



# San Juan Residential District Historic Survey Study *Historic Survey Scope of Services Outline*

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DEPARTMENT OF PLANNING AND DEVELOPMENT

*JUNE 10, 2020*

# Scope of Work for Historical Survey Consultants

## Task 1: Establish Evaluation Criteria

- Explicitly identify the regulatory framework needed for this Study.

### **Deliverables :**

- Memorandum outlining the significance criteria and evaluation framework for the survey.

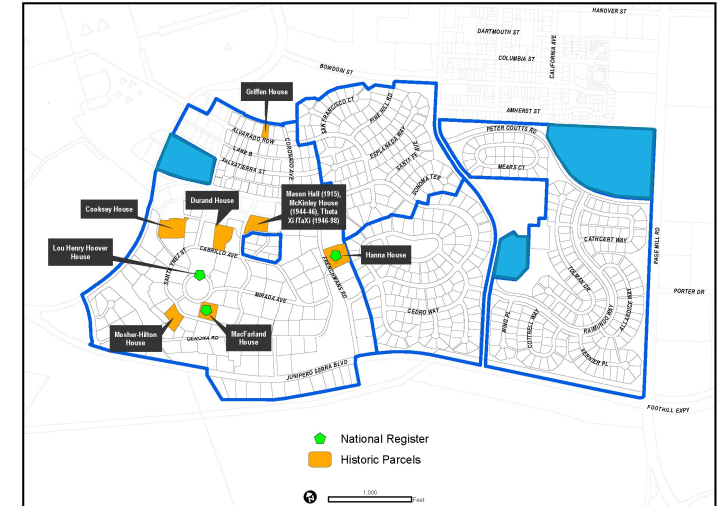
## Task 2: Background Research and Survey Methods

- Review of prior studies, assessments, books, and community- produced documentation on the San Juan Residential neighborhood
- Existing contextual information and prior resource evaluations to inform Survey Methods strategy.

### **Deliverables :**

- Memorandum summarizing the extent of existing contextual materials and applicability for Project evaluations, the scope and methods for conducting the survey.
- Participation in Community Stakeholder Group (CSG) meeting (optional)

San Juan District - Historic Parcels and Landmarks



# Scope of Work for Historical Survey Consultants

## Task 3: Historic Resources Survey

- Translate the findings of Task 1 and Task 2 into a digital database for managing survey data. The database will be augmented with data collected in the field.

### Deliverables :

- Memorandum containing both the historic survey results documentation and initial findings.

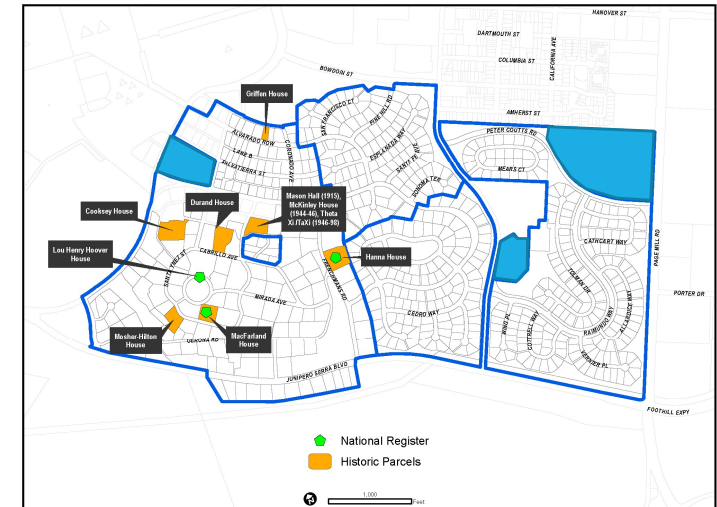
## Task 4: Survey Findings and Recommendations

- Prepare a summary report outlining if a historic district(s) designation (**Based on National/State/Local Historic District designation criteria**) is warranted.
- Identify potentially eligible individual resources within the survey area -  
a) those resources that should be documented under the current effort, and  
b) those for which future work will be recommended, if any.

### Deliverables :

- Virtual presentation to CSG of findings and solicitations of feedback
- Historic Resources Survey Report

San Juan District - Historic Parcels and Landmarks



# Scope of Work for Historical Survey Consultants

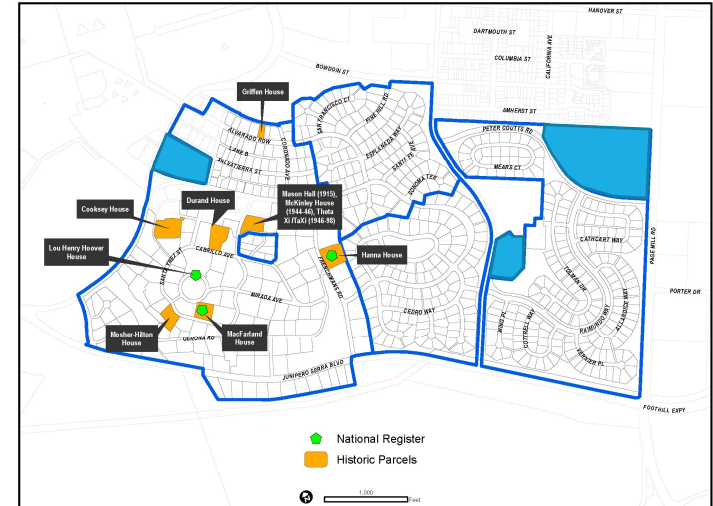
## Task 5: DPR 523 Forms

- Prepare Department of Parks and Recreation Primary (523a), Building (523b), and District (523d) forms.
- Resources that are already listed will not be re- evaluated and DPR forms will not be prepared.

### Deliverables :

- District Form(s) (523d), if required
- Individual Resource(s) (523a/523b)

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# Tentative Schedule of Study

		2020												2021							
Task	Timeline:	Month 1 (Jan)	Month 2 (Feb)	Month 3 (March)	Month 4 (April)	Month 5 (May)	Month 6 (June)	Month 7 (July)	Month 8 (Aug)	Month 9 (Sept)	Month 10 (Oct)	Month 11 (Nov)	Month 12 (Dec)	Month 13 (Jan)	Month 14 (Feb)	Month 15 (March)	Month 16 (April)	Month 17 (May)	Month 18 (June)	Month 19 (July)	Month 20 (Aug)
Task 0: Selection of Historic Survey Consultant																					
Task 1: Initial Outreach & Public Meeting																					
Task 2: Assemble CSG (task)																					
Task 3: Conduct Kick-off Meeting for Existing Conditions & Issues																					
Task 4: Historic Survey																					
Task 5: Evaluation of Existing Neighborhood Design																					
Task 6: Present Survey Results to CSG																					
Task 7: Public Outreach & Second Public Meeting																					
Task 8: Preparation of New Development Standards																					
Task 9: Present New Standards to CSG																					
Task 10: Finalized New Development Standards																					
Task 11: Draft Zoning Ordinance																					
Task 12: Present New Standards to CSG																					
Task 15: Additional Public Outreach & Public Meeting																					
Task 14: Present New Standards to Historic Heritage Commission																					
Task 16: PC/BOS approval																					

Task Activity

Contingency

D Deliverable

H C Historic Heritage Commission Meeting

S G Stakeholder Group Meeting

A Advisory Committee Review

P M Public Meeting

C B Presentation Meeting - Planning Commission/Board