

REQUEST FOR REVIEW FORM

San Francisco Arts Commission Civic Design Review

PROJECT INFORMATION

PROJECT TITLE: _____ DATE: _____

CLIENT DEPARTMENT: _____

PROJECT ADDRESS _____ DISTRICT NUMBER: _____

☐ Is this part of a multi-site project, bond or capital improvement program? If yes, which program?

PROJECT TEAM

PROJECT DESIGNER: _____

Email: _____

PROJECT MANAGER: _____

Email: _____

ARCHITECT: _____

Email: _____

LANDSCAPE ARCHITECT: _____

Email: _____

DATES OF REVIEW

☐ Conceptual/Informational Presentation _____

☐ PHASE 1: Schematic Design _____

☐ PHASE 2: Design Development _____

☐ PHASE 3: Construction Documents _____

☐ Other:

☐ Small Project Review

☐ Plaque Review

☐ Administrative Review

PROJECT DELIVERY METHOD

☐ Design, Bid Build (traditional)

☐ Fast Track

☐ Design-Build

☐ Bridging

☐ Other

☐ Construction Commencement: _____

☐ Construction Completion: _____

Structure Size (SQ FT): _____

BUDGET

Total Construction Cost: _____

Art Enrichment Budget: _____

Please attach the official line item construction budget for the project and provide an explanation if the Art Enrichment budget is less than 2% of the total construction cost including above and below ground construction unless exempt per the Art Enrichment Ordinance.

DESIGN CONCEPT

Please provide a succinct description of the design concept or idea (not functional goals). Attach additional page if needed.

ADDITIONAL INFORMATION

☐ Is this project on a City designated landmark or in a City designated historic district? If yes, please contact Tim Frye of the Historic Preservation Commission to determine whether a certificate of appropriateness or other steps are required.

COMMUNITY OUTREACH

It is your obligation to notify the community (by mail or email) that there is opportunity for public comment at the Civic Design Review Meeting. This is an important part of the public process. What has been done in this regard?

FEES

Full Project Fee: \$12,800

Projects are charged on a per project basis. Complex projects or projects involving more than one building may be charged a higher fee. The fee for a Small Project Review is \$6,400 and \$750 for an Administrative Review.

Write checks to: San Francisco Arts Commission

Interdepartmental Fund Transfer should use the below codes for SFAC's chart fields:

Revenue Account ID: **460127**

Fund ID: **11740**

Department ID: **163649**

Authority ID: **16577**

Project ID: **10022393**

Activity ID: **0001**



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September 10, 2025

Mr. Manraj Dhaliwal
Commission Secretary
San Francisco Arts Commission
401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

RE: Ingleside Police Station Replacement
Civic Design Phase 1 Review – Design Statement

The rehabilitation of, and addition to, the Ingleside Police Station is needed to allow the police staff to serve the growing Balboa Park neighborhood and respond after a major earthquake or other disasters. Funding for the project will be provided by the 2020 Earthquake Safety and Emergency Response (ESER) Bond. The San Francisco Police Department (SFPD) has identified the following goals for the project:

- Expand and upgrade the facility to meet modern policing operational needs
- Allow continuous operation after a major earthquake
- Rehabilitate the historic building
- Build a sustainable, energy-efficient, and durable facility
- Provide a secure, safe, and healthy work environment
- Include a community meeting space on site

Original 1910 Building –

The Ingleside Police Station was built in 1910 and is one of two identical police stations in San Francisco designed by former acting City Architect Emil de Neuf. Ingleside's sister station is Park Station, located on the eastern edge of Golden Gate Park. The Mission Revival style station includes two buildings around a central courtyard used as a sally port. The main two-story building originally served the business function of the station, and the second "stables" building includes horse stalls on the ground floor and a hayloft attic. The ground floor of the main building originally included a meeting area with an open stair to second floor and offices. Characteristics of the buildings include symmetrical exterior building elevations and a main entry at the center of the main building north elevation, arched openings leading to the courtyard, hipped roofs, concrete exterior walls and wood roof structures.

1990's Renovation -

Ingleside was renovated in the early 1990's and included seismic and accessibility upgrades as well as reorganization of office space in the main building and expansion of locker/shower rooms for men & women on the ground floor of the stables building. A community room and wellness room (gym) were also added to the ground floor of the stables building. The second-floor hay loft was converted to storage.

Proposed Rehabilitation and Expansion –

Ingleside Police Station serves a large fast-growing area within San Francisco that spans multiple neighborhoods and districts. To meet the needs of the growing community, as well as the project goals listed above, the expanded facility will be a campus of two separate buildings: the rehabilitated Historic Building and a two-story New Building to house essential operational functions for the Police Station and is designed to remain fully functional for the next 50 years in the event of a major earthquake. The new campus will feature:

- Community-friendly design**
- Unified campus design**
- Secure buildings and campus**
- Separation of SFPD staff and entry points**
- Community Meeting Space in New Building facing Balboa Park**
- Views of the Historic Building**
- Views into Balboa Park from the campus**
- Protected Exterior Areas for SFPD Staff**

The Mission Revival style of the historic building exterior will remain mainly untouched. The design of the New Building is intended to be complementary with the Historic Building in height and massing. The Historic “Tower” will retain its prominence as the highest building on campus. The goal for the design of the New Building is to differentiate the new from the old, while staying compatible with the scale, massing and proportions of the Historic Building. A small addition to the historic building will occur at the interior courtyard and not visible from the building exterior. A new visually screened walkway between the buildings provides secure circulation for the staff. The New Building contains program for the majority of the police functions that are currently located in the Historic Building, allowing for efficient layout and circulation. The Community Room, Lobby and Business Office are prominently located at the entrance to the New Building, adjacent to Balboa Park. The Historic Building will provide support functions for the officers and staff.

Both buildings are linked by common wall and roofing colors, massing and sloped roof vocabulary. Exterior wall materials at the New Building include fiber cement panels, architectural concrete, and painted metals. For solar control, the New Building’s Community Room and Entrance Porch utilize vertical metal fins.

Interior spaces are designed to create connected programmatic components to one another and the exterior environment. The community room is envisioned as a flexible area that changes use with time of day, an amenity for neighboring community and has a direct connection to the exterior and the park.

Landscape design features a public entry plaza, staff plaza at the new building’s west entry as well as a historic courtyard. These spaces incorporate new planted areas, seating and paving. Permeable pavers are used at parking spaces and other areas to reduce stormwater runoff. New non-climbable fencing with varying levels of opacity will enclose the site allowing views of the historic building from the public right of way. Access to the community room and the business office will be outside of the site enclosure, allowing access after normal business hours.

The building will be LEED Gold certified and is part of the City’s move to Zero Net Carbon by using all electric equipment and system in lieu of gas. Rooftop solar photovoltaics will be provided on the roof of the New Building.

Jane Chan
Architect
San Francisco Public Works
Bureau of Architecture