any adjacent historic surfaces must be protected during exploratory and investigative work, and scaled drawings showing the area to be removed shall be provided. Any exposed historic fabric must be protected, and any historic fabric that may be removed for the purposes of exploratory investigation shall be appropriately salvaged and stored.

- 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.

Scope 2 in M-0376

Door and Window replacement: The replacement of doors and windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or doors with these types of glazed features, or the replacement of glass curtain wall systems.

- a. ***Door or Window replacement on primary and visible secondary facades:*** Door replacement on primary façades 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 and is compatible with the character of the building and/or district. 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

Scope 6 in Revised Delegation

Doors, Windows and Other Openings. *The replacement of doors, including garage doors, and windows in existing openings (except as noted below in subsection [c] below) and modest expansions of existing openings.*

This scope does not apply to the replacement of stained, leaded, curved, or art glass windows or doors with these decorative glass features, or the replacement of glass curtain wall systems. Department staff may request a Conditions Assessment prepared by a qualified consultant in certain circumstances. In all cases, window and door replacements must be determined to be compatible with the character of the building and/or district by Department staff to qualify.

- a. **Within existing openings on primary and visible secondary facades.** Excepting subsection h. below, proposed replacements shall match the historic doors and windows in terms of opening size, door or window type or operation, material, and glazing, including muntin pattern. All exterior profiles, dimensions, detailing, and finishes shall also match.
- b. **Within existing openings in non- or minimally-visible locations on secondary facades.** This scope includes window replacement on non-

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.
 - iv. Replacing non-historic doors with new doors that are either based on documentation that illustrates that new doors closely match the materials and configuration of doors historically present or are compatible in materials and design with the character of the building.
- b. ***Door and Window replacement on non-visible secondary facades:*** Door and 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 door or 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:

visible rooftop penthouses and ancillary buildings under discretion of Department staff. Non-visible or minimally-visible window and door replacements may differ from historic windows and doors, extant or not, in terms of type, operation, material, and glazing, including muntin pattern.

- c. **Modest change(s) in door or window area in non- or minimally-visible locations on secondary facades.** Adding, expanding, or removing a modest amount of overall window area and/or existing openings as determined appropriate by Department staff.
- d. **Skylights on Article 10 properties.** Unless otherwise exempt under Section 1005 of the Planning Code, the replacement of skylights within existing openings and installation of new skylights on buildings designated under Article 10 of the Planning Code. New skylights must be mounted low to the roof and minimized from view.
- e. **Skylights on Article 11 properties.** The replacement of skylights within existing openings and installation of new skylights on buildings designated under Article 11 of the Planning Code. New skylights must be mounted low to the roof and minimized from view.
- f. **Garage doors.** Replacement of garage doors and/or trim in existing openings with new doors that are compatible with the subject property in terms of material, finish, and muntin pattern. Modest modifications to existing garage door openings on primary facades may qualify under this scope of work as determined appropriate by Department staff.
- g. **New openings for mechanical work.** New openings for mechanical work, including exhaust vents with louvers or grilles, that are modest in size and do not obscure or remove character-defining features may be approved under this scope. Where such an opening is proposed, it will be discreetly located and finished with materials that are compatible

- i. Replacing a non-visible historic or contemporary door or window with a new door or 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 door or window area in these discrete locations, provided the subject building is not an individual Article 10 Landmark. 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 door or window frame.

with the character-defining features of the landmark or district.

- h. **Existing openings for mechanical work.** Within existing openings regardless of visibility, the limited installation of mechanical work, including exhaust vents with louvers or grilles, that are modest in size and do not obscure or remove character-defining features may be approved under this scope.

Scope 3 in M-0376

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.

Scope 5 in Revised Delegation

Front Stairways and Railings. *The replacement of stairs and railings with new stairways and/or railings beyond repair 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 scope does not apply to the replacement of porticos, porches, or other architectural components of the entry.

- 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.

Scope 4 in M-0376

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.

Scope 5 in M-0376

Awnings on Article 11 buildings: New tenant awnings that meet the Department's Design Standards for Storefronts in Article 11 Conservation Districts and/or is found compatible with the character-defining features of the building and/or district in terms of material, location, number, size, method of attachment, method of replacement, and method of illumination with the property and/or district, provided that:

- a. Applications for new awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;

Scope 10 in Revised Delegation

Non- and Minimally-Visible Rooftop Features. *Notwithstanding those features exempt from entitlements under Planning Code Sections 1005, 1110(g), and 1111.1(c), construction of rooftop features, including but not limited to elevator and stair penthouses, guardrails, pergolas, or windscreens, minimally visible from a public right of way, not physically attached to a character-defining building feature, and exempt from height limits pursuant to Planning Code Section 260(b).*

The Department may request sightline studies, renderings, or other material to demonstrate visibility of proposed rooftop features.

Scope 8 in Revised Delegation

Awnings, Canopies, and Marquees. *Unless otherwise exempt under Planning Code Section 1005, new or altered awnings, canopies, and marquees that meet the Department's guidelines, policies, and interpretations and/or are found compatible with the character-defining features of the building and/or district in terms of material, location, number, size, method of attachment, method of replacement, and method of illumination.*

- a. **New awnings, canopies, and marquees.** Where a new awning, canopy, or marquee is proposed, it shall relate to the pedestrian scale of the street; shall be constructed of high-quality materials; shall be installed in location that avoids damaging or obscuring character-defining

- b. Applications for new awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
- c. 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 will be installed in a location that avoids damaging or obscuring character-defining features;
- d. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and attach to non-historic storefront systems or undecorated wall surfaces, preferably at the window or entry returns;
- e. Retractable-type awnings will have angled forms, open sides, and a free-hanging valance. This type of awning or canopy structure will be covered with canvas (Sunbrella or equivalent);
- f. Signs or lettering on awnings shall be kept to a minimum size (separate permits are required for awning structures). On retractable-type awnings, signs may only be placed on the face of the valance. On flat, metal awnings or canopies, signs shall have integral, non-visible conduit, indirect illumination, and will not damage or obscure character-defining features;
- g. The installation of new awnings shall relate to the pedestrian scale of the street; are constructed of high-quality materials; are installed in location that avoids damaging or obscuring character-defining details; and, are positioned to relate to the width of the ground- floor bays.

details; and shall be positioned to relate to the width of the ground-floor bays. The proposed installation shall use traditional shapes, forms, and materials, and shall not exceed the width of existing window or entryway openings. The number of required attachments shall be minimized and located in sacrificial areas, such as mortar joints, non-historic storefronts, undecorated wall surfaces, and window or entry returns.

- b. **Retractable awnings.** A retractable awning otherwise meeting the requirements of Scope 7(a) shall be covered with canvas and have an angled form, with open sides and a free-hanging front valance.
- c. **Signs or lettering.** On canopies and marquees, any proposed signage or lettering shall be kept to a minimum size. On retractable or stationary awnings, lettering shall be minimized and limited to the free-hanging front valance. On flat, metal awnings or canopies, signs shall have integral, non-visible conduit and will not damage or obscure character-defining features
- d. **Abandoned supportive elements.** Any conduit, outlets, attachments, attachment structures, or other supportive elements associated which are abandoned from use shall be removed, and the building façade shall be repaired.

Scope 6 in M-0376

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.

Scope 7 in Revised Delegation

Storefronts. *Replacement, restoration, or modification of historic and non-historic storefronts and/or storefront elements, including but not limited to framing, glazing, doors, bulkheads, cladding, entryways, and ornament, confined to the ground floor of the subject property and based on physical or documented evidence of the property and matching the materials, proportions, scale, configuration, profile, and finish of the historic storefront system.*

Where physical or documentary evidence of a historic storefront system is not available, Department staff may approve a proposed storefront system that is compatible with the character-defining features of the building and/or district.

- a. **Infill or enclosure of non-historic storefronts.** This scope may include enclosure and/or infill of a recessed non-historic storefront and/or entry vestibule with a flush or partially-recessed storefront compatible with the subject property as determined appropriate by Department preservation staff.

Scope 7 in M-0376

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.

Scope 8 in M-0376

Skylights on Article 11 properties: The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. For example, this scope of work qualifies for staff level approval by:

- a. New skylights must be limited in number and size; mounted low to the roof with a curb as low as possible; and have a

Scope 17 in Revised Delegation

Solar Panel Support Structures. *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, and set in from the perimeter walls of the building, including the building's primary façade.*

Support structures shall have a powder-coated or painted finish that matches the color of the roof material.

Incorporated into "Doors, windows, and openings" under Scope 6e

Skylights on Article 11 Properties. The replacement of skylights within existing openings and installation of new skylights on buildings designated under Article 11 of the Planning Code. New skylights must be mounted low to the roof and minimized from view.

frame with a powder- coated or painted finish that matches the color of the roof material.

Scope 9 in M-0376

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.

Scope 10 in M-0376

Selective in-kind replacement of cladding outside of the C-3 zoning districts: The selective replacement of cladding materials at any façade

Scope 13 in Revised Delegation

Rear Yard Decks and Stairways. *The repair or replacement of decks, stairways and associated structural elements (such as firewalls) that are located at the rear of the subject property; are not visible from the public right-of-way; 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.

Scope 4 in Revised Delegation

Cladding. *The selective removal and/or replacement of cladding materials at any façade exceeding the amount permitted for exploratory and investigative work*

may be approved administratively for any building, 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.

Scope 11 in M-0376

In-kind replacement and/or repair of historic roofing material on visible, sloped roof forms: On visible, sloped roof forms, the in-kind replacement of historic and/or character-defining roofing materials, such as clay tile, or similar, roof materials may be approved administratively provided that:

- a. In-kind replacement of historic roofing materials, such as clay tiles, and underlayment that would not change the roof character, form or structure, including integrated gutters, and would be compatible with the character of the building and/or district.
- b. Clay tile, or similar, roof materials and underlayment are repaired by carefully removing clay tiles, replacing underlayment, reinstalling salvaged tiles, and in-kind replacement of tiles that are beyond repair. Replacement tiles shall match existing in shape, dimensions, color, and finish. The work would not change

outlined above (Scope 1).

Historic and/or character-defining cladding materials shall be replaced in-kind in terms of material, composition, dimensions, profile, texture, and finish.

- a. **Removal of non-historic cladding.** Non-historic cladding materials may be removed and replaced with a cladding determined compatible with the building and/or district by Department staff.
- b. **Removal and in-kind replacement of decorative elements.** Historic millwork, window framing, and other decorative elements associated with cladding may be approved for replacement and/or installation under this scope of work. Original or historic millwork or other decorative elements shall be replaced in-kind in terms of size, material, profile, and finish.

Scope 12 in Revised Delegation

In-kind Replacement and/or Repair of Character-Defining Roofing Material on Visible, Sloped Roof Forms. *On visible, sloped roof forms, the in-kind replacement of historic and/or character-defining roofing materials, such as clay tile, slate tile, wood shingles, wood shakes, or other unique roof materials.*

- a. **Replacement of roof elements other than surface materials.** Removal and in-kind replacement of historic roofing materials other than visible surface materials, including but not limited to underlayment, structural members, chimneys, gutters, and scuppers, shall not alter the existing roof's form or character-defining features and shall be compatible with the character of the building and/or district.
- b. **Repair of character-defining roofing materials.** Historic and/or character-defining roofing surfaces and underlayment may be repaired by carefully removing the existing tiles or shingles, replacing the

the roof character, form, material, or structure and would be compatible with the character of the building and/or district.

- c. Full replacement of clay tile, or similar, roofing is generally not appropriate unless existing material is determined through a condition assessment conducted by a qualified preservation architect to be deteriorated beyond repair. If beyond repair, in-kind replacement of clay tiles, or similar, roofing shall match existing in shape, dimensions, color, and finish. The work would not change the roof character, form, material, or structure and would be compatible with the character of the building and/or district.
- d. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work.

underlayment, reinstalling salvaged tiles or shingles, and replacing those tiles or shingles that are deteriorated beyond repair in-kind. Any replacement tiles or shingles shall match the existing in shape, dimensions, color, and finish.

- c. **Full replacement of character-defining roofing materials.** When the existing character-defining roofing material is determined to be deteriorated beyond repair through a conditions assessment conducted by a qualified preservation consultant, the roofing materials may be fully replaced in-kind. If beyond repair, in-kind replacement of clay tiles, shingles, or other historic roofing shall match the existing in terms of material, shape, dimensions, color, profile, and finish.

Scope 12 in M-0376

Replacement of garage door(s) in existing openings. The replacement of garage doors may be approved administratively, provided that:

- a. New garage door(s) shall be installed in existing opening(s) and will be compatible in terms of material, configuration, and fenestration with the character of the building and/or district.

Incorporated into “Doors, windows, and openings” under **Scope 6f**

Garage Doors. Replacement of garage doors and/or trim in existing openings with new doors that are compatible with the subject property in terms of material, finish, and muntin pattern. Modest modifications to existing garage door openings on primary facades may qualify under this scope of work as determined appropriate by Department staff.

Scope 13 in M-0376

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:

Scope 15 in Revised Delegation

Construction and/or Modification of Landscape Features. *The construction of new landscape features or modification to existing landscape features and related accessibility improvements when the work will not impact a property’s character-defining features as specified in the designating ordinance and, where applicable, is in conformance with Planning Code Section 136.*

Landscape features could include, but are not limited to: accessibility improvements (such as ramps, railings, and wheelchair lifts); walkways; retaining

- 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.
- b. Construction or replacement of rear or side yard fences provided that the fence is not directly adjacent to a public right-of-way, complies with the Planning Code, and does not attach to the historic building or other character-defining features of the landmark.
- c. Replacement of fences in the front yard based on photographic or physical documentation, provided that the fence complies with the Planning Code and compatible with the property in terms of location, size, scale, materials, composition, and finish. The fence and its structural supports should not attach to the historic building.
- d. Construction of an ancillary structures within the rear yard that is not 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.

walls; fences; swimming pools; and ancillary structures within the rear yard that are not more than eight feet in height above grade and occupy no more than 100 square feet of land, regardless of visibility from the public right-of-way. Modifications to public walkways or pathway locations should be made with minimal impact to significant landscape features.

Scope 14 in M-0376

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:

Scope 16 in Revised Delegation

Removal of Non-Historic Features. *The removal of any feature on any façade which is not character-defining and which has not gained historic significance in its own right over time, and associated repair or patching as necessary.*

Replacement of such non-historic features does not qualify under this scope of work.

- 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.

Scope 15 in M-0376

Restoration of façade(s). Restoration of façade(s) (including, but not limited to porticos, porches, cornices, plaster work, wood siding, tympanum, roofline, and eaves) may be approved administratively for any building except for individually designated Article 10 Landmarks. Work shall be based on physical evidence and/or historic documentation and follow the guidelines outlined in the Department's *How to Restore Your Façade*. Physical evidence should include shadow lines depicting location of removed ornament, pieces of retained ornament or cladding materials, as well as examples from surrounding buildings of a similar age, architectural style, and with similar ornamental features. Proposed work must be depicted in detailed elevation drawings. For example, this scope of work qualifies for staff level approval by:

- a. Removal of asphalt siding and repair of extant original wood siding on visible façades.
- b. Replacement of previously removed ornament or trim based on physical evidence, such as shadow lines or original siding, or on historic photographs. Replacement ornament should be constructed of durable and compatible materials. Substitute materials, such as foam or composites, are not appropriate.

Scope 16 in M-0376

Security Measures: Installation or replacement of metal security doors, window grilles, security gates, exterior lighting, or security cameras provided that the installation of these measures meet all other

Scope 2 in Revised Delegation

Restoration of Façade(s). *Restoration of façades, including but not limited to porticos, porches, cornices, plaster work, window/door surrounds, wood cladding, roofline, and eaves.*

Work shall be based on historic documentation and/or physical evidence and, where applicable, follow the guidelines outlined in the Department's *How to Restore Your Façade* handout. Physical evidence can include shadow lines depicting the location of removed ornamentation, remnants of retained ornament or cladding materials, as well as examples from surrounding buildings of a similar age, architectural style, and with shared building features. Proposed work must be depicted in detailed elevation drawings.

Scope 9 in Revised Delegation

Security Measures. *Installation or replacement of exterior security measures, including but not limited to metal security doors, window grilles, security gates,*

requirements of the Planning Code and are compatible in terms of proportion, scale, configuration, materials, details, and finish 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. This scope of work qualifies for staff level approval provided that:

- a. Retractable security gates or grilles and related housing shall be installed in a location obscured from the public right-of-way when in the open position.
- b. Security measures that are located in a discreet locations so as to minimize visibility during daylight and/or business operating hours.

lighting, or security cameras.

Installation of the proposed security measures must meet all other requirements of the Planning Code and must be compatible with the character-defining features of the property and/or district in terms of proportion, scale, configuration, materials, details, and finish. Security measures shall be reversible and installed in a discreet location to minimize visibility during daytime and/or business operating hours. Retractable gates or security grilles and related housing shall be installed so that they are obscured from public view when open.

Scope 17 in M-0376

Work described in a maintenance/rehabilitation/restoration plan approved by the HPC as part of a Mills Act contract or pursuant to Planning Code Sections 803.9(b) and 803.9(c) (Preservation of Historic Buildings within Certain Eastern Neighborhoods Mixed Use Districts). 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. Further, any work described in a Rehabilitation/Restoration/Maintenance Plan as part of a project allowing certain uses in historic buildings in Eastern Neighborhoods mixed use zoning districts pursuant to Planning Code, Section 803.9(b) or (c) that has been reviewed and endorsed by the Historic Preservation Commission and determined to meet the Secretary of the Interior's Standards.

Scope 19 in Revised Delegation

Scopes of Work described in any Maintenance, Rehabilitation, or Restoration Plan reviewed or approved by the HPC. *Scopes identified in a report or plan typically submitted as part of a Mills Act contract or change or intensification of use pursuant to any Planning Code preservation land use incentive which are not otherwise exempt from preservation entitlements pursuant to Planning Code Sections 1005, 1110(g), and 1111.1(c).*

The work must have been specifically outlined within the plan to qualify. Department staff may request additional information, including but not limited to detailed architectural plans or material samples, to supplement the plan or report prior to approval.

- a. **Plans associated with an approved Mills Act contract.** Work described in a maintenance plan endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the

Secretary of the Interior's Standards.

- b. **Historic Building Maintenance and Rehabilitation Plans and/or Historic Structure Reports associated with Planning Code preservation incentives.** Pursuant to Planning Code Sections 186.3, 210.3B, 703.9, 803.9(b), and 803.9(c), work described in a plan or report that has been reviewed and endorsed by the Historic Preservation Commission through an associated motion or resolution. Such motion or resolution must indicate that the project and work outlined in an associated plan meet the Secretary of the Interior's Standards and would enhance the feasibility of preserving the subject property.

Scope 18 in M-0376

Enclosing an open area under a cantilevered room, room built on columns or under decks (except for decks that are supported by columns or walls other than the building wall to which they are attached and are multi-level or more than 10 feet above grade). Construction of such an addition may be administratively approved provided that the work is not visible from a public right-of-way, complies with the Planning Code, and is exempt from Section 311 notification per Zoning Administrator's Bulletin No. 4: *Public Notification for Building Permits in Residential and Neighborhood Commercial Districts*. This scope of work 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:

- a. Enclosing the open area under a cantilevered room or room built on columns or under decks (except for decks that are supported by columns or walls other than the building wall to which they are attached and are multi-level or more than 10 feet above grade) as part of construction for new Accessory Dwelling Unit(s).

Scope 14 in Revised Delegation

Enclosure of an Open Area under a Cantilevered Room, Room Built on Columns, or Room Built under Decks on a Non-Visible Façade. *Construction of an "infill" addition exempt from public notice under Planning Code Section 311 and/or Zoning Administrator Bulletin No. 4: Public Notification for Building Permits in Residential and Neighborhood Commercial Districts.*

Exterior finishes on the enclosure must be compatible with the character-defining features of the building and/or historic district.

Scope 19 in M-0376

Infill of garage door openings for Accessory Dwelling Units (ADUs). Where infill of existing garage door openings (historic or not) is proposed for conversion of interior space to Accessory Dwelling Unit(s) (ADU(s)), this alteration may be approved administratively provided that the following guidelines are met:

- a. Where a garage opening original to the building will be infilled, it should:
 - i. Incorporate design details, such as a reveal or simple trim detail, or similar, to reference the original configuration of the opening; and,
 - ii. Be clad in a manner that is consistent with the character of the building.
- b. Where a garage opening that is not original to the building will be infilled, it should:
 - i. Be restored to match the surrounding material and original configuration of the base of the building (for example, if the building originally featured an angled, projecting bay that extended to grade, this feature should be restored when garage is removed).
- c. Where window openings are needed for the new ADU(s), they should:
 - i. Be located within the garage door opening to be infilled; and,
 - ii. Have simple design and details and be proportionally smaller than primary windows on upper floors [size of windows should be

Scope 20 in Revised Delegation

Infill of Garage Door Openings for New Dwelling Units. *Infill of existing garage door openings (historic or not) for construction of net new residential dwelling units in a converted garage.*

This scope of work does not apply to infill of garage door openings for the expansion of an existing dwelling unit.

- a. **Infill of character-defining garage openings.** Where a garage opening that is a character-defining feature to the building will be infilled, regardless if original to the building, it shall be retained and re-purposed for pedestrian use. The proposal shall incorporate a design based upon the significance of the character-defining feature that may include insertion of glazing, modification of garage door operation, or similar.
- b. **Infill of non-original non-character-defining garage openings.** Where a garage opening that is not original and non-character-defining to the building will be infilled, it shall be restored to match the surrounding material and configuration of the base of the building based on documentary or physical evidence of the building's original or historic appearance.
- c. **Infill of original non-character-defining garage openings.** Where a garage opening that is original to the building and non-character-defining will be infilled, it shall be clad in a manner that is consistent with the character of the building.
- d. **New window openings.** New windows shall have a simple design and details and be proportionally smaller than primary windows on upper floors. The proposed new windows shall match materials and configuration of historic windows (extant or not) on upper floors of the building as much as is feasible.
- e. **New door openings.** Where new door openings are necessary, they shall

- minimum required to meet Planning and Building Code requirements]; and,
 - iii. Match materials of historic windows (extant or not) on upper floors of building; and,
 - iv. Be in a configuration that is compatible with historic windows (extant or not) in upper floors of building while meeting egress requirements of the Building Code.
- d. Where door openings are necessary for the new ADU(s), they should:
- i. Be located on secondary elevations or incorporated into existing front stair structure, if feasible. If such locations are not feasible, then the new door opening(s) should be incorporated into existing openings (pedestrian or garage) and should be kept to the minimum number and size required by Code; and,
 - ii. Minimize recesses to depth required by Code; and,
 - iii. Have a simple, compatible design.
- e. Front yard area should be restored with soft and hardscaping that is compatible with the character of the building and/or district.
- f. Relocated gas/utility cabinets should be placed in a location and have a design that is as minimally visible as possible.

be located on secondary elevations or incorporated into existing front stair structure, if feasible. If such locations are not feasible, then the new door opening(s) shall be incorporated into existing openings (pedestrian or vehicular) and shall be restricted to the minimum number and size required by Code. Recesses shall be minimized to the depth required by the Planning and Building Codes and have a simple design that is residential in character. The front yard area shall be restored with soft and hardscaping that is compatible with the character of the building and/or district. Any relocated gas/utility cabinets shall be located and treated so as to be as minimally visible as possible.

Scope 20 in M-0376

Accessory Dwelling Unit Architectural Review Standards for projects regulated pursuant to Section 207(c)(6) as a “No Waiver” project.

- a. When an ADU is proposed to be constructed within the building envelope of an existing single-family home, or as an addition to an existing single-family home:
 - i. Character-defining features, as described and depicted in the corresponding designating ordinance and supporting case report for the individual property or district, as designated pursuant to Article 10 or 11, will be preserved or replaced to match the historic feature(s) in material, design, color, and texture.
 - ii. Any new cladding will match surrounding historic materials located at the base of the building in regards to material, installation, profiles and dimensions.
 - iii. All new windows, doors, and openings will match the size, shape, material, and profile of existing historic windows, doors, and openings on the subject building.
 1. Notwithstanding the above, the size and number of new doors and openings will not exceed the minimum required to meet Planning and Building Code requirements.
 - iv. Additions to accommodate ADUs will not be visible from surrounding public rights-of-way and will be limited to one-story above grade in height.

Scope 21 in Revised Delegation

Architectural Review Standards for Accessory Dwelling Units (ADUs) in Landmarks and Conservation Districts. The following standards apply to the construction of ADUs that are subject to preservation entitlement review:

- a. **Existing single- or multi-family homes.** When an ADU is proposed at an existing single- or multi-family home, either within the building envelope or as an addition:
 - i. Character-defining features, as described and depicted in the corresponding designating ordinance and/or supporting case report for the individual Landmark or district, will be preserved or replaced in-kind to match the historic feature(s) in material, design, color, and texture.
 - ii. New cladding will match surrounding existing historic materials located at the base of the building in terms of material, profiles, and dimensions.
 - iii. All new windows, doors, and openings will match the size, shape, material, and profile of existing historic windows, doors, and openings on the subject building. Only the minimum size and number of doors and/or windows required to meet applicable life safety codes may be approved under this scope.
 - iv. Additions to accommodate ADUs will not be visible from surrounding public rights-of-way and will be limited to sixteen feet above grade in height, or the applicable parameters regulated pursuant to Planning Code Section 207(c)(6).
- b. **New construction of a detached structure on a property with an existing residence.** When an ADU is proposed within a newly constructed, detached structure on a property containing an existing or proposed

- v. The ADU will comply with the relevant standards described in item No. 19 of the Historic Preservation Commission Motion No. 0349 adopted on October 3, 2018.
- b. When an ADU is proposed to be incorporated into the new construction of a single-family home:
 - i. There will be no change to the exterior cladding materials at the location of the ADU.
 - ii. Window and door openings for the ADU will not exceed the minimum requirements to meet the provisions of the Planning Code and Building Code.
 - iii. The material, shape, and profile of windows and doors for the ADU will match those of the subject single-family home.
- c. When an ADU is proposed to be constructed as a new, detached structure on a property also containing an existing single-family home:
 - i. The exterior walls of the detached ADU structure will align with the exterior walls of the existing single-family home on at least one side yard such that the detached ADU structure is wholly located behind the existing single-family home.
 - 1. When the subject property is a corner lot, the detached ADU structure will be aligned with the deepest side yard setback as measured from the side street to maintain the existing setting.

single- or multi-family home:

- i. The detached ADU structure will be located wholly behind the single- or multi- family home, or otherwise placed in accordance with the applicable parameters regulated pursuant to Section 207(c)(6).
 - ii. The detached ADU structure will be limited to sixteen feet above grade in height, or otherwise in accordance with the applicable parameters regulated pursuant to Section 207(c)(6).
 - iii. The detached ADU structure will have a flat roof or a roof form that matches, as closely as feasible, the roof form of the subject property's single- or multi-family home.
 - iv. Cladding, windows, and doors proposed for the detached ADU structure will match the character-defining features of the subject property's single- or multi-family home in terms of material, shape, and profile.
- c. **New construction.** When an ADU is proposed to be incorporated into the new construction of a single-family home:
- i. The ADU's cladding will match that of the surrounding structure.
 - ii. Window and door openings for the ADU will not exceed the minimum requirements to meet the provisions of the Planning Code and Building Code, unless regulated pursuant to Section 207(c)(6).
 - iii. The material, shape, and profile of windows and doors for the ADU will match those of the subject single-family home, unless regulated pursuant to Section 207(c)(6).

- ii. The detached ADU structure will be limited to one story above grade in height.
- iii. The roof form of the detached ADU structure will be constructed as a flat roof or will otherwise match the roof form of the existing single-family home on the subject lot.
- iv. The cladding, windows, and doors of the detached ADU structure will match the cladding, windows, and doors of the existing single-family home in material, shape, and profile.

Scope 21 in M-0376

Arts Installations. Installation or replacement of art installation(s), including murals as specified below, provided that the installation of these features meets all other requirements of the Planning Code; are compatible in terms of proportion, scale, and attachment mechanism(s) with the character-defining features of the landmark property and/or landmark district; and, are installed in a reversible manner that avoids obscuring or damaging interior or exterior character-defining features of the building. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed attachment mechanism(s). This scope of work qualifies for staff level approval provided that:

- a. Art installation(s): Shall be installed in a manner that does not damage, destroy or obscure character-defining features of the landmark building and/or landmark district and that is reversible.
- b. Mural(s): Shall be installed on secondary elevations; installed in manner that does not damage, destroy or obscure character-defining features of the landmark building and/or landmark district; utilize breathable paint or similar easily reversible materials; does not paint over character-defining features of the

Scope 18 in Revised Delegation

Arts Installations. *Installation or replacement of an art installation(s), including murals as specified below, provided that the installation meets all other requirements of the Planning Code; is compatible in terms of proportion, scale, and attachment mechanism(s) with the character-defining features of the property and/or district; and is installed in a reversible manner that avoids obscuring or damaging interior or exterior character-defining features of the building.*

Planning Department Preservation staff may require a site visit to review a mock-up of the proposed attachment mechanism(s).

- a. **Murals.** Any proposed murals shall be located on secondary elevations; installed in manner that does not damage, destroy or obscure character-defining features of the property and/or district; utilize breathable paint or similar easily reversible materials; not involve painting over character-defining features of the property and/or district; and not involve painting of previously unpainted masonry or stone surfaces.

landmark building and/or landmark district; and, does not paint previously unpainted masonry or stone surfaces.

In addition to the scopes that have been expanded and modified above, two new scopes have been added through revision to M-0376:

Scope 11 in Revised Delegation

Wireless Telecommunication Services (WTS). *New installations of permanent Macro or Micro WTS facilities which are located within a public right-of-way or located on private property and visible from a public right-of-way.*

Modifications of existing WTS facilities within a public right-of-way or visible WTS facilities on private property do not require a preservation entitlement. Modifications of non-visible wireless installations likewise do not require a preservation entitlement.

Scope 3 in Revised Delegation

Façade Treatments. *Where so regulated by the designating ordinance/appendix, the application of paint to previously or unpainted façades and/or façade features, as well as the cleaning of building exteriors with abrasives and/or treatment of such surfaces with waterproof materials.*

The painting of unpainted masonry, brickwork, and stonework is discouraged. Sandblasting and certain chemical treatments detrimental to masonry will not be approved. Most all Article 11 appendices regulate both the use and color of paint at the exterior, and certain Article 10 appendices do the same and/or regulate the cleaning of building surfaces. See the Department's handout for additional information.