From: Johanna Kahn <JKahn@esassoc.com>
Sent: Friday, June 08, 2018 11:25 AM
To: Cisneros, Stephanie (CPC)
Cc: LaValley, Pilar (CPC); Poling, Jeanie (CPC); Susan Yogi
Subject: RE: Balboa Reservoir

Hi Stephanie,

Thank you for providing some direction as we scope this report. I made very few changes to the outline you provided, and I deleted the strikethrough text for clarity as we fine-tune the scope. The scope follows a few questions I have.

1. If we are not being asked to do some of the typical research exercises (e.g. permit search, bios of design professionals) and potentially not even evaluate the reservoir, should this document be called a "Historic Resource Evaluation" or perhaps something different?
2. We have been asked to discuss all previous determinations (if there are any). Since we are not doing a records search as part of this report, will Planning share with us all past documentation that may include previous determinations (i.e. a property file, etc.)?

PART 1: SIGNIFICANCE EVALUATION

1. **Introduction**
   a. Location: Address, Cross Streets, and Neighborhood (West of Twin Peaks)
   b. Assessor Parcel Number (APNs 3180/190) and Parcel Area (766,873 sf/17.604 acres)
   c. Zoning District (P – Public)
   d. Current Historic Status (Based on information in Property Information Map; historic resource status: Category B, unknown/age eligible)

2. **Building and Property Description/Site History**
   a. Exterior Architectural Description
      i. Illustrate with current photographs, including overview images and detail photos of prominent features or less visible areas.
   b. Site History
      i. Focus this section on PUC's use and ownership of the site (1930-present)
      ii. Include a narrative description of the earliest known association with PUC of the site through the present day. Reference Sanborn Fire Insurance maps and other archival materials.

3. **Focused Neighborhood Context** *Based on existing information and additional research as needed.*
   a. This information can be taken from existing documents for the surrounding area.
   b. Relationship of site to development of area, specifically with the City College of San Francisco's Ocean Campus to the east. Other adjacent development includes Archbishop Riordan High School to the north, the Westwood Park residential neighborhood to the west, and the Ocean Avenue Neighborhood Commercial District to the south.
   c. Illustrate with any available historical photographs, maps (including full sheet Sanborn Fire Insurance Maps), or other materials.

4. **California Register Significance Evaluation** *Based on existing information and additional research as needed.*
   a. This section should include a thorough discussion of all/any previously completed determinations based on existing information and documentation. Consultant should agree or disagree with any previous determinations and provide analysis and explanation for their finding.
   b. Evaluation under any of the Criteria may be necessary, depending on what previous determinations have been made (if any). If the site has not been previously evaluated under all three Criterion, please provide a determination for the site.

5. **Integrity** (if required and based on existing information and additional research as needed)
   a. Only include if the property is found to be significant under 6. California Register Significance Evaluation
   b. Analyze the property under each of the seven aspects of integrity. Provide a statement for each aspect and a summary of integrity overall.
   c. If a building lacks integrity, provide an explanation of how and why in detail. Reference materials such as building permits, historical photographs, site inspection, original drawings, etc.
   d. If located within an eligible or designated district, provide a brief discussion of integrity of district.

6. **Character-Defining Features** (if required and based on existing information and additional research as needed)
   a. Only include if the property is found to be significant under 6. California Register Significance Evaluation
   b. Include a list of character-defining features for the individual resource and/or historic district.

7. **Bibliography of Works Cited and Archives Consulted**

8. **Appendices**
   a. Provide copies of all available Assessor photographs of property

Thanks,
Johanna

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From: Cisneros, Stephanie (CPC) [mailto:stephanie.cisneros@sfgov.org]
Sent: Monday, June 4, 2018 5:04 PM
To: Johanna Kahn <JKahn@esassoc.com>
Cc: LaValley, Pilar (CPC) <pilar.lavalley@sfgov.org>; Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Subject: Balboa Reservoir

Hi Johanna,

I am assigned the historic resources component of the Balboa Reservoir project. I wanted to provide a general outline for what information should be included in the HRE. Rather than have you produce a completely new HRE, we would like you to produce one that essentially outlines all existing information (and any corresponding determinations) and either concurs or disagrees with those findings. Please review the following information and compile an HRE scope for the Department to review and approve:

PART 1: SIGNIFICANCE EVALUATION

1. **Introduction**
   a. Location: Address, Cross Streets, and Neighborhood
   b. Assessor Parcel Number(s) and Lot Size
   c. Zoning District
   d. Current Historic Status (Based on information in Property Information Map)
      ~~i. List any previous historic designation or inclusion in a historic resource survey.~~
      ~~ii. Consult the Planning Information Map to determine if the subject property is located in an eligible historic district and any previously completed nearby HRERs.~~

2. **Building and Property Description/Site History**
   a. Exterior Architectural Description
      ~~i. Describe the construction method (e.g., wood frame), number of stories and all visible exterior features – including the types of materials used.~~
      ~~ii. Identify architectural style and character-defining features (list).~~
      iii. Illustrate with current photographs, including overview images and detail photos of prominent features or less visible areas.
   ~~b. Interior Architectural Description (if required)~~
      ~~i. Only required for publicly accessible interiors.~~
   c. Site History
      i. Focus this section on PUC's use and ownership of the site.
      ii. Include a narrative description of the earliest known association with PUC of the site through the present day. Reference Sanborn Fire Insurance maps and other archival materials.
      ~~iii. Provide known or estimated construction dates of all major features (buildings, outbuildings, landscape, site features, etc.).~~
      ~~iv. Provide a list of building permits in a table format. Discuss all visible alterations even if building permit are not available.~~

3. **Focused Neighborhood Context** *Based on existing information and additional research as needed.*
   a. This information can be taken from existing documents for the surrounding area.
   b. Relationship of site to development of area, specifically with City College Campus.
   ~~c. Discuss the initial development of the area through the present day. The focus of description should be the period during which the subject property was constructed.~~
   ~~d. Identify any important events, trends or patterns associated with the development of the area.~~

e. Illustrate with any available historical photographs, maps (including full sheet Sanborn Fire Insurance Maps) or other materials.

~~4. **Owner/Occupant History** *Based on existing information and additional research as needed.*~~

~~a. Using a table format, provide the names and occupations of owners and/or occupants, as well as the years of ownership or tenancy. Reference city directories, census records, deeds, voting lists, building permits and other sources.~~

~~b. Provide a biography of any prominent person(s) associated with the property.~~

~~5. **Architect/Builder/Landscape Architect** *Based on existing information and additional research as needed.*~~

~~a. Provide biographies for all design professionals associated with the property.~~

~~b. Determine if the architect, builder or landscape architect qualifies as a master. If so, include a description of their career and cite examples of important works.~~

~~c. If no design professional was identified, state the research methodology conducted.~~

6. **California Register Significance Evaluation** *Based on existing information and additional research as needed.*

a. This section should include a thorough discussion of all/any previously completed determinations based on existing information and documentation. Consultant should agree or disagree with any previous determinations and provide analysis and explanation for their finding.

b. Evaluation under any of the Criteria may be necessary, depending on what previous determinations have been made (if any). If the site has not been previously evaluated under all three Criterion, please provide a determination for the site.

~~c. Individual Significance Analysis~~

~~i. Criterion 1: Provide an explanation of why the property is or is not associated with the initial development of the neighborhood or other significant development trends or patterns as identified in the neighborhood context.~~

~~ii. Criterion 2: Provide an explanation of why the property is or is not associated with significant persons identified in the owner/occupant history.~~

~~iii. Criterion 3: Provide an explanation of why the building is or is not a good example of a type, period, or method of construction; has high artistic values; or is the work of a master.~~

~~1. Provide a comparative analysis of the buildings with similar property types in San Francisco.~~

~~2. If the building was designed or constructed by a master architect or builder, explain whether the subject building is or is not significant within the context of their career.~~

~~d. Historic District Analysis (if required)[1]~~

~~i. Determine if any nearby eligible historic districts have been previously identified by the Department. Consult nearby HRERs and summarize their findings as part of the historic district analysis.~~

~~ii. Abbreviated Survey: The scope of the survey should be discussed in advance with preservation staff. Typically, the area to be examined will encompass a total of three blocks. These include both sides of the street in the vicinity of the subject property, as well as the adjacent block faces to the east/west or north/south.~~

1. ~~Provide an inventory and analysis of construction dates, building types, and architectural styles present in the inventory area.~~
2. ~~Provide information about related landscapes features and street improvements located with the survey area.~~
3. ~~Include photographs of the block faces. Individual pictures of each building are not necessary, but photographs need to be labeled with address and block face (e.g., 1700 block, south side).~~

~~iii. Use the inventory to determine whether there are any cohesive or significant patterns in the neighborhood.~~

~~iv. Provide an evaluation of whether a historic district is or is not present under the California Register criteria.~~

7. **Integrity** (if required and based on existing information and additional research as needed)
   a. Only include if the property is found to be significant under 6. California Register Significance Evaluation
   b. Analyze the property under each of the seven aspects of integrity. Provide a statement for each aspect and a summary of integrity overall.
   c. If a building lacks integrity, provide an explanation of how and why in detail. Reference materials such as building permits, historical photographs, site inspection, original drawings, etc.
   d. If located within an eligible or designated district, provide a brief discussion of integrity of district.

8. **Character-Defining Features** (if required and based on existing information and additional research as needed)
   a. Only include if the property is found to be significant under 6. California Register Significance Evaluation
   b. Include a list of character-defining features for the individual resource and/or historic district.

9. **Bibliography of Works Cited and Archives Consulted**

10. **Appendices**
   ~~a. Provide copies of all available building permit applications.~~
   b. Provide copies of all available Assessor photographs of property

I'm happy to discuss this further if you have any questions or need any clarification.

Thank you,
Stephanie

Stephanie Cisneros
Preservation Planner, Environmental Planning Division

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[1] District analysis to be determined in consultation with Department staff