

# Airaloma Life



# The Origins of the Miraloma Park Improvement Club

by Kathy Rawlins

Spring cleaning in some dusty corners of the Clubhouse has revealed some very old documents from the early history of the MPIC. Perusing hand-written Minutes from the 1930s, we have discovered a lot of history, some of which has been slightly distorted over the years. So we will be publishing a series of articles about the early days of the Club and Miraloma Park.

The first book of MPIC minutes says that on August 22, 1930 "the first meeting of a proposed improvement club for the Miraloma Park district was called to order at 8:30 pm ...at the residence of Mr Hammersley at 845 Portola Drive, by Mr Forbes." Mr Hammersley was paid \$5 for the use the social hall in his home for the meetings. The business carried on that evening included assigning a committee to draft a constitution and bylaws for a permanent organization; a Membership Committee to take a census and map the district; and a committee to suggest possible names for the organization.

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#### **Infrastructure Improvements in** Miraloma Park, Continued: Do You Know Where the Nearest Fire Alarm Box Is?

by Jacquie Proctor

The March issue of Miraloma Life updated residents about the infrastructure work being performed in our neighborhood (miralomapark.org/wp-content/files/2016-03-MiralomaLife.pdf) and stated that "all paving in the Miraloma Park area should be completed by early May 2017." But what about the historic police/fire boxes?

Recently the red fire alarm boxes at the intersection of Teresita and Los Palmos, as well as Reposa, disappeared during the curb ramp re-construction. Are these relics from the days when horses pulled the fire engines still useful? Almost no part of the City is more than two blocks away from one of the 2,040 antique red iron boxes that use telegraph technology, and almost all carry the name of the City's defunct Department of Electricity. The first alarm box was in-

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# **Notice: MPIC Elections**

The annual election of MPIC Officers and Directors will be held on Thursday evening, June 16, at a general meeting at the Clubhouse. An entertaining event is in planning to enliven the proceedings, and the candidates and hours of voting will be published in next month's newsletter. On Thursday, May 19, from 7:30 to 8:00 pm, nominations from the floor will be accepted by an MPIC Director at the Clubhouse.

# **Cheese Boutique**

by Jim O'Donnell

When 18 year-old Rick Malouf came to the US to visit his sister in 1976, the troubles in his country of Lebanon had just begun. Conflict developed into full-scale civil war, with a mix of contending factions, similar to what is happening in Syria today. Once in the US, Rick decided to stay, as he saw the writing on the wall for the future in Lebanon, and arranged for his future wife Nada to join him

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www.miralomapark.org

Events in May

**MPIC Board** Meeting\*

Thursday, 7 pm, Clubhouse

19

**MPIC** Election: Floor

Nominations, Thursday, 7:30 - 8:00 pm, Clubhouse

> Events in June

**MPIC Board** Meeting\*

Thursday, 7 pm, Clubhouse

16

**MPIC** Election Thursday,

7:30 pm, Clubhouse

\* Members wishing to address the Board of Directors should call 415-281-0892 to request placement on the agenda.

#### **Origins of the MPIC**

(Continued from page 1)

At the following meeting on August 28, the proposed constitution and bylaws were presented and accepted. Things moved a lot faster in those days, with such a small constituency! All present signed the constitution and paid their dues of \$1 for 4 months. That small group also elected Mr Forbes as the first president of the organization. Two members, Mr Hammersley and Mr Diamond, were elected as first and second Vice-presidents. Mrs. Leo was elected Recording Secretary, Mrs Pettingill Financial Secretary, Mr Asmussen Treasurer, and Mr Smith Sergeant at Arms. Eight Directors were elected: four to 2 year terms and four to 4 year terms. Two names were suggested for the organization: the Mt Davidson Improvement Association and the Miraloma Park Improvement Club. We all know which one won.

Other committees created over the next few meetings included Transportation, Park and Playground, Education, Publicity, Streets and Public Works, and Clubhouse. The Transportation Committee was to look into petitioning for an extension of the 7th Avenue bus service to Miraloma Park. The Education committee would work with the Board of Education to get a school built and teachers assigned. The Publicity Committee was to contact various "dailies" (newspapers) to get articles published about the Club and neighborhood. The Park and Playground Committee was to investigate creating a park on the mountain and a children's playground in the neighborhood. The Clubhouse Committee was assigned the task of calling on the office of the Meyer Brothers, developers of neighborhood and the homes being built, to discuss the possible sites for a clubhouse

The Census Committee counted 140 homes and 143 children, including 88 of school age. Fifty-three residents joined the MPIC in the first month. In those early years all new members were elected by a vote of the Directors. Honorary membership was awarded any clergymen who sought entry, with the understanding that the Club was non-sectarian. Honorary members were not given voting privileges.

A Social Committee provided refreshments at the second meeting: ham, bread, cake, and coffee. Guests included members of the Central Council of Civic Clubs, a precursor to both the Coalition for SF Neighborhoods and the West of Twin Peaks Central Council. Representatives

from the MPIC were appointed to attend meetings. The Central Council provided important mentorship to the MPIC in its early development regarding establishing relationships with City agencies and political offices.

As the country was in the midst of the Great Depression, there were many challenges to the viability of a community organization. One guest of the club was Mr Goodwin of the American Trust Bank, who spoke to the group concerning how to finance a club. One committee formed was to assist members who were out of work. Since much of Miraloma Park was vacant lots, the City hired unemployed men to help clear the accumulated trash and weeds from these areas and keep the neighborhood tidy.

The early members of the MPIC met in the Hammersley social hall for social events and to raise money for projects. As the neighborhood was becoming known in

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#### **Origins of the MPIC**

(Continued from page 2)

the City and gaining a fair number of families, the MPIC was approached to host an Election Night for candidates and propositions on the ballot.

At the October 28, 1930 meeting, Mr. Meyer of the Meyer Brothers offered the use of a vacant store on Portola Drive near Evelyn Way as a meeting place. He even donated chairs to the Club. The Meyer Brothers told the Club that they would soon build a new stone building, the top floor of which would be an auditorium for community meetings and activities.

The regular meetings of the MPIC were initially set to be on the second and fourth Thursdays of the month, but when it was discovered that there would be a conflict with Thanksgiving Day, the meetings were changed to the first and third Thursdays. This was written into the Club Bylaws, first issued in 1930. There have been several revisions to these Bylaws over the years.

As we delve deeper into the archives of the MPIC, we shall share our findings in future *Miraloma Life* articles. The Minutes provide an interesting glimpse of what life was like in this mountainside community from the Great Depression through the War years, and transitioning into the last half of the 20th Century. We hope you will find these articles enlightening and enjoyable.

# **Infrastructure Improvements**

(Continued from page 1)

stalled in 1865. In 1931, only 40% of San Franciscans had a telephone—still more than in any other city in the world. In an age when San Franciscans have one or more phones, the City continues to operate this historic system, so the boxes on Teresita will be reinstalled. Why?

Like the cisterns that augment the water system, street fire alarm boxes are considered an important back-up system by the SF Fire Department. They note that the 15,000 boxes in New York City were all that worked during the September 11 terrorist attacks, after cell phone lines overloaded and crashed the network along most of the East Coast. Many of us remember that our landline and cell phones systems also overloaded and failed to work for several days after the Loma Prieta earthquake in 1989.

The 416 blue SF Police Department telephone boxes were added in 1916. Before officers drove around in cars and used radios to communicate, the boxes provided a way for the beat cop to check in with his station The phones now connect with SFPD dispatch. The box at Teresita and Evelyn, shown in the picture to the right, has both systems.



The City's Department of Technology keeps both the fire boxes and the smaller police box system running. Maintenance costs about \$3 million a year, and is provided by the same crews that maintain the City's fiber-optic network. Unlike your digital cellphone, which can stop working after a few years, this simple system continues to function decade after decade. When someone pulls the alarm, a telegraph wheel taps out a message announcing the box number to the nearest fire station, rather than the 911 dispatch center. The boxes don't provide an exact address, but they avoid the communication problems that language differences and the chaos surrounding an emergency can bring.

In answer to our query, Captain Joseph McFadden of Ingleside Station was kind enough to explain that, once the boxes are operational, they will be "only for police band emergency workers, and there will be a map of the boxes locations ... They've been somewhat obsolete for years, due to cell phones, but in an emergency, if cell towers are down, they would come in handy." This universal tool from a bygone era could still save lives!

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# **Cheese Boutique**

(Continued from page 1)

and make a new life in a welcoming country.

Rick's family had been shopkeepers in Beirut in an age that considered it a beautiful city, "the Paris of the Middle East." They were Roman Catholics and Rick, educated in a non-secular French school, lived in a village in the hills near Beirut. Vacationers would come from all over the world to enjoy a leisurely lifestyle in the former French colony. Those idyllic times ended quickly and savagely when the civil war ravaged the capital from 1975 to 1990. US Marines stationed in Lebanon were withdrawn by President Ronald Reagan after a suicide bombing killed almost 200 of them in 1983.



Cheese Boutique in Glen Park | 660 Chenery (near Diamond) 415-333-3390

Rick brought his new wife Nada to San Francisco in the early 1980s. He and members of his extended family were looking for a safe future, with the traditional opportunity to make good in America, and like so many immigrants, they did so with flying colors. In 1987, Rick bought what was to become the Cheese Boutique on 12th Avenue and Irving, where he ran it until 2013. Constantine and Rose Portali had run an Italian food shop on Chenery Street in Glen Park for almost 50 years. Rick and Nada bought the shop in 1992, renamed it "Cheese Boutique," and operated it in conjunction with the Irving May 2016 Miraloma Life Page 4

Street shop until 2013, when they consolidated both stores into just the Glen Park location. They then moved next door to 660 Chenery, leaving their old location to become a gym. "The local community was very welcoming to us," relates Rick. "We could not have found a better location to run a small business, and who does not like cheese?"

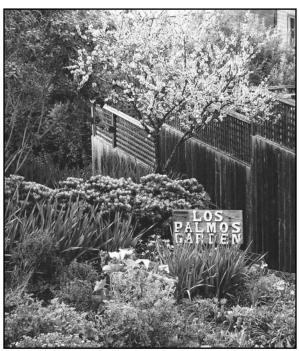
Rick and Nada built their business and raised a family in San Francisco. They eventually had three children, now 15, 26, and 31 years old. All went to local Catholic schools: St. Anne's for elementary, Mercy High for the two girls, and St Ignatius for the boy, their youngest. You might think a small business doesn't have a chance in the internet world of today, but Cheese Boutique is thriving, providing a friendly, neighborhood community service offering high-quality cheeses, gourmet food, sandwiches, and what many consider the best hummus in town. The success of Rick and the Malouf family shows what energetic entrepreneurs with an old world orientation can do to make a livelihood and maintain a small-town feel in a major city like San Francisco.

# Grow a Garden and Build Your Community

by Joanie van Rijn

Miraloma Park is fortunate to have great residents who have devoted their time and efforts to creating beautiful community gardens. One of these gardens is located on Los Palmos Drive near Foerster. It was created in 1995 and continues to enjoy support from the neighbors, who design,

create, and maintain its beauty. In addition to asking neighbors to help maintain the garden, caretakers of the Los Palmos Commu-



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#### Grow a Garden

(Continued from page 4)

nity Garden also request financial donations to help fund garden supplies.

The garden is divided into an upper and a lower section. Stairs lead down to the lower section and then onto a "wild path" that is not maintained by the neighbors, ending on Teresita Boulevard.

Because the stairs needed to be rebuilt, last year a letter was sent out asking everyone to donate \$5 a month, or \$60 annually, to create a fund to keep the garden beautiful and safe. The result was positive: the stairs have been rebuilt and new plants purchased. This year another letter requested donations and the response has again been very generous. Thank you to all the neighbors who have contributed!

On April 3, 2016 fifteen neighbors participated in a work party to weed and clean out the garden beds. After, at a pizza lunch, many neighbors said they felt blessed to live in our neighborhood.

One neighbors, Gundula Schmidt-John, who had been dedicated to the garden and its growth since 1995, died in November, 2015, after a long and courageous battle against cancer. The guiding spirit who kept things on track in the garden for many years, Gundula would see needed projects small and large and help get them done. We miss her very much. Our sincere condolences go to her husband, David. On June 5, neighbors will plant a lilac tree in Gundula's memory in the Los Palmos Community Garden, and a small reception will follow. Everyone is invited to celebrate her life

The Garden is visited daily by many residents: families take the garden stairs as a scenic shortcut to Teresita; dogs love it for all of its smells; the rhubarb plant has contributed to many tasty desserts; and sitting on the garden bench offers a quiet respite from the daily routine.

Our Garden is a haven and a community resource treasured by all of us. If you have not visited it this Spring, please come and "take a walk on the wild side!"

For more information, or if you would like to contribute to or volunteer to help in the Los Palmos Community Garden, please contact Joanie van Rijn at joanvanrijn@gmail.com.

#### **Terrific NERT Drill!**

by Joan Van Rijn, Miraloma Park NERT Coordinator Many thanks to all Miraloma Park NERT Team members who attended our April 7 Staging Area Drill. Eighteen NERTs reported, set up the area, and worked through an incident. Each time we do this, I realize there is so much to learn! Great questions were asked, particularly about triage. We struggled with the realization that even if your neighbor has a heart attack following a big earthquake, that may not be your top priority. Happily, a newly graduated NERT, Louise Custer, joined us, and a NERT from days past, Michael, who is medically trained. Jordan joined in for a first-hand look at how NERTs will operate in an emergency, and he is considering taking the training. A big thank you to Lt. Arteseros from SFFD for joining us at our drill and fielding the tough questions.





# Money Matters: How to Get a Free Lunch

by Bill Kan, CFA, Principal of Candent Capital, LLC The closest thing to a free lunch when it comes to managing your money is diversification. When done properly, diversification can help you achieve what every investor wants—good returns with less risk. Unfortunately, the benefits often get lost in translation when put into practice.

Simply said, diversification is the process of putting your (nest) eggs in many different baskets. It means holding uncorrelated or less correlated investments that zig while others zag, as they grow over time. In my opinion, diversification is more about reducing risk than increasing returns. What it can do is smooth out the growth of your portfolio. A properly diversified portfolio can reduce the risk of being too heavily invested in one area when it performs particularly badly. While diversification does not guarantee against losses, it does increase the likelihood that a portfolio will participate in gains, whenever and wherever they occur. This is because a well-diversified portfolio casts a wide net to capture returns, and so

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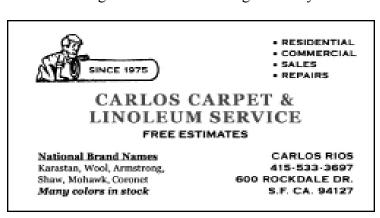
#### **Money Matters**

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over time is more resistant to market downturns.

You can think about baskets for your investments in many ways. Different asset baskets may be stocks or bonds. Location baskets may be US vs International, California vs New York, etc. Style baskets may be growth and value or active vs passive money management. Account baskets may be taxable vs tax-preferred accounts, such as IRAs and 401(k)s. How these baskets differ is related to why they zig or zag in a given timeframe, and also affects costs and taxes related to your portfolio.

As assets, stocks and bonds have different return profiles. Shareholders of a company's stock own a part of the company. They expect to participate in the company's future growth. Bondholders lend money to borrowers, such as companies and governments. Instead of future growth, bondholders expect to earn interest and get their money back when the bond matures. Either stock or bond investments may lose money. In practice, the difference between the two is not always clear-cut. Some stocks have return profiles like bonds, and some bonds have return profiles like stocks. It is always a good idea to review and get some understanding of what you own.





There are simple ways to gauge the diversification of your portfolio. Start by looking to see if a small handful of your holdings represent a large portion of your portfolio. Depending on your personal situation, flags should go up when you see a single holding account for more than 10% of your investments (lower to be more conservative). Also, see if your portfolio is concentrated in any sectors, such as industry, high/low risk, fast/slow growth segments, etc. For the more ambitious, review the correlation of the holdings. Correlation, which ranges from -1 to +1, describes the relation between the returns of two investments. Ideally, a diversified portfolio holds uncorrelated or lesscorrelated investments, which is why stocks and bonds are often mentioned together.

After I review investment portfolios, often the holders are surprised when I say that their portfolios are very risky. They may hold many different stocks, for example, but if these stocks are mostly high-growth companies, the portfolio is generally not very diversified. Some investors hold many mutual funds. That may sound like diversification, but not if there is too much overlap in the different types of funds. People are also surprised to learn that the correlation of their holdings has changed over time. What was once uncorrelated may become much more highly correlated over time.

Many tools on the internet or in your employer's retirement plan can help you start diversifying your investment portfolio. You can reduce your risk for very little cost with simple decisions about diversification, making it the closest thing to a free lunch you can get in investing.

# Summary of the MPIC Board Meeting of April 7, 2016

by Joanne Whitney and Dan Liberthson

Treasurer's Report Highlights (R Gee & V Antal): MPIC's March 2016 net worth was \$44,375, up from \$39,464 in February due to advance rental payments and deferred expenses. During 1/1/2016 to 3/31/2016, total income exceeded total expenses by \$10,279.

Committees: Events—MPIC annual election on June 16. K Wood heads nominating committee. Nominations to be announced at May board meeting, taken from the floor May 19, assembled by K Wood, and printed in June Miraloma Life. Hawaiian music group suggested as election day event (K Wood to follow up). Membership (B Kan)—450 members as of March 31, up from 441 in February. Clubhouse Maintenance (K Rawlins)—Rental

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# MPIC Board Meeting of April 7, 2016

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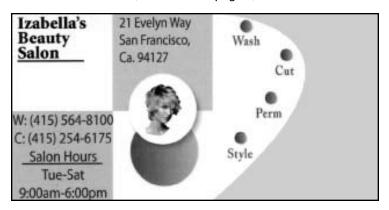
Agent quit. K Rawlins to be interim rental agent, paid at same rate as the previous agent, until replacement found. Motion to contract for 1 year with a new cleaning service @\$199/month for weekly cleanings and \$75 for post-event cleaning (approved). Motion to pay gardener \$400 for purchase of and labor planting 3 flannel bushes (approved). Motion to buy 4 replacement folding chairs for less than \$100 (approved). Motion proposed to buy a safe for secure storage of important Club documents (discussed and tabled). Security deposit for all renters to be \$1000. Zoning and Planning (ZAP, T Armour)—234 Teresita still in historical preservation investigation but cyclone fence, debris, and dirt degrade neighborhood; 795 Teresita awaits historical review re art deco features: pre-application meeting notices for 107 and 139 Marietta; 195 Rockdale applied for AirBnb permit; unpermitted 571 Myra work stopped. Planning Department now getting pre-application meeting notices to ZAP committee in a timely fashion. Streets & Transportation (R Gee)— Neighbors complain about street work on Teresita, Evelyn, and Fowler (no information and dangerous traffic situations). Per D Homsey, work nearly finished, paving to finish in May. Newsletter/Publicity (D Liberthson)— Ben Rojas to take over from S Kirkham as Advertising Manager. Resiliency (D Homsey)—Members attended City's annual Empowered Communities Leadership Summit and met to discuss how Cornerstone Church could help in times of crises. Application for \$25,000 for supplies to help seniors and others in emergencies made District 7 Participatory Budget Application Final List.

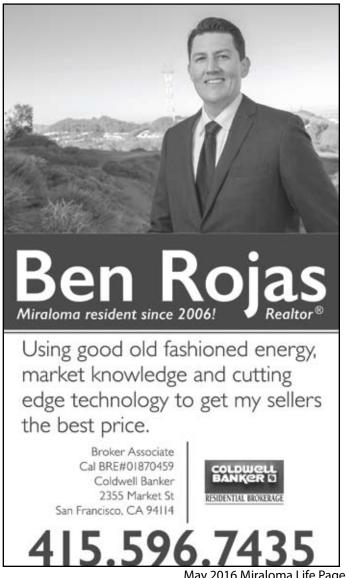
Community Organizations: West of Twin Peaks Central Council (K Breslin)—Two speakers against Prop B (Park and Rec Bond: large amount of money without controls and transparency). Motion to oppose PUC trail expansion under Sutro Towers (approved). Sup. Yee's aide reported State of Emergency resolution on homelessness failed at the Board. Sup. Yee opposed the resolution. None of the identified property for shelters in District 7 made sense because not near services. Motion to tell Sup. Yee we are serious about the homeless issue and need accountability for \$240 million a year spent on homeless (approved). Coalition for SF Neighborhoods (K Breslin)—Motion to endorse legislation to prohibit formula retail in the Polk Street Neighborhood Commercial District (approved). Motion that CSFN join other groups in protecting the high quality water supply for CCSF

and its customers by limiting access to mountain bikes at Crystal Springs Reservoir (approved). Support Prop s A and D; oppose Prop B; no position on Prop C. Sups. Peskin and Kim spoke in favor of Prop C (Inclusionary Affordable Housing).

Old Business: R Gee presented detailed list of tasks needed to run MPIC (who does them, what activities need help, how they should be handled) and asked for Directors' input.

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#### MPIC Board Meeting of April 7, 2016

(Continued from page 7)

<u>New Business</u>: Martin Halloran, Police Benevolent Association President, asked to address the Board.

#### Rental Agent for MPIC Clubhouse Needed: Paid Position

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# What's Growing in Our Backyards

by Denise Louie

Maybe you've noticed that the warm weather has caused your plants to flower earlier? 2015 was the hottest year on record, per NASA and the NOAA, and 2016 is already even hotter. Are we witnessing the unravelling of ecosystems that make our lives pleasant? Will the birds, bees, and butterflies find the flowers and insects they need when they need them? Will mosquitos be the winners? I've been bitten by mosquitos on Mt. Davidson in each of the four seasons. When we finally figure out the answers to global warming, and what to do, will it be too late?

What's growing in our backyards matters, because plants are primary producers. They require only sunlight, water, and soil to create mass; they are the base of all food chains. And the balance of whole ecosystems supports plant, animal, and human lives. As an example of how whole systems affect us, there's an important reason for the low occurrence of Lyme disease on the West Coast. Read about Lyme disease and western fence lizards, as well as other local plant and animal species, at

<u>sfenvironment.org/sites/default/files/fliers/files/sfe\_bd\_species\_stories\_april.pdf.</u>

I wrote about a few weeds in my February column. Popweed is yet another weed commonly found on Mt. Davidson. Also known as bittercress, it is native to Europe and Asia. It's a relatively small plant, with green leaves growing near the ground. It sends its flower stalks high enough that, when its seed pods burst, thousands of seeds can spread maybe 10 feet. Give it an inch, and it will take your vard—and then some. With this season's rains, which have been much needed (and we needed El Niño to bring us this less-than-average rainfall), seeds that were waiting in the soil have germinated. These weeds have flowered and gone to seed, each creating its own new seed bank. For several weeks I have been removing popweed, as well as other weeds. Possibly, new generations of popweed seeds may germinate in a single season. I used to think that pulling weeds during the rainy season was unnecessary. I now know this is a dumb strategy, because, left unchecked, their numbers multiply very quickly. When I bend over to pull popweed, seeds sometimes fly up into my face. I find it best to hold the plant near the ground, so as not to inadvertently cause the seed pods to disperse their seeds. Then I gingerly drop the plant into a deep bucket or a bag, where more popping can occur harmlessly. Just when I think I've found them all, I return another day to find many more. I believe I've prevented a few million of them from spreading in my backvard and to neighboring land. Next year, I'll start looking for popweed sooner, rather than later.

Chickweed is very tenacious. I left a pile of it in my backyard, and even with no roots in the soil, the buggers flowered practically overnight. No problem! I removed them to my green bin before they could produce seed. Ivy is more tenacious than you would expect. Left on a compost pile, it survives for months. It really is best to remove weeds to the green bin.

Cineraria spreads in a very serious way. I saw a single (continued on page 9)



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# What's Growing in Our Backyards

(Continued from page 8)

plant flowering in my neighbor's yard last year. This year, I've removed almost 300 seedlings from nearby and distant parts of my yard. This is definitely an invasive plant. Pull it up and put it in the green bin whenever you find it!

# The Miraloma Park Residential Design Guidelines: Design Process for Exterior Home Remodels Explained

by Ben Rojas

Ben Rojas, realtor and homeowner on Myra Way, hosted an educational seminar on the *Miraloma Park Residential Design Guidelines* (MPRDG) along with presenters Cassandra Mettling- Davis and Steven Whitney, architects and also Miraloma Park homeowners.

The presentation was well attended and even better received. Attendees asked many questions about the requirements or limitations the MPRDG place on homeowners. Some homeowners were curious about planning additions or extensions to their homes, and others about all new construction in the neighborhood. A few worried that the Miraloma Park Improvement Club (MPIC) could restrict the colors they could paint their houses!

Any confusion was quickly resolved by Steven's and Cassandra's clear explanations of what the MPRDG are for and how they are used. The MPRDG are applied not by the MPIC but rather by the SF Planning Department, as part of a design review mandated by the Planning Code for all projects in the City that will change the exterior size or appearance of a residence (including decks more than 3 feet above grade). The MPRDG are based on the Planning Department's general Residential Design Guidelines, with modifications and additions to take into account Miraloma Park's particular architectural environment. Neighborhood residents need to pay attention to the MPRDG primarily when making major changes to the exterior of a home, including additions, extensions, or alterations to the exterior. The MPRDG are not relevant to the majority of routine maintenance projects, such as painting, or to interior remodels.

If a project does involve construction outside of the building envelope and the MPRDG must be applied, the many free resources are available to homeowners are best consulted before starting the design process, to avoid wasting time and money on a design that may not be compatible with the Guidelines and thus must be revised. Although the MPRDG somewhat limit development, they do so in order to preserve and harmonize the neighborhood's visual character, so our homes retain or increase their value, and to promote neighborliness among residents, so our quality of life is enhanced.

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#### Miraloma Park Residential Design Guidelines

(Continued from page 9)

We thank Cassandra and Steven for their efforts and plan to hold similar events in the near future.

Below are a summary of the seminar and a list of publicly available resources.

### **Seminar Summary Items**

- 1. Key Information for the Design Process
  - a. The MPIC is a neighborhood, not a homeowner's, organization. The Club's Zoning and Planning (ZAP) Committee does not discourage development and has no mandate to restrict or arbitrate with respect to the design of exterior remodels. Rather, the MPIC's ZAP Committee reviews projects for general conformance with the MPRDG to assist the Planning Department Planner assigned to the project. As planners usually don't visit jobsites unless there is a complaint, the ZAP Committee provides a local viewpoint the Planner reviewing the design may not otherwise have.
  - b. Although the ZAP Committee gives input on relevant projects, the assigned Planner at the Planning Department, not the MPIC, makes the final decision as to the acceptability of a project.
  - c. The items discussed in the seminar are general in nature. Each project is different and needs to be considered on a case-by-case basis.
- 2. Steps in the Preliminary Design Process for Exterior Changes
  - a. The MPRDG, available on-line at <u>miralomapark</u>. org and in hard copy from the Planning Department, makes suggestions on page 21 for a successful design process. Hiring a design professional early in the process, such as an architect familiar with Miraloma Park, can be beneficial, as projects typically involve various local building codes and engineering requirements, with significant cost implications.
  - b. Take photos of your house and block area, and create sketches or formal drawings of your planned work, to use at a meeting with planners at the Planning Department. It's important to meet with a general Planner who is also on the Department's Residential Design Team (RDT), a group of planners who apply SF's general Residential Design Guidelines, and also with a preservation planner, or Historic Preservation Technical Specialist. One RDT member is Moses Corrette,

- moses.corrette@sfgov.org. Be sure to clarify when an RDT member like Moses and a preservation Planner will be at the Planning Information Center (PIC, the public counter) at 1660 Mission Street before you visit. See the Planning Department's website, sfplanning. org, for the PIC's hours of operation and for when a preservation Planner will be at the PIC. Take public transportation if possible, arrive early, take a number, and bring something to read while you wait.
- c. Once you receive feedback from an RDT member and a preservation Planner, update your sketches or formal drawings to reflect the input. Also, consider the project from the viewpoint of your neighbors, and meet with your adjacent neighbors, to see if any further adjustments to the design are appropriate to preserve the amenities (e.g., light, air, views) of adjacent homes.
- d. After completing the steps above, review the final proposed design with an RDT member.
- 3. Final Design and Pre-application Meeting
  - a. Once a final design for the project has been completed, the site permit submittal plans should be completed. These are existing and proposed site plans, floor plans, elevation, and a building section. Outlines of the adjacent properties must be shown on the site plan and elevations when presenting at the Pre-application Meeting.
  - b. Have a Pre-application Meeting with the adjacent neighbors and at least one member of the MPIC ZAP Committee before filing for the building permit. See Planning Department handout: Instruction Packet and Affidavit for Pre-application Meeting at sf-planning. org/sites/default/files/FileCenter/Documents/533-Pre-Application%20Meeting Fillable.pdf. Carefully follow the instructions for this meeting to avoid having to repeat this process. Note that certain projects are exempt from pre-application process. Using a service that provides the mailing labels is recommended. If concerns or objections to a project are raised during the Pre-application meeting, the applicant should address these concerns and modify the design if necessary before submitting the project for a site permit.

#### Other Resources:

Miraloma Park Residential Design Guidelines: miralomapark.org/about/design-guidelines/

(continued on page 11)

#### Miraloma Park Residential Design Guidelines

(Continued from page 10)

Planning Department: Guidelines for Residential Design:

http://sf-planning.org/sites/default/files/FileCenter/Documents/5356-resdesfinal.pdf

Planning Department—Guidelines for Ground Floor Residential Design: <a href="http://default.sfplanning.org/">http://default.sfplanning.org/</a> publicationsreports/

 $\underline{Guidelines for Groundfloor Residential Design.pdf}$ 

Planning Department: Standards for Window Replacement: <a href="http://default.sfplanning.org/publications reports/">http://default.sfplanning.org/publications reports/</a> Standards for Window Replacement.pdf

Planning Department Decks Handout: <a href="http://sf-planning.org/sites/default/files/FileCenter/Documents/8577-Deck%20Handout.pdf">http://sf-planning.org/sites/default/files/FileCenter/Documents/8577-Deck%20Handout.pdf</a>

Planning Department Fences Handout: <a href="http://sf-planning.org/sites/default/files/FileCenter/Documents/8630-Fences.pdf">http://sf-planning.org/sites/default/files/FileCenter/Documents/8630-Fences.pdf</a>

California Architect's Board Consumer's Guide to Hiring an Architect: <a href="http://www.cab.ca.gov/docs/publications/consumersguide.pdf">http://www.cab.ca.gov/docs/publications/consumersguide.pdf</a>

San Francisco Chapter of the American Institute of Architects (AIA) Directory of Architects: <a href="http://aiasf.org/directory/architecture/">http://aiasf.org/directory/architecture/</a>

Note: Not all licensed architects are members of the AIA, which is a professional organization; membership is voluntary for licensed architects.



# Miraloma Park Improvement Club Membership Application

Please complete and mail with your dues to the Club address below. Make check payable to Miraloma Park Improvement Club, 350 O'Shaughnessy Blvd., San Francisco, CA 94127. (No cash, please). Thank you!

Improvement Club, 350 O'Shaughnessy Blvd., San Francisco, CA 94127. (No cash, please). Thanl				
[] New Member [] Rer	newing Member Date:			
Name:				
Address:				
Phone: Email:				
[ ] Please send me an email reminder to rene	w my membership.			
Enclosed are my dues  [ ] \$12 Senior Member(s) [ ]  [ ] \$25 Family Membership [ ]  [ ] \$50 Contributing Member [ ]	\$35 Supporting Member			
No MPIC membership information is shared with other parties or organizations.				

#### **Important Phone Numbers EMERGENCY** 9-1-1 All City Calls 3-1-1 Poison Control Center 1-800-222-1222 Non-emergency Police Dispatch 415-553-0123 Suicide Prevention Hotline 415-781-0500 Ingleside Police Community Room 415-404-4000 **Parking Complaints** 415-553-1200 **Abandoned Cars** 415-553-9817 Security Survey/Nbd. Watch 415-673-SAFE Office of Citizen's Complaints Against SFPD 415-241-7711 Narcotics Tips (anonymous) 1-800-CRACKIT SFPD Tip Line 415-587-8984 Domestic/Family Violence (24hrs) 415-864-4722 Stray, Abused, or Dangerous Animals 415-554-6364 Dumped Item Pickup - DPW 3-1-1

Vital Records

Code Enforcement Hotline

Police New Graffiti Hotline

MUNI Shelter Damage/Graffiti

Norman Yee, Supervisor Dist. 7

(norman.yee@sfgov.org)

Ingleside SFPD Hearing-Impaired line

Graffiti Cleanup - DPW

School of the Arts

**RENT the MPIC Clubhouse** 

3-1-1

3-1-1

415-554-3977

415-278-9454

1-510-835-5900

415-404-4009

415-695-5700

415-554-6516



MPIC Members get a discount.

Trash and recycling available.

Free parking in the adjacent parking lot.

Call 415-281-0892 for rates/availability

Or E-mail: miralomapark@gmail.com

#### Miraloma Park Residential Design Guidelines:

Adopted in 1999 by the SF Planning Commission to promote preservation of neighborhood character by encouraging residential design compatible with neighborhood setting, these Guidelines facilitate the complex process of permit application and design review and can prevent costly, time-consuming Discretionary Review proceedings.

The Guidelines are at www.miralomapark.org.

#### **MPIC Board of Directors**

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#### Directory

General Inquiries for MPIC	415-281-0892
Clubhouse Manager	415-281-0892
Clubhouse Rental Agent	415-281-0892
Website: www.miralomapark.org	
Webmaster: Ron Proctor	415-281-0892
Mayor's Office of Neighborhood Services	415-554-7111
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#### Miraloma Life Staff

Editor: Dan Liberthson	415-281-0892
Advertising: Ben Rojas	415-596-7435
	ben@rojasgroupsf.com
Distribution: Gary Isaacson	415-281-0892
Graphics/Layout: Christopher Long.	415-281-0892

#### **Article Submission Policy**

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E-mail copies of your article to miralomapark@gmail.com, with "Miraloma Life" in the Subject line. Or mail to: Editor, Miraloma Life, 350 O'Shaughnessy Blvd., San Francisco, CA 94127.