

PROPOSED INTERIM PROCEDURES FOR PERMIT REVIEW FOR HISTORIC RESOURCES

WITHIN THE MARKET AND OCTAVIA AREA PLAN

Below is a set of proposed interim building permit review policies developed to provide additional protection for potential historic resources in the Market and Octavia Area Plan while the historic resources survey is being completed. Once the historic resources survey data is completed and the Market and Octavia Area Plan is adopted these policies described below will expire and the Preservation Policies in the Area Plan will take effect. The policies below are intended to outline how the Neighborhood Planning Unit will review building permits applications for projects within the Plan Area during this interim period. In addition to this set of interim policies, the Planning Department has drafted a letter that will be sent to property owners in the increased scrutiny areas (see Map 12 Increased Scrutiny Areas below). The areas of increased scrutiny were determined based on several factors including existing historic survey information, and a windshield survey of Market Street. Within the policies below, some may apply only to the historically sensitive areas, while others will be applied across the entire Plan Area.

A. Mandatory Discretionary Review (DR) required for all proposed new construction over 50 feet within the entire Plan Area.

A Mandatory Discretionary Review (DR) hearing will be required for construction over 50 feet for all zoning districts and use size that do not already require a Conditional Use Authorization. This applies to all construction that will result in an increased building envelope with a height that is equal to or exceeds 50 feet as measured by the Planning Code. The Planning Commission may review proposals in accordance with the criteria based on findings found in Planning Code §303(c). Buildings that are within the Plan Area's high scrutiny areas (see Map 12 Increased Scrutiny Areas below) will be reviewed by the Landmarks Board in a public hearing.

B. All proposed demolition cases for properties within the Plan Area for buildings constructed prior 1961 will be forwarded to the Landmarks Board.

When a proposed building permit application may effect a potential or known historic resource the Department requires the applicant to file an Environmental Evaluation Application (EE). The purpose of an EE is to comply with the California Environmental Quality Act (CEQA). A summary of the process is found in the Planning Department's Preservation Bulletin 16. When an application is filed with the Major Environmental Analysis Unit of the Planning Department (MEA), the supporting Historic Resource Evaluation (HRE) prepared by a qualified professional consultant is forwarded to a Preservation Technical Specialist within the Neighborhood Planning Unit for review. At that time copies of the application and HRE will be forward the members of the Landmarks Board for comment. The Board's comments will be forwarded to Planning Department for incorporation into the project's final environmental evaluation document.

C. All exterior modification building permits applications for buildings erected before 1961 within the Plan Area will be reviewed by a Preservation Technical Specialist

With special consideration to the increased scrutiny areas (see attached Map 12, Increased Scrutiny Areas) all building permit applications for exterior modifications (exclusive of maintenance or repair permits, such as re-roofing, or replacement front stairs) will be reviewed by a Preservation Tech Spec, or will be approved under their supervision. Depending on amount of proposed change proposed, some permits might be able to be approved at the Planning Information Center (PIC) by a Preservation Technical Specialist. Commercial storefront alterations are included in this requirement.

D. All proposed new curb cuts and garage applications for buildings constructed before 1961 within the Plan Area will be reviewed by a Preservation Technical Specialist.

In cases where a new garage is proposed on the main elevation of a building, additional review by a Preservation Technical Specialist will be required. Review will take into consideration policies of the Market and Octavia Area Plan, as well as preservation of significant architectural features; significant trees; as well as other code-mandated regulations.

E. 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). Each association will select the block(s) of their interest within the plan area, and the Department will notify them by mail or phone when a permit application is submitted to the Department for review. The Department will hold the building permit application for a period of 10 days for review by all interested parties.

F. All proposed projects within the increased scrutiny areas requiring Planning Code Sections 311 and 312 notifications for new construction or alteration will be sent to the members of the Landmarks Board.

This would add members of the Landmarks Board to the list of parties receiving notification. Individual members of the Landmarks Board may provide comment to the Department.



Map 12 - Increased Scrutiny-Areas in the Market and Octavia Plan Area

"Increased Scrutiny" Areas
 Market-Octavia Area Plan Boundary

