

BHESDRB ORGANIZING PRINCIPLES

The establishment of a neighborhood building review board was recommended at the general meetings of the East Slope Preservation Committee held on July 7 & 10, 1986 by a two thirds majority of residents who attended.

Residents interested in working on a sub-committee that would establish the review board began meeting thereafter.

The Committee has prepared a document called the East Slope Building Guidelines along with a map based on information collected by surveying the East Slope area.

The review board has been established in order to implement the East Slope Building Guidelines. In order to ensure the successful operation of the building review process the following functions of the board have been set forth:

1. Owner/builder Notification; Preliminary Review.

In order for the Review Process to have the intended effect on new buildings within the East Slope Boundaries it is necessary that all prospective owners/builders of vacant land be notified *in advance* that such a review board exists. Experience has shown that preliminary reviews, prior to making a formal building permit application, facilitates the entire process and produces the most satisfaction for both the Review Board and the Owners/Builders.

Therefore the Review Board will locate and notify all current vacant land owners and in addition will contact the S.F. Board of Realtors in order to effectively inform Realtors active in the area of the local building review process that all new builders can expect to complete before applying for a building permit.

2. Neighborhood Notification.

For every project to be reviewed, neighbors in the vicinity of the subject lot will be notified by the Board. All meetings to review plans will be open to any interested neighbors.

When any permit application for new construction within the East Slope Area is received by the Department of City Planning, the Review Board will be notified and the application will be placed on hold. The hold will last for a period of not more than 60 calendar days, or until the Department receives written notice of the findings of the Neighborhood Review Board. By filing a permit application before contacting the NBRB, an owner/builder/architect will have less time and opportunity to adjust the design than if the Review Board were contacted at a preliminary design phase.

Composition of the Board

The board is composed of six residents and one non-resident with two resident alternates and one non-resident alternate. Each board member's term will run for two years. However, for the first year of the board's existence, two members will serve for one year. The Board shall be elected at a general meeting of the East Slope Preservation Committee.

Function of the Board

The board will review all proposed new construction, development, demolition, variances and zoning reclassification within the Review Zone. This includes all major additions to existing structures and excludes all minor permits, such as interior work.

Applicants for permits for new construction will submit to the Board the following documents:

- plot plan
- building plans and elevations
- plans for building materials
- landscape plan
- topographical site map

If the Board determines that the proposed project meets the standards of the Building Guidelines it will notify the Planning Department in writing and the normal permit evaluation process will begin, or in the case of the Board being notified after the permit application has been made, the process will continue.

If the Board determines that the proposed project does not meet the standards set forth in the Building Guidelines, it shall notify the applicant in writing and specify the elements of the project which do not meet the standards. The applicant will modify the plans and resubmit them to the Board. The Board may require up to three such resubmittals for a single project.

If the Board determines at any point in this process that further resubmittals would not be productive, or if after three resubmittals the project still does not conform with the Building Guidelines, the Review Board shall request in writing that the Planning Commission exercise its power of Discretionary Review over the project.

Review by the Planning Commission

Actual legal approval of building plans and permits rests with the City Planning Commission. The Neighborhood Review Board is an advisory body, emphasizing neighborhood needs. Its recommendations are intended to help the Planning Commission and Planning Department fulfill their respective responsibilities. The East Slope guidelines will serve as a resource for the Planning Department in preparing analyses and recommendations for presentation to the Planning Commission those cases where use of Discretionary Review has been requested.

PROCEDURES FOR NEIGHBORHOOD BUILDING REVIEW BOARD

1. Information Presentation

The architect/builder shall present his design to the Neighborhood Building Review Board (NBRB). This first meeting will be for *information purposes only*, for the Review Board and neighbors to better understand how the project took form as it did. Members may ask questions after architect's presentation but no comments or approval or disapproval are to be made at this time. The architect is allowed 30 minutes to make his presentation, then neighbors are allowed 30 minutes to ask questions and receive answers. Neighbors will be encouraged to submit any reactions in writing to the NBRB for their later evaluation.

2. Evaluation

No later than 10 days after the first meeting, the Board shall meet again; and at this meeting all points of praise or criticism for the proposed structure shall be discussed. Neighbors can come to this meeting to express their concerns or approval. The NBRB shall make an evaluation taking into consideration neighborhood reaction; and this evaluation will cover the project in a general way and also particularly referring to the Building Guidelines of the East Slope Plan. Where necessary the NBRB may have to vote on some aspects of the presentation. This review for critical evaluation will be filed, in the Board's records.

3. Communication

The NBRB will then submit its recommendations in writing or verbally to the architect for his /her review and possible restudy according to his/her design ability. An open communication shall take place here with the Board providing any feedback or suggestions that the architect might desire.

Tape recordings of meetings of the Board with the architect/designer/owner may be made if requested. These tapes will become a part of the NBRB files.

4. Submission of Plans

The plans would be submitted to the City at this stage (if they had not already been.) If the Board feels there are major problems that are not satisfactorily resolved, it will request discretionary review. However, if the owner/builder and the Board reach a general agreement, then the Board will provide the architect/ builder/owner with a letter of support for presentation to the City Planning Department. If plans had previously been submitted to the Department of City Planning, this letter will specify any and all modifications thereto agreed upon by the Board and the owner/ architect/builder.