

**EXHIBIT U-3-B**

Note: staff additions are shown with underlined text;  
deletions are shown with ~~strike-through~~ text

**INTERIM PROCEDURES FOR PERMIT REVIEW  
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 is endorsed and the Market & Octavia Plan is amended to incorporate the results as necessary and as described in **Exhibit U-4-B** 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 of the Planning Department will review building permit applications and other permit applications reviewed by the Planning Department and/or Commission for projects within the Plan Area during this interim period. In addition to this set of interim policies, the Planning Department has sent a letter to property owners in the increased scrutiny areas (see Map U-3-B "Increased Scrutiny Review 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. Some of the policies below may apply only to the historically sensitive areas, while others will be applied throughout 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 all construction and /or additions over 50 feet in height for all zoning districts and use sizes 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 U-2 Increased Scrutiny Areas below) will be reviewed by the Landmarks Board at a public hearing in advance of the final hearing before the Planning Commission.

**B. All proposed demolition or major alteration cases for properties within the Plan Area for buildings constructed prior to 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 or an Environmental Exemption Evaluation. The purpose of said evaluation is to comply with the California Environmental Quality Act (CEQA). For the purpose of implementing this provision, a

"major alteration" is defined as one for which the Department requires the applicant to file either an Environmental Exemption Evaluation or an Environmental Evaluation Application . 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 forwarded to 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 permit applications for the street facade(s) of historic resources (as defined in Preservation Bulletin #16) within the Plan Area will be presented to the Landmarks Preservation Advisory Board.**

With special consideration to the increased scrutiny areas (see attached Map U-3-1, "Increased Scrutiny Areas;" including all subsequent amendments or modifications to such scrutiny areas as outlined in this Commission Motion) all building permit applications for exterior modifications (exclusive of maintenance or repair permits as defined in Planning Code Section 1005(e)(3), meaning: "any work, the sole purpose and effect of which is to correct deterioration, decay or damage, including repair of damage caused by fire or other disaster"), such as re-roofing, or replacement front stairs) will be reviewed by a Preservation Technical Specialist, or will be reviewed and approved under their supervision. Depending on the amount of the proposed change 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.**

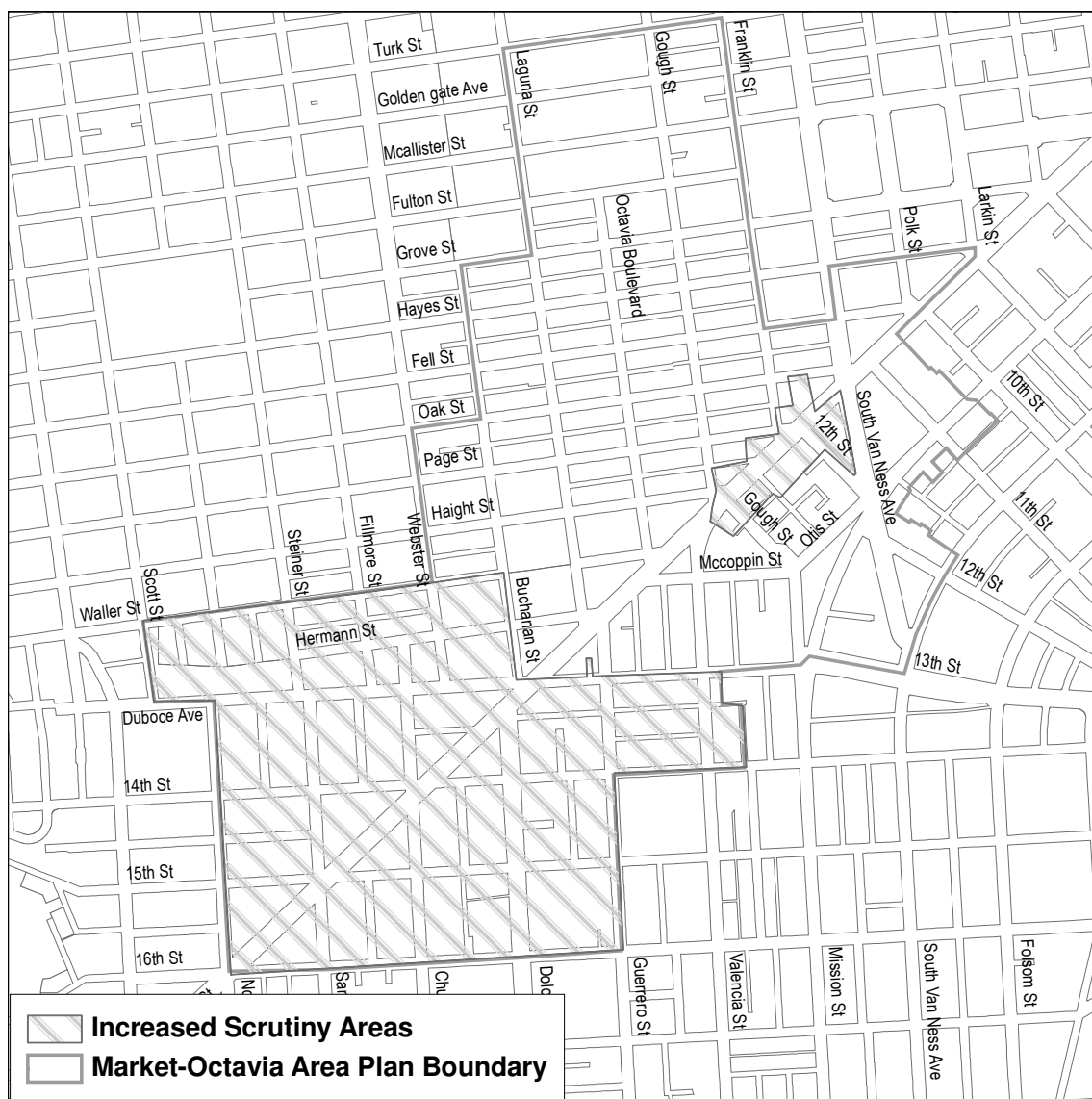
In cases where a new garage is proposed on the main elevation of a building, review by a Preservation Technical Specialist will be required. Review will take into consideration policies of the Market and Octavia Area Plan, as well as preservation of significant architectural features, significant trees, 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 register all of the neighborhood associations affected by the Area Plan for Block Book Notations (BBN). Each association will be asked to 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 U-3-1: Increased Scrutiny Areas