

**PROGRAMMATIC AGREEMENT  
AMONG THE PRESIDIO TRUST, NATIONAL PARK SERVICE,  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION,  
AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE PRESIDIO TRUST MANAGEMENT PLAN  
AND  
VARIOUS OPERATION AND MAINTENANCE ACTIVITIES  
FOR AREA B OF  
PRESIDIO OF SAN FRANCISCO NATIONAL HISTORIC LANDMARK DISTRICT,  
GOLDEN GATE NATIONAL RECREATION AREA  
SAN FRANCISCO, CALIFORNIA**

**WHEREAS**, the Presidio Trust (the Trust), pursuant to the Presidio Trust Act, Title I of Public Law 104-333, was established as a wholly-owned government corporation to manage a portion of the Presidio of San Francisco (Presidio); and

**WHEREAS**, pursuant to Public Law 104-333, administrative jurisdiction was transferred to the Trust on July 1, 1998, for approximately 80% of the Presidio that is depicted as Area B on the Appendix C map which may be amended from time to time, and which serves as the Area of Potential Effect (APE) for this undertaking; and

**WHEREAS**, the entire Presidio is within the Golden Gate National Recreation Area (GGNRA) and is a designated National Historic Landmark District (NHL) representing 218 years of military history, is listed on the National Register of Historic Places (NRHP), and contains individually eligible historic properties that are both prehistoric and historic; and

**WHEREAS**, the Trust, in order to uphold its Congressionally mandated requirement of preserving Area B of the Presidio as part of GGNRA and of financial self-sufficiency, carries out a variety of undertakings subject to review under Section 106 of the National Historic Preservation Act (NHPA), 54 U.S.C. § 306108, and its implementing regulations, 36 CFR Part 800, including but not limited to maintenance, rehabilitation, repair, moving, interim and long-term leasing, construction and demolition of buildings, structures, and roads, and work regarding grounds and associated landscaping as proposed under the Presidio Trust Management Plan ((PTMP), 2002 as amended), or proposed under the direct or indirect jurisdiction of the Trust, including undertakings proposed by the Trust's permittees, federal or non-federal tenants, or other parties; and

**WHEREAS**, the Trust has determined that these undertakings may have an effect upon historic properties listed in or eligible for listing in the NRHP, including properties that contribute to the NHL, and has consulted with the ACHP and SHPO pursuant to 36 CFR Part 800; and

**WHEREAS**, the Trust has determined that the routine operation, management, and implementation of the agency's programs and policies and issuance of permits and authorizations entail undertakings that may affect historic properties (as defined at 36 CFR § 800.16(l)), including properties listed in or that may be eligible for listing in the NRHP, which are therefore subject to review under Section 106 of the NHPA and its implementing regulations, 36 CFR Part 800; and

40 **WHEREAS**, the Trust, in consultation with the SHPO, NPS and the ACHP, has determined that the  
41 Trust’s Section 106 requirements for Area B of the Presidio of San Francisco NHLD can be more  
42 effectively and efficiently implemented if a programmatic approach is used in accordance with 36 CFR §  
43 800.14(b)(2); and

44 **WHEREAS**, the PTMP is a comprehensive programmatic plan developed by the Trust to guide the  
45 management of Area B and is a programmatic document that presents a range of preferred land uses,  
46 Planning Principles (Principles), and Planning District Guidelines (PDG) for identified planning districts  
47 within Area B of the Presidio; the Principles and PDG are intended as a policy framework to guide the  
48 Trust’s future activities as well as further project-specific and/or district-level planning prior to building  
49 demolition or new construction with the potential to adversely affect historic properties; and

50 **WHEREAS**, the Trust, SHPO, NPS, and the ACHP consulted on the PTMP, including its Principles and  
51 PDG, and executed an agreement document in 2002, which the National Trust for Historic Preservation  
52 and Presidio Historical Association signed as concurring parties, that was to expire on April 30, 2014, or  
53 upon execution of a successor agreement; and

54 **WHEREAS**, the Trust, SHPO, NPS, and the ACHP consulted on the 2002 agreement and executed a  
55 programmatic agreement on April 29, 2014 (2014 PA), which the National Trust for Historic Preservation  
56 and PHA signed as concurring, that was set to expire on December 31, 2024,

57 **WHEREAS**, the Trust, SHPO, NPS, and the ACHP initiated consultation on the renewal of the 2014 PA  
58 on January 12, 2024, and subsequently entered into an agreement to extend the 2014 PA through June 30,  
59 2025; and upon execution of this PA, a separate action will be taken to terminate the 2014 PTPA  
60 agreement document; and

61 **WHEREAS**, the Trust executed the Programmatic Agreement among the Presidio Trust, the California  
62 State Historic Preservation Officer, the National Park Service, and the Advisory Council on Historic  
63 Preservation for the Main Post Update to the Presidio Trust Management Plan Presidio of San Francisco  
64 National Historic Landmark, San Francisco, California (PA-MPU) in 2010; and

65 **WHEREAS**, the PA-MPU expired in October 2020 with undertakings not completed; and

66 **WHEREAS**, the Trust has notified the Secretary of the Interior (SOI) in accordance with 36 CFR §  
67 800.10(c), and the NPS’s Regional Office Interior Regions 8, 9, 10 and 12 (NPS Regional Office) and the  
68 GGNRA are representing the SOI, and the NPS has been invited to sign this Programmatic Agreement  
69 (PA) as an invited signatory, and that both the NPS Regional Office and GGNRA will receive information  
70 and participate in consultations; and

71 **WHEREAS**, in accordance with the regulations of 36 CFR § 800.14(b)(2), the Trust has notified and  
72 invited the ACHP to participate in the development of this PA, and the ACHP responded regarding their  
73 participation in their correspondence dated March 8, 2024; and

74 **WHEREAS**, the Trust has identified and notified parties as consulting parties (Appendix F) and invited  
75 them to sign as concurring parties; and

76 **WHEREAS**, on January 19, 2024, the Trust invited the concurring parties from the PA-MPU to sign this  
77 PA as concurring parties; and

78 **WHEREAS**, on February 1 and September 19, 2024, the Trust notified the public through its regular  
79 “eNews” electronic mail distribution list of the consultation for the development of this PA, and afforded  
80 them the opportunity to comment; and

81 **WHEREAS**, the Trust has made a good faith effort to locate federally recognized Indian Tribes that may  
82 attach religious and cultural significance to properties under the administrative jurisdiction of the Trustor  
83 with which the Trust could consult under the Native American Graves Protection and Repatriation Act  
84 (NAGPRA); and the Trust has determined that there are no such federally recognized Tribes; and

85 **WHEREAS**, the remaining area of the Presidio depicted as “Area A” on the map in Appendix C remains  
86 under the administrative jurisdiction of the NPS and is not subject to this PA; and

87 **WHEREAS**, the San Francisco National Cemetery remains under the administrative jurisdiction of the  
88 United States Department of Veterans Affairs and is not subject to this PA; and

89 **WHEREAS**, the Trust and NPS have conducted numerous surveys and evaluations to identify NRHP-  
90 eligible and NHL-D-contributing properties for the entire Presidio NHL-D, including archaeological  
91 surveys, regardless of administrative jurisdiction; the most complete survey to date is the 1993 NHL-D  
92 update; the Trust has documented potential contributors to the NHL-D via the draft 2008 NHL-D update,  
93 which considers eligibility of post-1945 resources, but does not re-evaluate resources listed in the 1993  
94 NHL-D update; and

95 **WHEREAS**, the Trust shall strive to manage and preserve the integrity of that portion of the NHL-D in  
96 Area B through planning, research, and specific undertakings consistent with good historic preservation  
97 management and stewardship, the goals of the NHPA and related regulations, standards, and guidelines;  
98 these efforts are with the objective of remaining in compliance with the applicable provisions of the  
99 NHPA and the Presidio Trust Act; and

100 **WHEREAS**, the Trust as the federal agency with administrative jurisdiction for Area B is the responsible  
101 agent for design consistency, conformance with building codes, life/safety and accessibility standards,  
102 conformance with sustainability guidelines and goals, and integration and operation of infrastructure  
103 systems such as electricity, water, and sewer and has developed a Tenant Handbook and other such  
104 descriptive materials to guide this responsibility; and

105 **WHEREAS**, the Trust has consulted with the SHPO, NPS and the ACHP regarding ways to ensure that  
106 the Trust’s operation, management, and administration of the NHL-D provides for management of the  
107 Presidio’s historic properties in accordance with the relevant sections of the NHPA; and

108 **NOW, THEREFORE**, the Trust, NPS, SHPO, and ACHP agree that the undertakings shall be  
109 implemented in accordance with the following stipulations in order to take into account the effect of the  
110 undertakings on historic properties.

## STIPULATIONS

The Trust shall ensure that the following measures are carried out:

### I. ROLES AND RESPONSIBILITIES

#### A. The Trust

1. The Trust's Chief Executive Officer (CEO) shall be responsible for funding the agency's preservation program and assigning qualified staff and other resources to carry out identification and management responsibilities effectively.
2. The CEO shall designate a Federal Preservation Officer (FPO) who shall be responsible for coordination of the preservation program and implementation of the terms of this PA. The FPO will have sufficient authority and control over internal processes to ensure that decisions made pursuant to this PA are carried out. The FPO shall meet the requirements for a Preservation Officer as defined in "The Secretary of the Interior's Standards and Guidelines for Federal Agency Historic Preservation Programs Pursuant to the National Historic Preservation Act," have five years or more experience in historic preservation and meet the professional qualifications for Archaeologist, Historian, Architectural Historian or Historic Architect included in "The Secretary of the Interior's Historic Preservation Professional Qualification Standards." The FPO shall coordinate with the National Environmental Policy Act (NEPA) Compliance Manager and Historic Compliance Coordinator in carrying out the provisions of Stipulations IV and V.
3. All work pursuant to this PA regarding historic properties will be performed by, reviewed by, or under the supervision of, a person or persons having five years or more experience in historic preservation and meeting the professional qualifications for Archaeologist, Historian, Architectural Historian, or Historic Architect included in "The Secretary of the Interior's Historic Preservation Professional Qualification Standards."
4. The Trust shall ensure that the agency's operation, management, and administration of the Presidio's historic properties are carried out in accordance with Section 112 of the NHPA.

#### B. SHPO, NPS, and the ACHP

1. The SHPO and the NPS will review and comment on undertakings in accordance with Stipulations IV, V, VI, VII, VIII and IX, may raise and resolve objections according to Stipulation X, and may amend or terminate this PA according to Stipulations XI and XII.
2. The ACHP may raise and resolve objections according to Stipulations IV and X, and may amend or terminate this PA according to Stipulations XI and XII.

#### C. Concurring Parties

Concurring parties may review and comment on undertakings pursuant to Stipulations III and IV, and may raise objections according to Stipulation X. Upon execution of this PA,

the Trust will notify concurring parties and invite them to sign the document. The Trust will notify signatories at such time that a concurring party joins the agreement, and any new concurring parties will be noted in each year's annual report.

D. The Public

The public may participate in public comment periods and review undertakings according to Stipulation IV, and review and comment on the Trust's annual report in accordance with Stipulation XV.

**II. CONTINUING EDUCATION**

A. The Trust shall provide ongoing and appropriate training to Trust personnel involved in the maintenance, repair, and rehabilitation of historic buildings, structures and housing units, and for all personnel responsible for making decisions regarding maintenance, repair, and rehabilitation at the Presidio.

B. The Trust shall regularly organize, facilitate, or partner with outside organizations to provide specialized crafts training programs in practical application of "The Secretary of the Interior's Standards for the Treatment of Historic Properties" (Secretary's Standards) and other subject matter related to management of the NHLD to applicable Trust staff.

C. The Trust shall provide training in conservation practices as applied to historic structures and archaeological sites to Trust personnel for work at the Presidio.

D. The Trust shall develop and implement an in-house training program to advise Trust personnel of this PA and procedures, techniques, and related matters regarding the preservation of the historic properties located within Area B within six months of execution of this PA. The training will be repeated every other year thereafter.

E. The Trust shall provide guidance and available research materials, reports, NRHP forms, condition assessments, the Tenant Handbook, design standards, and all such materials in its possession that will assist tenants or other parties in designing projects that may affect historic properties at the Presidio, including the following:

1. Provide guidance in Presidio design and construction standards as indicated in the Tenant Handbook and other verbal and written guidance materials.
2. Provide guidance in the professional areas of historic preservation, architecture, engineering, fire and life/safety, security, building construction, materials conservation, historic architecture, historic landscape architecture, archaeology, and history as appropriate.
3. Provide ongoing review in the disciplines of historic architecture, historic landscape architecture, and archaeology, on historic building and landscape rehabilitation designs, and advise project proponents as designs progress and on modifications to scopes of work that will bring them into compliance with the Secretary's Standards.

- F. The Trust shall detail the scope of professional development undertaken each year as part of the Trust's annual report in accordance with Stipulation XV.

### **III. DOCUMENTATION, IDENTIFICATION, EVALUATION & ANALYSIS OF HISTORIC PROPERTIES**

#### **A. Documentation, Identification & Evaluation of Historic Properties**

1. Evaluation of buildings or structures shall be conducted within the framework of the National Historic Landmarks (NHL) Criteria, the NRHP Criteria, and the "National Register of Historic Places Registration Forms for the Presidio of San Francisco National Historic Landmark District" (1993, or subsequent updates). If properties are found that date to either before or after the period of significance or do not fit the NHL criteria, those properties will be individually evaluated under NRHP criteria.
2. If a property in Area B that was not previously listed as a contributor to the NHL or determined eligible for listing on the NRHP is determined by the Trust to be eligible, the Trust shall treat that property as eligible for purposes of this PA. The Trust shall transmit its determinations of eligibility and supporting documentation to signatory and concurring parties, and consult on such decisions with the NPS and SHPO in order to achieve concurrence. As part of the consultation, the Trust shall provide a summary of the views and opinions of the concurring parties on the eligibility of any resources that the Trust received during earlier consultations. Consultation on these decisions should not exceed 30 days unless another time period is agreed to by the signatories. Any such consultations will be documented in the Trust's annual report in accordance with Stipulation XV below, and according to appropriate documentation protocols determined in consultation with SHPO and the NPS.
3. If the Trust determines that a property not previously listed or evaluated is not eligible for listing on the NRHP, the Trust shall transmit its determinations of eligibility and supporting documentation to signatory and concurring parties, and consult on such decisions with the NPS and SHPO in order to achieve concurrence. As part of the consultation, the Trust shall provide a summary of the views and opinions of the concurring parties on the eligibility of any resources that the Trust received during earlier consultations. Consultation on these decisions should not exceed 30 days unless another time period is agreed to by the signatories. Such consultations will be documented in the Trust's annual report in accordance with Stipulation XV below, and according to appropriate documentation protocols determined in consultation with SHPO and the NPS.
4. The Trust shall evaluate, or cause to be evaluated, the significance of and apply NHL and NRHP criteria to archaeological properties that have not previously been evaluated for contributing to the NHL or determined eligible for listing on the NRHP. The Trust shall transmit its determinations of eligibility and supporting documentation to signatory and concurring parties, and consult on such decisions with the NPS and SHPO in order to achieve concurrence. As part of the consultation, the Trust shall provide a summary of the views and opinions of the concurring parties on the eligibility of any resources that the



Trust received during earlier consultations. Consultation on these decisions should not exceed 30 days unless another time period is agreed to by the signatories. Such consultations will be documented in the Trust's annual report in accordance with Stipulation XV below, and according to appropriate documentation protocols determined in consultation with SHPO and the NPS.

5. If the Trust, NPS, and SHPO disagree about a property the Trust has determined eligible or ineligible, the Trust will proceed in accordance with 36 CFR 800.4(c)(2).
6. Should a concurring party to this PA or a member of the public believe that a property found ineligible under this stipulation is eligible as a contributor to the NHL or for listing in the NRHP, that party or person may contact the Trust, SHPO, and NPS to request consultation on the determination. Consultation should not exceed 30 days. Should the consultation fail to reach concurrence on the determination, the Trust will proceed in accordance with 36 CFR 800.4(c)(2).
7. Within one year following the publication by the NPS of the 2026 Golden Gate National Recreation Area Historic Resource Study (GGNRA HRS), the Trust shall initiate the next comprehensive update to the NHL. The Trust will notify the signatory parties by electronic mail when the NPS has published the GGNRA HRS. Within 30 days of publication the Trust will send the Regional Office a Letter of Inquiry to initiate the process of updating the NHL nomination. The Trust will complete the work to prepare the nomination for presentation to the Landmarks Committee within 5 years of the NPS response to the Letter of Inquiry unless an extension is agreed to in writing by the signatory parties.

#### B. Analysis of Historic Properties

1. The Trust may, at its discretion, prepare analysis documents and issue-oriented plans in order to inform maintenance plans or consultation around rehabilitation or management strategies for historic properties. These documents shall include sub-district or site-specific design guidelines, Historic Structure Reports (HSRs), Cultural Landscape Reports (CLRs), or issue-oriented plans (e.g., Vegetation Management Plan, Historic Forest Character Study), as well as other similar types of analysis documents.
  - a) The Trust shall prepare CLRs according to the format recommended by Chapter 7 (Management of Cultural Landscapes) of *NPS 28: Cultural Resource Management Guideline* (or current iteration).
  - b) All HSRs shall be written in accordance with the standards established in *Preservation Brief 43: The Preparation and Use of Historic Structure Reports* (NPS, 2005, or current iteration). The HSRs will include a history of the property/building, construction history, archaeology, architectural evaluation, conditions assessment, maintenance requirements, recommendations for proposed work, copies of original drawings and specifications (if available), current drawings if different from the original, and historic and current photographs.

- c) Sub-district or site-specific design guidelines shall remain consistent with applicable Principles and PDGs to the maximum extent possible.
2. The Trust shall notify signatory parties of its intent to prepare a document under this stipulation via electronic mail once a project has been initiated.
- a) Upon completion of a first draft, the Trust shall provide copies of the document to signatory and concurring parties for a 30-day review and comment period, unless another time period is agreed to by the signatories, prior to finalization. Documents will be sent in electronic or hard copy according to the recipient organization's requirements.
- b) Comments received within the comment period will be considered in the finalization of the documentation.
- c) The Trust will circulate a summary of all comments received during the review period and the Trust's responses along with final copies of the documents.
- Should a signatory party object to the Trust's response(s), the Trust will resolve the dispute in accordance with Stipulation X.
- d) Final copies of the documents shall be posted to the Trust's website ([www.presidio.gov](http://www.presidio.gov) – Public Documents page) and described in the Trust's annual report in accordance with Stipulation XV.
3. Completion of an analysis document that contains treatment recommendations shall not substitute for review of an undertaking involving applicable historic properties under Stipulation IV. Review and comment on analysis documents does not constitute concurrence with treatment recommendations. Rather, the documents prepared under this stipulation are intended to inform the Trust's and consulting parties' ability to assess and reach determinations of effect for undertakings reviewed under Stipulation IV.

#### IV. REVIEW OF UNDERTAKINGS

##### A. Determine the Undertaking

1. Early in the planning process, consistent with 36 CFR § 800.1(c), the FPO shall determine if a proposed project, which may originate from the Trust, Trust's permittees, federal or non-federal tenants, or other parties, constitutes an undertaking.
- a) If the FPO determines the proposed project has no potential to cause effects to historic properties, then the Trust has no further obligations under this Stipulation.
- b) If the FPO determines the proposed project is an undertaking with the potential to cause effects on historic properties, the FPO will proceed to the next step in the review process in accordance with Stipulation IV(A)(2).



2. The FPO shall assign one of the following categories to the undertaking.
- a) Undertakings that are repetitive and low impact in nature (as described in Appendix A; to be reviewed in accordance with Stipulation IV(A)(3)).
  - b) Undertakings that relate to the ongoing operation and maintenance of the Presidio that include the following: maintenance, rehabilitation of historic properties, repair, moving, interim and long-term leasing, road modifications or improvements, and work regarding grounds and associated landscaping, traffic and parking improvements, utility and infrastructure work, natural resource restoration, environmental remediation and forestry work, permits, leases, or other agreements issued by the Trust (as described further in Appendix A). These undertakings will be reviewed through the Trust's N<sup>2</sup> process that includes joint NHPA and NEPA (at the Categorical Exclusion, or CE, level) in accordance with Stipulation IV(C)(1).
  - c) Undertakings that relate to stand-alone new construction, substantial additions to historic buildings or landscapes, partial or full demolition of historic properties, a rehabilitation that includes any of the previous actions as part of its scope, or undertakings that are not associated with the PTMP, an issue oriented plan, or site specific design guidelines, within Area B. These undertakings will be reviewed by coordinating NHPA and NEPA (at the Environmental Assessment/Environmental Impact Statement (EA/EIS) level in accordance with Stipulation IV(C)(2)).
  - d) Undertakings involving stand-alone new construction or substantial additions to historic buildings not already addressed in the PTMP, an issue-oriented plan, or site specific design guidelines, and that are not subject to review by an EA or EIS, will follow the NHPA-specific steps beginning with Stipulation IV(C)(2)(c)(1). Substantial in this case refers to a structure or addition 1,000 square feet or greater and that cannot be otherwise defined as ancillary to an existing building or site, using guidance contained in Preservation Brief 14 – New Exterior Additions to Historic Buildings: Preservation Concerns (2010) regarding relative size of new construction.
  - e) Undertakings that seek to obtain certification under the Federal Historic Preservation Tax Incentives Program (known as Tax Credit Reviews), and reviewed in accordance with Stipulation V.
  - f) Undertakings described under the 2010 Main Post Update to the PTMP shall be reviewed in accordance with Stipulation VI.
  - g) Undertakings that may affect historic properties, but do not fit into one of the above categories listed in Stipulation IV(A)(2)(a) through (f) shall be reviewed in accordance with 36 C.F.R. § 800.
3. If the FPO determines the undertaking is an activity that is listed in Appendix A, the FPO will document this determination for inclusion in the Trust's annual report (Stipulation XV), and the Trust has no further obligations under this Stipulation.

- 334 4. If the FPO determines the undertaking is not an activity that is listed in Appendix A, the  
335 FPO will continue the analysis and review process, beginning with Stipulation IV(B).

336 B. Define the Area of Potential Effects and Identify Historic Properties

- 337 1. The FPO shall determine and document the undertaking's APE, taking into account direct,  
338 indirect, and cumulative effects.
- 339 2. The FPO will identify historic properties within the APE using the 1993 update, the draft  
340 2008 update, subsequent NHL updates, or additional surveys if warranted. If there are  
341 unevaluated properties in the APE that may be eligible individually or as contributors to the  
342 NHL, the Trust shall consult with the SHPO and NPS according to Stipulation III.
- 343 3. If the FPO determines that the APE contains no contributing or eligible resources, the FPO  
344 shall consider the effect the project may have on the NHL as a whole. If the FPO  
345 determines that the NHL or other historic properties will not be affected, this  
346 determination shall be documented for inclusion in the Trust's annual report (Stipulation  
347 XV).
- 348 4. If the FPO identifies a historic property that may be directly, indirectly, or cumulatively  
349 affected within the APE, the FPO will continue the review process with Stipulation IV(C).

350 C. Assessment of Effects from the Undertaking and Resolution of Adverse Effects

351 The FPO will assess the effects of the proposed undertaking, including cumulative effects, on  
352 historic properties using the criteria of adverse effects (36 CFR § 800.5(a)(1)) and the Trust will  
353 complete the review process using one of the following compliance pathways.

- 354 1. N<sup>2</sup> Review Process (coordinated National Environmental Policy Act and Section 106 of  
355 National Historic Preservation Act reviews)
- 356 a) The Trust will assign a Project Manager (PM) or Trust Designated Representative  
357 (TDR) responsible for each undertaking. The PM or TDR, who will represent the  
358 Trust, Trust's permittees, federal or non-federal tenants, or other parties, shall submit a  
359 package describing the proposed undertaking to the Historic Compliance Coordinator  
360 for review by the FPO and Trust NEPA Compliance Manager. The package will  
361 consist of a project summary document (known as a "Planning Review Submittal"),  
362 plans, drawings, specifications, photos, and any other information useful for  
363 describing the proposed undertaking.
- 364 b) The FPO shall add a description of the APE, in accordance with Stipulation IV(B)(1),  
365 to the Planning Review Submittal Form.
- 366 c) The FPO shall add identified historic properties, in accordance with Stipulation  
367 IV(B)(2), to the Planning Review Submittal Form.

- d) If necessary, the FPO shall consult with the PM, TDR and other staff qualified according to Stipulation I(A)(3) in order to ensure that the undertaking can achieve a finding of no adverse effect.
- e) In collaboration with the Trust's Archaeologist or other qualified archaeologist, the FPO shall ensure that an appropriate level of archaeological identification, assessment, or monitoring is performed for undertakings on top of or in proximity to archaeological areas of the NHLD (see Appendix D), in accordance with an Archaeological Management Assessment (AMA) prepared for the undertaking in accordance with Stipulation VII.
- f) The FPO shall make one of the following determinations (see Appendix E for a flow chart of the below steps):
- (i) Historic Property Affected, No Adverse Effect (Administrative Review) - If the above process results in the FPO determining there is no adverse effect, the Trust will document that finding in the undertaking's administrative record, along with stipulations to ensure that any unanticipated adverse effects are avoided, and ensure that the finding is included within the Trust's annual report in accordance with Stipulation XV, and the undertaking may be implemented.
- (ii) Historic Property Affected, No Adverse Effect through Conditions - If the above process results in the FPO's finding that the proposed undertaking will have no adverse effect on historic properties with conditions, the Trust will place the item on the agenda for the weekly N<sup>2</sup> review, which will consist of the following:
- (1) The PM or TDR will prepare a Project Screening Form (Appendix I) The Trust will prepare a project summary for circulation via electronic mail to qualified Trust staff that will participate in the review, signatory parties, except the ACHP, and concurring parties no later than the Monday before the regular Thursday morning meetings (occurring each week at 10:00 am Pacific Time). The project summary shall include information describing how the undertaking has been designed to avoid adverse effects. The Trust will make Project Screening Forms available online ([www.presidio.gov](http://www.presidio.gov) - Public Documents page).
- (2) Signatory, concurring parties and the public may submit comments or questions about the project, or conditions required to support the no adverse effect determination ahead of the Thursday meetings; the Trust shall invite signatory and concurring parties, who may also attend the meeting in person. Trust staff qualified under Stipulation I(A)(3) will review the project documents ahead of time and be present at the meeting to contribute to the discussion and development of conditions.

- (3) Trust compliance staff will document meeting minutes and conditions required to support the no adverse effect determination, and circulate these draft minutes to signatory and concurring parties via electronic mail for comment or questions within five (5) business days of the meeting. The minutes and conditions shall reflect input from the FPO and qualified Trust staff, as well as comments received from signatory and concurring parties or the public.
- (4) Within five (5) business days following circulation of the meeting minutes and project conditions, the Trust will distribute final minutes via electronic mail and then prepare a Certificate of Compliance (CoC) and Categorical Exclusion (CE) to be included in the undertaking's administrative record.
- (5) The Trust will include the project description and finding in the Trust's annual report in accordance with Stipulation XV and make the finding available upon request to any party or the public.
- (6) Following the issuance of the CoC and/or CE, and absent objection by any consulting party or member of the public, the undertaking may proceed without further review per this Stipulation.
- (7) Because the Trust coordinates its NEPA and NHPA review, projects may appear on the N<sup>2</sup> agenda that have only NEPA implications (e.g. approval of new herbicides for use in Area B), and do not constitute an undertaking. In these cases, the Trust will note on the agenda that the project has no potential to affect historic properties and thus will not be subject to NHPA review.
- (iii) Historic Property Affected, Adverse Effect - If the FPO identifies potential adverse effects associated with the proposed undertaking, the Trust shall consult the NPS and SHPO for a period not to exceed thirty days to determine if the adverse effect may be avoided.
- (1) If the Trust, SHPO, and the NPS agree on measures to avoid adverse effects, the Trust shall resubmit its finding of effect as No Adverse Effect and request SHPO concurrence. Upon receiving SHPO concurrence, the Trust shall document the consultation and concurrence in the administrative record for the project, and include a summary of avoidance measures for the undertaking in the annual report in accordance with Stipulation XV. The undertaking may proceed without further review per this Stipulation.
- (2) If the Trust, SHPO, and the NPS consult and agree that the proposed undertaking will result in an adverse effect but do not reach an agreement about how to avoid adverse effects, then the Trust shall consult with all

444 signatory and concurring parties to resolve the adverse effect in  
445 accordance with 36 CFR 800.6.

446 2. Coordination of Section 106 of NHPA with an Environmental Assessment (EA) or  
447 Environmental Impact Statement (EIS) Process

- 448 a) If the Trust is preparing an EA or an EIS for NEPA it shall follow ACHP guidance on  
449 integrating NEPA and Section 106 relative to development of a comprehensive  
450 communication plan, creation of an integrated strategy for completing studies to fill  
451 data gapsthat meet information standards and timing requirements for both NEPA and  
452 NHPA processes, and – where appropriate – descriptions of mitigation commitments  
453 inthe decision record. The Trust will include a project-specific description of its  
454 intended process integration as part of the scoping notice for NEPA and initiation of  
455 NHPA consultation under this stipulation.
- 456 b) The Trust shall ensure that the undertakings reviewed under this compliancepathway  
457 conform to the Secretary’s Standards, the Principles, and any applicable PDG tothe  
458 maximum extent possible.
- 459 c) First Consultation Package - In coordination with the opening of public scoping forthe  
460 NEPA process and consistent with 36 CFR § 800.1(c), the Trust shall simultaneously  
461 provide the SHPO, the NPS, and concurring parties with an initial consultation  
462 package.
- 463 (i) The First Consultation Package shall include the following:a determination of  
464 the project to be an undertaking (Stipulation IV(A)(2)), a graphic andwritten  
465 justification for the proposed APE and list of historic properties identified in the  
466 proposed APE (Stipulation IV(B)(1) and (2)), and a preliminary assessmentof  
467 effect based on the undertaking’s consistency with the Secretary’s Standards,  
468 Principles, and relevant PDGs.
- 469 (ii) Provided the purpose and need describes a project that has been determined to  
470 be an undertaking (in accordance withStipulation IV(A)(2)), the preliminary  
471 assessment of effect shall be one of the following: (1) Historic Property  
472 Affected, No Adverse Effect, (2) Historic Property Affected, No Adverse Effect  
473 through Conditions, or (3) Historic Property Affected, Adverse Effect. The  
474 comment period on this consultation package shall be coordinated withthe  
475 NEPAscoping period, and will be specified in the cover letter and shall not be  
476 fewer than thirty (30) days.
- 477 d) Second Consultation Package & Process - In coordination with the release of a draft  
478 EA/Finding of No Significant Impact (FONSI) or draft EIS, the Trust shall distribute a  
479 second consultation package to the SHPO, the NPS, and concurring parties for  
480 comment.

(i) For undertakings with a preliminary finding of “historic property affected, no adverse effect” or “historic property affected, no adverse effect through conditions”, the Second Consultation Package will contain the following: a final APE, summary of public scoping comments and the Trust’s responses, comments received in response to the First Consultation Package, and a determination of effect regarding the undertaking on historic properties. The Trust will include supplemental information in the second consultation package that describes the historic properties and an analysis of how the undertaking will affect them. The package will also contain a request for a consultation meeting among the signatory parties in order to discuss the Trust’s finding that the undertaking will not adversely affect historic properties, conforms to the Secretary’s Standards, the Principles and any applicable PDGs to the maximum extent possible.

(1) The concurring parties will have thirty (30) days following the date of receipt of the second consultation package to provide written comments to the Trust for the signatory parties’ consideration during this consultation. The Trust shall provide a summary of all comments from the public and concurring parties gathered via review of the draft EA or EIS to the signatory parties.

(2) The signatory parties will have thirty (30) days following the date of receipt of the second consultation package to provide written comments to the Trust regarding the determination of effect and changes, if any, that are needed for the undertaking to avoid adverse effects, meet the Secretary’s Standards, the Principles and applicable PDGs.

(3) If the signatory parties agree to meet, the consultation meeting to discuss these comments will be held within ten (10) days of the close of the thirty (30) day comment period described under Stipulation IV(C)(2)(d)(i)(2), or from the close of any extended comment period. The signatory parties may decide to forego the consultation meeting.

(4) If the signatory parties concur with the finding of No Adverse Effect, the Trust shall document these modifications, finalize the EA/EIS and revised description of the undertaking, and provide each of the other parties with copies of the final materials. The Trust shall document this determination for inclusion in the Trust’s annual report (Stipulation XV), and the Trust has no further obligations under this Stipulation.

If the Trust modifies the undertaking in response to comments received from the SHPO and NPS, the Trust shall provide documentation describing the changes and request SHPO concurrence on a finding of no adverse effect. Upon receiving SHPO concurrence the Trust shall document these modifications, finalize the EA/EIS and revised description of the undertaking, and provide each of the other parties with copies of the



522 final materials. The Trust shall document this determination for inclusion  
523 in the Trust's annual report (Stipulation XV), and the Trust has no further  
524 obligations under this Stipulation.

- 525 (5) If the Trust consults with NPS and SHPO but the parties do not reach  
526 agreement on measures to avoid adverse effects, then the Trust shall  
527 consult with all signatory and concurring parties to resolve the adverse  
528 effect in accordance with 36 CFR § 800.6.

- 529 (ii) For undertakings with a preliminary finding of "historic property affected,  
530 adverse effect", the Second Consultation Package will contain the following: a  
531 final APE, summary of scoping comments and the Trust's responses, and an  
532 assessment of the undertaking's effects on historic properties. The Trust will  
533 include supplemental information in the Second Consultation Package that  
534 describes the historic properties and an analysis of how the undertaking will  
535 affect them. The package will also contain a request for a consultation meeting  
536 among the signatory parties in order to discuss the Trust's finding.

- 537 (1) The concurring parties will have thirty (30) days following the date of  
538 receipt of the Second Consultation Package to provide written comments  
539 to the Trust. The Trust shall provide a summary of all comments from the  
540 public and concurring parties gathered via review of the draft EA or EIS to  
541 the signatory parties.

- 542 (2) The signatory parties will have thirty (30) days following the date of  
543 receipt of the Second Consultation Package to provide written comments  
544 to the Trust regarding the assessment of effect and comment on ways the  
545 undertaking could be modified to avoid adverse effects, meet the  
546 Secretary's Standards, the Principles and applicable PDGs.

- 547 (3) If the signatory parties agree to meet, the consultation meeting to discuss  
548 these comments will be held within ten (10) days of the close of the thirty  
549 (30) day comment period described under Stipulation IV(C)(2)(d)(i)(2), or  
550 from the close of any extended comment period. The Trust shall provide a  
551 summary of all comments from the public gathered via review of the draft  
552 EA or EIS to the signatory parties prior to the consultation meeting. The  
553 signatory parties may decide to forego the consultation meeting.

- 554 (4) Where the Trust, SHPO, and the NPS agree on how to avoid adverse  
555 effects, the Trust shall provide documentation describing the changes,  
556 revise the finding of effect to No Adverse Effect, and request SHPO  
557 concurrence. Upon receipt of SHPO concurrence, the Trust shall document  
558 the consultation agreement in the administrative record for the undertaking,  
559 the Trust may finalize the EA/EIS to include the revised description of the  
560 undertaking and provide each of the other parties with copies of the final  
561 materials. The Trust shall document this determination for inclusion in the

Trust's annual report (Stipulation XV), and the Trust has no further obligations under this Stipulation.

- (5) If the Trust consults with signatories and does not reach agreement on measures to avoid adverse effects, then the Trust shall also consult with all signatory and concurring parties to resolve the adverse effect in accordance with 36 CFR § 800.6.

3. Failure of NPS, SHPO, ACHP, or the concurring parties to comment within the timeframes established by this stipulation or within timeframes otherwise agreed to by those parties on any document submitted for review pursuant to this stipulation the Trust may proceed without considering comment(s) that might otherwise have been made. However, the Trust shall consider the reasonable request via written or electronic mail of any signatory party for a modification of the timeframes established by this stipulation.

## **V. COORDINATION WITH THE FEDERAL OR CALIFORNIA STATE HISTORIC PRESERVATION TAX INCENTIVES PROGRAM**

This stipulation applies to all undertakings in Area B proposed by tenants or others (hereby referred to as Applicants) seeking to participate in the Federal or California State Historic Preservation Tax Incentives Program. It defines steps and responsibilities for coordinated Section 106 consultation and Certified Rehabilitation review so that the regulatory objectives of both processes may be met, and so that the Trust's role as the long-term manager of properties in Area B is supported.

- A. Applicants seeking to participate in the Federal or California State Historic Preservation Tax Incentives Program for a historic property or properties located in Area B shall follow the process delineated in 36 CFR Part 67 (for Federal Tax Credits) or the California State corollary regulations respectively. For Tax Incentive project review, applicants are encouraged to engage in early conversations and coordination with the SHPO. Applicants will be responsible for submitting Parts One, Two, and Three electronic applications and amendments to SHPO for review and approval.
- B. The Trust shall accomplish Section 106 review for all Tax Incentive projects proposed by an Applicant through the processes described in Stipulation IV above. Consultation under Stipulation IV will address direct, indirect and cumulative effects. The Trust shall supplement consultation packages described under subparts IV(C)(1)(f)(ii)(1) and IV(C)(2)(c) and (d) with information from the Parts One and Two submittals that may assist in the review and comment of participating parties.
  1. If the Applicant receives Part Two approval from the NPS-Technical Preservation Services (NPS-TPS) without conditions, the rehabilitation described in the Part Two application will be considered to conform to the Secretary's Standards; and if Section 106 review under Stipulation IV results in no adverse direct, indirect, or cumulative effects from the undertaking, and Section 106 consultation under Stipulation IV will be concluded.

2. If conditions are placed on the Part Two approval, the Applicant shall be obligated to comply with those conditions.
- a) The conditions may be resolved through compliance with the condition(s) or a Part Two amendment submitted to SHPO for review and approval. If the conditions are met and/or the amendment approved, the rehabilitation described in the Part Two application will be considered to conform to the Secretary's Standards; and if the Section 106 review under Stipulation IV results in no adverse direct, indirect or cumulative effects from the undertaking, and Section 106 consultation under Stipulation IV will be concluded.
- b) In the event that the Applicant cannot or will not modify the project to comply with the conditions, the Applicant may abandon the project or complete Section 106 review solely in accordance with Stipulation IV.
3. SHPO and NPS shall be responsible for coordinating comments on consultation packages submitted during the 106 review with comments on tax credit submittals among the separate reviewing offices (e.g., NPS- Regional Office Interior Regions 8, 9, 10 and 12 (NPS Regional Office) and NPS-Technical Preservation Services).
- C. In addition to coordinating review under Stipulation IV(C), the Trust shall perform the following tasks in support of Tax Incentive projects:
1. The Trust will preliminarily review copies of Applicants' Parts One, Two and Three applications, and amendments to Part Two applications, prior to submittal to SHPO. The Trust will review these documents for their accuracy and consistency with Trust codes, regulations, planning documents, guidelines and general design direction as described in the Tenant Handbook and other such descriptive materials adopted or produced by the Trust for Area B. The Trust shall review these documents for no more than fifteen (15) calendar days and submit comments to the Applicant in writing prior to the Applicant's submittal of final documents to SHPO.
2. The Trust shall assist the Applicant in making a determination regarding Functionally Related Structures (FRS) according to 36 CFR § 67.6(b)(4), and ensure the Applicant submits adequate documentation to NPS-TPS to confirm the determination in conjunction with the Part One application submittal.
- a) If the NPS-TPS confirms that the tax credit project is an FRS, any other work within the complex of historically functionally related buildings that is not subject to the tax credit project must be submitted to the Trust for Section 106 review through Stipulations IV or V and demonstrated to meet the Standards. Such determinations will be documented in the Trust's annual report in accordance with Stipulation XV below.
- b) If NPS-TPS confirms that there are no FRS because there is no historic functional relationship among the structures, a certification decision will be made for the tax credit project only. Any other work must be reviewed separately.

- 637 3. The Trust shall monitor the construction phase of a Tax Incentive project for compliance  
638 with any stipulations established through the Certified Rehabilitation process. The Trust  
639 shall also monitor the five (5) year recapture period after the Applicant's completion of the  
640 rehabilitation beginning from the date when the building or buildings associated with the  
641 Certified Rehabilitation is/are placed into service.
- 642 a) The FPO shall employ the review process described under Stipulation IV for any  
643 substantive actions proposed involving a Certified Rehabilitation during the five (5)  
644 year recapture period.
- 645 b) The FPO shall direct the applicant to notify SHPO in writing to describe the nature of  
646 the proposed undertaking and request comment as to its appropriateness according to  
647 terms established via the Certified Rehabilitation. SHPO may consult with NPS-TPS  
648 as appropriate on the proposed additional work. Any amendments would follow the  
649 tax credit amendment process.
- 650 c) The FPO shall ensure that the additional work is carried out according to direction  
651 from the SHPO and NPS-TPS.
- 652 d) The Trust shall document the work, along with the rest of the undertaking, in the  
653 Trust's annual Section 106 report in accordance with Stipulation XV.

654 **VI. UNDERTAKINGS DESCRIBED UNDER THE 2010 MAIN POST UPDATE TO THE PTMP**

655 **A. Design Review Steps, Process for PA-MPU Projects**

- 656 1. Using site-specific and district-wide design guidelines, the design guidelines in the PTMP,  
657 and/or treatment recommendations from HSRs, the Trust will work with project  
658 proponents to develop designs for new construction and rehabilitation described under  
659 Stipulation VI.C.
- 660 2. The Trust is responsible for ensuring that design submittals are complete prior to  
661 distributing them for review. These designs will be submitted to signatory and concurring  
662 parties, and the public, for further consultation and comment according to the processes  
663 described in Appendix H.
- 664 3. The Trust will be responsible for notifying participating parties of the intent to hold public  
665 meetings and on-site briefings in accordance with Appendix H at least thirty (30) calendar  
666 days prior to the event taking place.

667 **B. Consultation on Treatment of Buildings 40 and 41**

- 668 1. Prior to completion of schematic designs for El Presidio interpretive landscape, and  
669 following treatment recommendations in the 2012 Main Post CLR, the Trust will initiate  
670 consultation with signatory and concurring parties to determine the appropriate treatment  
671 of Buildings 40 and 41, and will consider all measures for avoidance, minimization or  
672 mitigation.

2. Because the landscape design for El Presidio will be phased, phases of the plan that do not propose to adversely affect Buildings 40 and 41 may proceed according to the process described in Appendix H. Implementation of earlier phases of the treatment plan will not preclude any outcome as to the final treatment of Buildings 40 or 41.
3. The Trust will initiate consultation by notifying signatory and concurring parties of its intent to hold a public meeting thirty (30) calendar days prior to scheduling the meeting. Trust staff will present proposals, with the full range of treatment options, related to the above-referenced project at the session and will solicit comment from attendees. Following the public meeting, the Trust, NPS, SHPO and concurring parties will meet to consider the proposals and comments from the meeting and discuss how effects should be resolved.
4. Where the Trust, NPS, SHPO, and concurring parties agree on how effects will be resolved, they shall document such agreement along with a process for implementing the terms of agreement (including, documentation, rehabilitation and/or relocation plans, or other mitigation measures).
5. If, after consultation, the Trust, NPS, SHPO, or concurring parties cannot agree on how effects will be resolved, then the Trust shall notify the ACHP and treat the matter as an objection under the terms of Stipulation X, Dispute Resolution.

C. Summary of Treatment Measures and Limits of New Construction For components of the Main Post Update determined to result in adverse effects to historic properties and to the cultural landscape as documented in the final Finding of Effect for the Main Post Update, measures to avoid, minimize and mitigate the adverse effects of the undertaking are described below.

1. Project-Specific Treatments

- a) El Presidio: The Birthplace of San Francisco The archaeological program at El Presidio may only proceed as follows:
  - (i) Standards and guidelines to direct archaeological efforts at El Presidio have been developed and will apply to all work undertaken at the site, including work by professional and academic partners of the Trust; terms and details for these standards and guidelines to direct archaeological methods at El Presidio are set forth in Stipulation VII. The Trust will include a current copy of the Archaeology Standards & Guidelines in Appendix J. Any changes to the standards and guidelines will be summarized in the annual report each year under the terms of Stipulation XV.
  - (ii) Treatment recommendations will be developed for the phased implementation of an interpretive landscape at El Presidio, including:
    - (1) Reduction of parking from 252 daily stalls to 75 daily stalls, and;
    - (2) Measures to periodically close Moraga Avenue, Mesa and Graham Streets using removable bollards for ongoing excavation and special events, and;

- 710 (3) Representations of the dimensions and layout of the colonial settlement,  
711 and measures to rehabilitate the character-defining features of the *plaza de*  
712 *armas*. Review of schematic designs for above will be conducted  
713 according to terms set forth in Appendix H.
- 714 (iii) Prior to implementing a course of action involving removal or relocation of  
715 NHL-contributing Buildings 40 or 41 the Trust will consult with signatory and  
716 concurring parties according to terms set forth in Stipulation VI(B).
- 717 (iv) In 2024, the Trust began a project to rehabilitate Building 40 for multi-tenant  
718 office use, with expected completion and occupancy by 2025. As of the same  
719 year, Building 41 is fully occupied for residential use.
- 720 b) Presidio Lodge  
721 Rehabilitation and new construction associated with the Presidio Lodge may only  
722 proceed as follows:
- 723 (i) Total new construction for lodging use on the site bound by Lincoln Boulevard,  
724 Sheridan Avenue, Graham and Anza Streets will not exceed 70,000 sq/ft  
725 (reference conceptual site plan attached as Appendix G).
- 726 (ii) New construction will be roughly based on the historic barracks layout that was  
727 present between Anza and Graham Streets (ca. 1860-1945), with heights not to  
728 exceed 30'; the southern edge of new construction will be set back no less than  
729 150' from Building 95 (reference conceptual site plan attached as Appendix G).
- 730 (iii) Designs for foundations, utility connections and underground parking using the  
731 basement footprint of former Building 34 will take into account the presence of  
732 subsurface archaeological features, and the Trust will seek solutions through the  
733 review process to avoid adverse effects associated with excavation.
- 734 (iv) Buildings 86 and 87 may be adaptively reused for lodging according to  
735 treatment recommendations in an HSR, developed according to terms set forth  
736 in Stipulation III and the Secretary's Standards.
- 737 (v) Prior to completion of schematic designs for the Presidio Lodge, an  
738 Archaeological Management Assessment (AMA) will be prepared (reference  
739 Stipulation VII). If the AMA anticipates an adverse effect to archaeological  
740 features, the Trust will draft a proposed Treatment Plan according to terms set  
741 forth in Stipulation VII.
- 742 (vi) Reviews of rehabilitation and new construction will be conducted according to  
743 terms set forth in Stipulation VI(A) and will follow conceptual plans attached as  
744 Appendix G.



- c) Presidio Chapel  
Rehabilitation and new construction associated with the Presidio Chapel (Building 130) may only proceed as follows:
- (i) In order to minimize the effect of an addition, Building 130 and its surrounding landscape will be rehabilitated and new construction designed according to the treatment recommendations in the 2012 HSR.
  - (ii) An addition not to exceed 4,000 sq/ft may be located to the west of Building 130, with a height not to exceed the sills of the west elevation windows; the addition will be perpendicular to the west wall of the sanctuary, allowing a large portion of the west wall to be visible.
  - (iii) Designs for the addition will take into account the presence of subsurface archaeological features and the Trust will seek solutions through the review process to avoid adverse effects associated with excavation.
  - (iv) Review of rehabilitation and new construction will be conducted according to terms set forth in Stipulation VI(A), and will follow conceptual plans attached as Appendix G.
- d) Pedestrian Access & Parking Improvements Pedestrianization of specified roads and development of the following parking facilities in the Main Post may only proceed in accordance with the Secretary's Standards and as follows:
- (i) Traffic signals will not be installed at any location in the Main Post.
  - (ii) Portions of Arguello Boulevard (between Moraga and Sheridan Avenues) and Sheridan Avenue (between Graham and Montgomery Streets) will be closed to vehicular traffic using removable bollards; historic widths and alignments of these NHL-contributing resources will be retained and roads will be resurfaced with a historically compatible paving material; reviews for treatment of historic roads will be conducted according to terms set forth in Stipulation VI(A).
  - (iii) The parking lot at Moraga Avenue will be developed to avoid adverse effects to Building 386, according to conceptual plans attached as Appendix G; treatment of archaeological resources will follow terms set forth in Stipulation VII.
  - (iv) The Main Post Bluff parking facility will be developed according to conceptual plans attached as Appendix G; an archaeological Identification Plan will be developed for the Main Post Bluff parking facility prior to completion of schematic designs. An AMA will be prepared based on any additional testing that may be required according to the Identification Plan. If the AMA anticipates an adverse effect to archaeological features, the Trust will draft a proposed Treatment Plan according to terms set forth in Stipulation VII.

(v) Reviews for the design of the parking facility will be conducted according to terms set forth in Stipulation VI(A).

e) Coordination with Design of the Main Parade

(i) Guidelines have been included in the 2011 Main Post Planning and Design Guidelines to ensure compatibility between the Presidio Lodge design and the rehabilitated Main Parade.

(ii) Project specific design guidelines for the Presidio Lodge will incorporate directives from the Main Post Planning and Design Guidelines ensuring compatibility between the new Lodge construction and the adjacent Main Parade.

(iii) Prior to finalizing schematic designs for the eastern edge of the Main Parade (also known as the “Anza Esplanade”, reference Appendix G), the Trust will hold a public meeting on the proposed design for that feature.

(iv) Following the public meeting the Trust will distribute a 90% design development submittal to the signatory and concurring parties for review. The design submittal will be made available via the Trust website ([www.presidio.gov](http://www.presidio.gov) – Public Documents page), or in hard copy mailed upon request.

(v) Written comments from the signatory parties on these design submissions received by the Trust within twenty-one (21) calendar days of the submission will be considered. If a party does not comment within twenty-one (21) calendar days, and does not notify the Trust and request an additional period to submit comments that shall not exceed ten (10) calendar days, the Trust may proceed.

## VII. ARCHAEOLOGY

The Trust shall take all reasonable measures to protect archaeological sites and features identified inside the NHL. To accomplish this and inform the design process, an AMA shall be prepared by a qualified archaeologist for all undertakings that involve ground-disturbing activities within or adjacent to archaeologically sensitive areas (Stipulation IV(A)(2)(b-d)). All other ground disturbing activities are subject to archaeologist review via the Trust’s dig permit process. The Trust’s qualified archaeologist shall include copies of completed AMA’s in the Trust’s annual report in accordance with Stipulation XV. Based on the Trust’s assessment under Stipulation IV(C)(1)(e), the AMA will outline a course of action for the projects. This course of action shall include one or more of the following:

- A. The Trust shall develop a project-specific monitoring plan for those projects that are not anticipated to have an adverse effect, or that have been designed to avoid adverse effects during design development but that nonetheless are in or adjacent to identified or predicted archaeological areas (in accordance with Stipulation IV(C)(1)(f)(i) or IV(C)(1)(f)(ii)). The monitoring plan will describe measures to protect archaeological features and will include the

proposed location and frequency of monitoring along with required documentation procedures. Measures to identify, assess, and determine the appropriate treatment of archaeological features should they be encountered will be consistent with the discovery protocols (Appendix B).

B. The Trust shall develop a project-specific treatment plan at the completion of the schematic phase for projects that may have an adverse effect as determined under Stipulation IV(C)(1)(f)(ii) but that require further identification to understand the content and dimensions of the features, to assess the nature and extent of the effect, and/or to guide continuing efforts to avoid the adverse effect. For the purposes of the undertaking, the Trust may assume NRHP eligibility for archaeological features identified, but only if the effects on such features will not be adverse. Full evaluation is required if adverse effects are likely. Identification will further refine recommendations in the AMA and may lead to a monitoring or treatment plan so that adverse effects will be avoided.

C. The Trust shall develop a project-specific treatment, monitoring, or other plan for those projects that have unavoidable adverse effects and where existing identification is sufficient to proceed with a treatment plan, or for which further identification is incorporated within the treatment plan. If this determination is reached through Stipulation IV(C)(1)(f)(iii), the Trust shall consult with NPS and SHPO on the proposed treatment plan according to the terms of that Stipulation. The proposed plan will include a description of protection measures for unaffected archaeological features, relevant research questions to be answered, methods for data recovery, monitoring during construction, responsibilities and coordination, and the interpretation and curation of recovered materials. The plan will describe the mitigation sufficiently to serve as a scope of work and for the purpose of developing a budget. These reports will be summarized in the Trust's annual report in accordance with Stipulation XV.

D. All material remains and associated records generated by such projects, and not subject to NAGPRA, will be accessioned, catalogued, and managed in accordance with 36 CFR Part 79, "Curation of Federally Owned or Administered Archeological Collections," the Trust's *Archaeological Collections Policy*, and the *Archaeological Collections Management Guidelines*.

1. In accordance with 36 CFR Part 79, the Trust shall use "qualified museum professionals" to provide "professional, systematic, and accountable curatorial services on a long-term basis" so that the Trust's collections are "managed and preserved" and "available for scientific, education, and religious uses."

2. According to 36 CFR Part 79 "material remains means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource." Likewise, "associated records means original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource"; these include but are not limited to AMAs, monitoring plans and treatment plans as described in Stipulation VI.

3. Curatorial activities will be summarized in the Trust's annual report in accordance with Stipulation XV.

## **VIII. UNANTICIPATED EFFECTS & POST REVIEW DISCOVERY**

- A. If after completion of an undertaking's review pursuant to Stipulation IV(C)(1) through (3), or if during the implementation of any previously reviewed undertaking, the Trust finds it necessary to modify the project scope or construction documents, the FPO shall determine the necessary compliance pathway to address this modification in accordance with Stipulation IV(C).
- B. The Trust shall utilize its Standard Archaeological Discovery Protocol (see Appendix B) for projects without any anticipated effects; this will be the only condition required prior to implementation. In the event of an archaeological discovery the Trust may assume eligibility for the purposes of treatment for the current undertaking. Should circumstances arise where the Trust cannot address discoveries in a manner consistent with the protocol, the Trust shall notify the SHPO and NPS of the discovery and any project-related time constraints, then agree upon reasonable time frames for consultation. The Trust shall take into account any timely comments prior to making a final decision on treatment. This protocol will describe the Trust's methods to comply with the Archaeological Resources Protection Act (ARPA) and NAGPRA for discoveries.

## **IX. EMERGENCY RESPONSE**

- A. In the event that an emergency occurs at the Presidio that affects historic properties, the Trust may take actions without consultation to preserve life or property.
1. Trust will notify SHPO and NPS within 24 hours of the emergency or as soon as conditions permit.
  2. The Trust will notify the SHPO and NPS of any actions taken to preserve life or property within five days of completing the action.
  3. The Trust will include a summary of the emergency and any actions taken in the Trust's annual report in accordance with Stipulation XV.
- B. In the event of a disaster or emergency declared by the President or the Governor of California, the Trust can undertake actions involving historic properties to prevent further damage within thirty (30) days from the declaration of the disaster or emergency.
1. Emergency response work will be conducted in a manner that avoids or minimizes effects on historic properties and, where possible, such emergency measures will be undertaken in a manner that does not foreclose future preservation or restoration.
  2. The Trust shall notify the NPS and SHPO of the emergency within two (2) days of the declaration and include the steps being taken to address the emergency, and shall provide on-site monitoring of emergency response work by qualified personnel (safe working conditions permitting). NPS and SHPO may comment on the proposed steps in order to

- 895 facilitate the Trust's emergency response plan while also avoiding adverse effects to  
896 affected properties.
- 897 3. The Trust will include a summary of the emergency and response taken in the Trust's  
898 annual report in accordance with Stipulation XV.
- 899 4. The thirty (30) day timeframe referred to in Stipulation IX(B) may be extended with  
900 approval of the ACHP.
- 901 C. Actions as part of the recovery of a disaster or emergency shall be reviewed in accordance with  
902 Stipulation IV.

## 903 **X. DISPUTE RESOLUTION**

904 Should any signatory or concurring party to this PA object at any time to any actions proposed or the  
905 manner in which the terms of this PA are implemented, the Trust shall notify all parties and consult with  
906 the objecting party for a period not to exceed thirty (30) days to resolve the objection. If the Trust  
907 determines that such objection cannot be resolved, the Trust will:

- 908 A. Notify signatory and concurring parties of the intent to resolve a dispute through the  
909 involvement of the ACHP, and forward all documentation relevant to the dispute, including the  
910 Trust's proposed resolution, to the ACHP. The ACHP shall provide the Trust with its advice on  
911 the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior  
912 to reaching a final decision on the dispute, the Trust shall prepare a written response that takes  
913 into account any timely advice or comments regarding the dispute from the ACHP, signatories  
914 and concurring parties, and provide them with a copy of this written response. The Trust will  
915 then proceed according to its final decision.
- 916 1. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day  
917 time period, the Trust may make a final decision on the dispute and proceed accordingly.  
918 Prior to reaching such a final decision, the Trust shall prepare a written response that takes  
919 into account any timely comments regarding the dispute from the signatories and  
920 concurring parties to the PA, and provide them and the ACHP with a copy of such written  
921 response.
- 922 B. The Trust's responsibility to carry out all other actions subject to the terms of this PA that are not  
923 the subject of the dispute remain unchanged.

## 924 **XI. AMENDMENTS**

- 925 A. This PA may be amended when such an amendment is agreed to in writing by all signatories.  
926 The amendment will be effective on the date a copy signed by all of the signatories is filed with  
927 the ACHP.
- 928 B. Any such amendment will be documented in the Trust's annual report in accordance with  
929 Stipulation XV.

930 **XII. TERMINATION**

931 A. If any signatory to this PA determines that its terms will not or cannot be carried out, the  
932 signatory party proposing termination shall immediately notify all other signatories in writing,  
933 explain the reasons for proposing termination, and consult with the other signatories to attempt  
934 to develop an amendment per Stipulation XI.

935 B. If within thirty (30) days (or another time period agreed to by all signatories) an amendment  
936 cannot be reached, any signatory may terminate the PA upon written notification to the other  
937 signatories.

938 C. Once the PA is terminated, the Trust must review all undertakings identified post termination in  
939 accordance with 36 CFR §§ 800.3 through 800.7.

940 **XIII. DURATION**

941 A. This PA shall become effective upon execution by the Trust, the SHPO, the NPS, and the  
942 ACHP and shall remain in effect until December 31, 2035, or unless terminated prior to that  
943 time in accordance with Stipulation XII.

944 B. Prior to such time, the Trust may consult with the other signatories to reconsider the terms of  
945 the PA and amend it in accordance with Stipulation XI.

946 **XIV. DEFINITIONS**

947 The definitions of terms appearing at 36 CFR § 800.16 are incorporated by reference into this PA.

948 **XV. ANNUAL REVIEW AND MONITORING**

949 A. On or before January 31st of each year so long as this PA is in effect, the Trust shall prepare and  
950 provide to all parties an annual report describing how the Trust is carrying out its responsibilities  
951 under this PA.

952 B. The Trust shall ensure that the report is made available to the public and that potentially  
953 interested persons and members of the public are invited to provide comments to the SHPO,  
954 NPS, and the ACHP as well as to the Trust. At the request of the SHPO, NPS, or the ACHP, the  
955 Trust shall supplement this process through meeting(s) to address comments and/or questions.

956 C. The report shall include, at a minimum:

957 1. A list of all undertakings reviewed under Stipulation IV.

958 2. Efforts to identify and/or evaluate potential historic properties, monitoring efforts, AMA or  
959 research designs, and treatment of historic properties.



3. Reports of any training given to Trust personnel pursuant to Stipulation II, identification of current Trust points of contact, and notification of any qualified personnel changes.

4. Any recommendations to amend this PA or improve communications among the parties.

D. The SHPO and NPS may monitor activities carried out pursuant to this PA, and the ACHP will review such activities if it deems necessary or is so requested. The Trust shall cooperate with the SHPO, NPS and the ACHP in carrying out their monitoring and review responsibilities.

E. The Trust shall coordinate a meeting of the signatory and concurring parties to be scheduled within ninety (90) days of distribution of the annual report, or another mutually agreed upon date, to discuss activities carried out pursuant to this PA during the preceding year and activities scheduled for the upcoming year. This meeting, should it be deemed unnecessary, may be cancelled by mutual consent of the signatory parties.

## **XVI. AVAILABILITY OF APPROPRIATIONS**

The Trust's obligations under this PA are subject to the availability of appropriated funds, and the stipulations of this PA are subject to the provisions of the Anti-Deficiency Act. The Trust shall make reasonable and good faith efforts to secure the necessary funds to implement this PA in its entirety. If compliance with the Anti-Deficiency Act alters or impairs the Trust's ability to implement the stipulations of this PA, the Trust shall consult in accordance with the amendment and termination procedures found at Stipulations XI and XII of this PA.

**EXECUTION** of this PA by the Trust, SHPO, NPS, and the ACHP and implementation of its terms evidence that the Trust has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

**PROGRAMMATIC AGREEMENT  
AMONG THE PRESIDIO TRUST, NATIONAL PARK SERVICE,  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION,  
AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE PRESIDIO TRUST MANAGEMENT PLAN  
AND  
VARIOUS OPERATION AND MAINTENANCE ACTIVITIES  
FOR AREA B OF  
THE PRESIDIO OF SAN FRANCISCO NATIONAL HISTORIC LANDMARK DISTRICT,  
GOLDEN GATE NATIONAL RECREATION AREA  
SAN FRANCISCO, CALIFORNIA**

SIGNATORY PARTY:

PRESIDIO TRUST

Name: **Fraser, Jean** Digitally signed by Fraser, Jean  
Date: 2025.05.20 12:16:11 -07'00'

Title: **Chief Executive Officer**

Date: \_\_\_\_\_

**PROGRAMMATIC AGREEMENT  
AMONG THE PRESIDIO TRUST, NATIONAL PARK SERVICE,  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION,  
AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE PRESIDIO TRUST MANAGEMENT PLAN  
AND  
VARIOUS OPERATION AND MAINTENANCE ACTIVITIES  
FOR AREA B OF  
THE PRESIDIO OF SAN FRANCISCO NATIONAL HISTORIC LANDMARK DISTRICT,  
GOLDEN GATE NATIONAL RECREATION AREA  
SAN FRANCISCO, CALIFORNIA**

SIGNATORY PARTY:

NATIONAL PARK SERVICE – REGIONS 8, 9, 10, 12

Name: 07:59:25 -07'00'

Title: Acting Regional Director

Date: \_\_\_\_\_


MATTHEW BROWN

Digitally signed by  
MATTHEW BROWN  
Date: 2025.06.02  
07:59:25 -07'00'

**PROGRAMMATIC AGREEMENT  
AMONG THE PRESIDIO TRUST, NATIONAL PARK SERVICE,  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION,  
AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE PRESIDIO TRUST MANAGEMENT PLAN  
AND  
VARIOUS OPERATION AND MAINTENANCE ACTIVITIES  
FOR AREA B OF  
THE PRESIDIO OF SAN FRANCISCO NATIONAL HISTORIC LANDMARK DISTRICT,  
GOLDEN GATE NATIONAL RECREATION AREA  
SAN FRANCISCO, CALIFORNIA**

SIGNATORY PARTY:

CALIFORNIA STATE HISTORIC PRESERVATION OFFICER

Name: **Julianne Polanco**  Digitally signed by  
Julianne Polanco  
Date: 2025.05.28  
10:51:33 -07'00'

Title: **CA SHPO**

Date: \_\_\_\_\_

1031 **PROGRAMMATIC AGREEMENT**  
1032 **AMONG THE PRESIDIO TRUST, NATIONAL PARK SERVICE,**  
1033 **THE ADVISORY COUNCIL ON HISTORIC PRESERVATION,**  
1034 **AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER**  
1035 **REGARDING THE PRESIDIO TRUST MANAGEMENT PLAN**  
1036 **AND**  
1037 **VARIOUS OPERATION AND MAINTENANCE ACTIVITIES**  
1038 **FOR AREA B OF**  
1039 **THE PRESIDIO OF SAN FRANCISCO NATIONAL HISTORIC LANDMARK DISTRICT,**  
1040 **GOLDEN GATE NATIONAL RECREATION AREA**  
1041 **SAN FRANCISCO, CALIFORNIA**

1042 SIGNATORY PARTY:

1043 ADVISORY COUNCIL ON HISTORIC PRESERVATION

1044 Name:  \_\_\_\_\_

1045 Title: Executive Director

1046 Date: 6/6/2025

## APPENDIX A

### **Undertakings addressed under Stipulation IV.A.2.a: REPETITIVE OR LOW IMPACT ACTIVITIES**

The following projects are exempt from further review or consultation with the SHPO, NPS, and the ACHP under the terms of this PA.

- A. Maintenance of contributing buildings and structures which includes:
  - 1. Housekeeping, routine maintenance, building monitoring, and other such actions (such as repair/replacement of light switches, and rewiring existing fixtures in existing conduit, replacement of window putty) that do not damage historic fabric.
  - 2. Painting of historic structures (exterior and interior) to match existing color, consistent with approved Residential Paint Palette, or based on paint analysis by an architect or exhibit specialist.
- B. Maintenance operations for non-contributing buildings and structures in a historic district, except excavations and borings in archaeologically sensitive areas.
- C. Painting of non-historic buildings and structures (exterior and interior).
- D. Maintenance and repair or replacement of roofs or parts of a roof on historic and non- historic structures that are deteriorated beyond repair, when replacement matches existing or original material and design, and the Secretary's Standards, or maintenance scope of work that does not alter the integrity of the historic property.
- E. Grading of terrain adjacent to a building to achieve positive water runoff in areas not designated as archaeologically sensitive or having vegetation or other characteristics which contribute to the cultural landscape and would be affected by grading.
- F. Routine grounds maintenance such as grass cutting and treatment, maintenance of shrubs, and tree trimming, provided these activities are consistent with the Vegetation Management Plan and preservation of the cultural landscape.
- G. Maintenance of existing roads or existing parking areas, including repaving and grading, within previously disturbed areas, where the work does not affect the historic integrity and character defining features of roads that are historic properties.
- H. Rehabilitation, maintenance, or replacement of utility lines, transmission lines, and non- historic fences and walls within previously disturbed areas, not including known archaeological sites.
- I. Health and safety activities such as non-destructive testing for radon gas, asbestos, lead- based paint, lead pipes, and hazardous materials and wastes.
- J. Conducting non-ground disturbing elements of the applicable Integrated Pest Management program for control of pests such as termites, insects, and rodents.
- K. Maintenance of existing facilities that does not involve new or additional ground disturbance (e.g., maintenance or replacement of guard rails, barriers, traffic control devices, light fixtures, non- historic curbs and sidewalks).
- L. Maintenance of existing electronic communication sites that does not change the configuration or appearance of the existing facilities, and does not involve ground disturbance.



M. Drilling test wells outside the boundaries of known archaeological sites for such purposes as water, slope stability, and detection of contaminants when continuous core sample is submitted to archaeology lab.

N. Mitigation or abatement of hazardous materials where this can be accomplished without impact to historic integrity or character-defining features of historic properties in situations such as the following:

1. Removal of asbestos insulation from piping and around duct work in open areas;
2. Removal of damaged asbestos floor tile and replacement with similar non- asbestos tile;
3. Carpeting over damaged asbestos floor tiles which do not contribute to the historic significance of a structure;
4. Encapsulation of lead-based paint in window trim and molding where there is no change to appearance.

O. Conducting small-scale and select destructive testing in contributing buildings to expose and assess concealed structural conditions (such as removal of small areas of plaster wall finish) and/or to assess material capacities (such as masonry push testing or concrete slab coring) when performed in areas that are easily repairable or otherwise inconspicuous.

#### **Undertaking types reviewed under Stipulation IV.C.1: N<sup>2</sup> REVIEW PROCESS**

A. The following project types will be subject to review and a determination of “no adverse effect” by the Trust FPO in accordance with the process outlined in Stipulation IV.C.1.

B. Maintenance, including replacement in kind or upgraded building or park infrastructure (e.g, utilities, building systems, roadway infrastructure), including projects involving ground disturbance

C. Rehabilitation of historic properties, including buildings, landscapes and other individually-eligible or contributing elements of the Presidio of San Francisco National Historic Landmark District (NHLN)

D. Repair or replacement of building systems, HVAC or utilities

E. Interim and long-term leasing of historic properties and landscapes

F. Modifications to NHLN-contributing roads, trails, or other landscape features for traffic and parking-related projects

G. Utility and infrastructure work

H. Natural resource and habitat restoration

I. Archaeological testing programs and research excavations

J. Commemorative works and public artwork in conformance with applicable Trust policies

K. Special events and public programming

L. Trail construction and repair

M. Environmental remediation and hazardous materials abatement in contributing buildings or landscapes

N. Historic forest rehabilitation, maintenance, and general forestry work, including tree hazard abatement

O. Issuance of permits, leases, or other agreements

P. Tenant improvements, including addition or creation of kitchenettes, restrooms, addition of new partitions, furniture/fixture/equipment (FF&E) alterations

Q. Installation of tenant-specific, wayfinding, interpretive, traffic or other signage, in accordance with the Trust's Sign Guidelines

R. Installation of physical security infrastructure, including cameras, fences, gates and other physical barriers

S. Sustainability projects, such as electric car charging stations, renewable energy infrastructure

T. Building changes of permitted use that conform with PTMP

## APPENDIX B

### STANDARD ARCHAEOLOGICAL DISCOVERY PROTOCOL

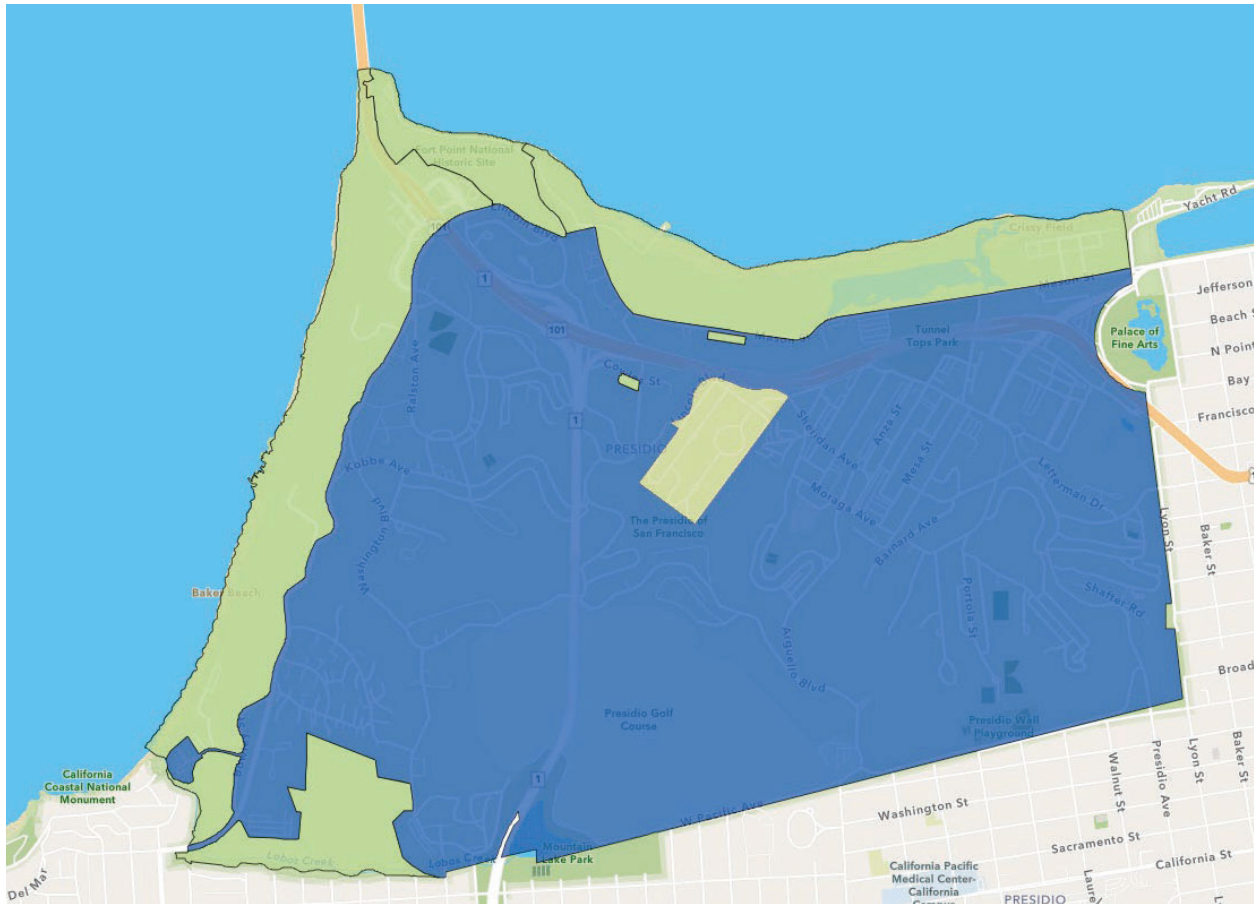
- A. There are three types of discoveries that are covered by this protocol.
  - 1. Human remains of Native American or other derivation.
  - 2. Cultural resources that have the potential to be significant.
  - 3. Cultural resources not requiring further consideration.
- B. An unanticipated discovery refers to any situation where previously unidentified archaeological resources or human remains are encountered during ground-disturbing activities. Unanticipated discovery protocols apply to those archaeological finds that are exposed during construction or construction-related activities whether an archaeologist is present or not. All contractors will immediately report to the Trust archaeologist if archaeological materials are uncovered during construction activities. All contractors must cease operations within the vicinity of the find until the Trust archaeologist is consulted. Cultural materials should be avoided by all future project activities and protected in place until a decision about their potential significance can be made. The Trust may assume NHL or NRHP eligibility of inadvertently discovered archaeological features for purposes of this treatment. All materials are property of the Trust and are not to be taken for personal use or display. The removal of artifacts from federal land is a federal offense and can result in substantial fines and/or imprisonment.
- C. Archaeological resources include, but are not limited to, stone, brick, and concrete building foundations, isolated historic artifacts, historic privy pits and household waste deposits, and items of Native American derivation such as stone tools, shell and animal bone waste, shell beads, and habitation areas. A more detailed list follows:
  - 1. Human remains
  - 2. Concentrations of rock, ash, animal bone or shell
  - 3. Buried layers containing dark, almost black or very dark brown soil often containing charcoal and shell fragments
  - 4. Concentrations of artifacts such as stone bowls, arrowheads, bone tools, shell beads, etc.
  - 5. Architectural foundations made of stone, brick, wood, or concrete
  - 6. Architectural fabric
  - 7. Concentrations or historic material such as fragments of glass bottles, ceramic dishes, old cans, metal hardware, or other obvious trash dumps
  - 8. Pockets of debris containing food remains (e.g. cut bone, seeds, pits)
  - 9. Other materials that do not qualify as archaeological resources might also be encountered. These include: subsurface utilities such as water or sewer lines, materials manufactured after 1950, and small concentrations of broken concrete, broken asphalt, modern aluminum cans or beer bottles, and/or unmarked, un-mortared bricks that have been deposited as fill, if no other cultural materials are present. These are generally not considered significant finds but should be brought to the Trust archaeologist's attention to inform future oversight.
- D. Human Remains
  - 1. All project related ground disturbing activities at the presidio are designed to avoid human remains. If human remains, funerary objects, sacred objects, or objects of cultural patrimony are

inadvertently discovered they shall be protected in place and avoided by all project activities. Ground disturbing work in the vicinity of the find must immediately cease and the trust archaeologist must be contacted. Presidio Archaeology Lab staff will notify the Trust's FPO. If necessary, the trust will notify the San Francisco Medical Examiner of the inadvertent discovery of human remains.

2. The immediate protection of human remains at the site shall be accomplished by
  - a. Keeping any discover confidential, and;
  - b. Securing the location to prevent disturbance of the remains and any associated materials.
3. The Trust Archaeologist shall determine whether NAGPRA applies to the discovery and will ensure that the finds are treated in compliance with all requirements outlined in 43 C.F.R. § 10.4. Any materials not subject to NAGPRA will remain under Federal control.
4. The Trust archaeologist shall determine whether the human remains are a single isolated burial or are potentially part of a cemetery or larger archaeological site. This may necessitate the involvement of a consulting physical anthropologist. Articulated human remains, either as part of a single burial or larger cemetery, will be protected in place and avoided by all project activities. This may involve abandonment or redesign of the project.
5. If the discovery is limited to disarticulated human remains, the Trust archaeologist or a consulting physical anthropologist will direct necessary collection efforts. Further identification work may be necessary to determine the frequency of disarticulated human remains in the project area, and to determine an appropriate course of action. Any disarticulated remains collected from the site will be stored in archival boxes in a secure location until appropriate re-interment can take place. No human remains will be accessioned into the Presidio Trust Archaeological Collections.

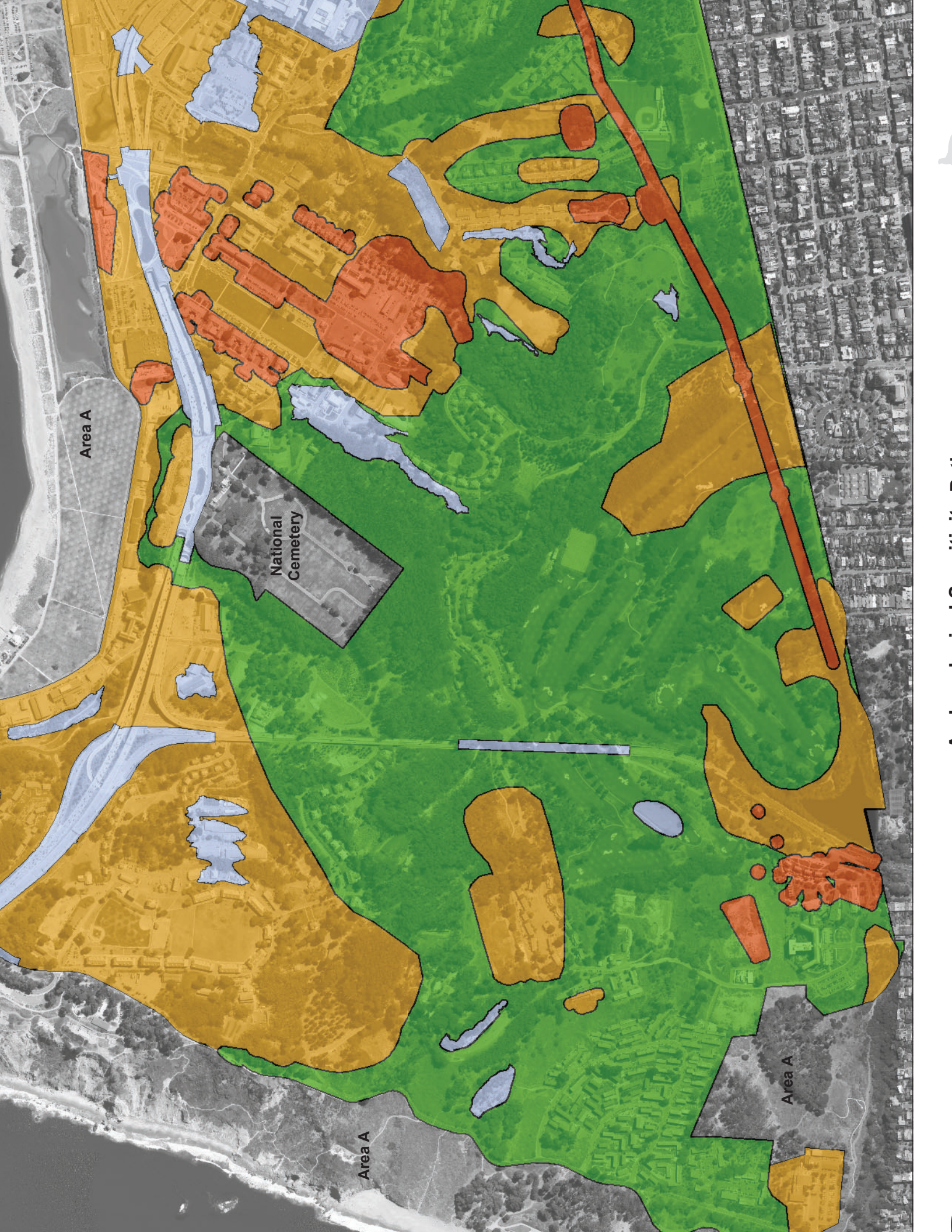
## APPENDIX C

### AREA OF POTENTIAL EFFECT



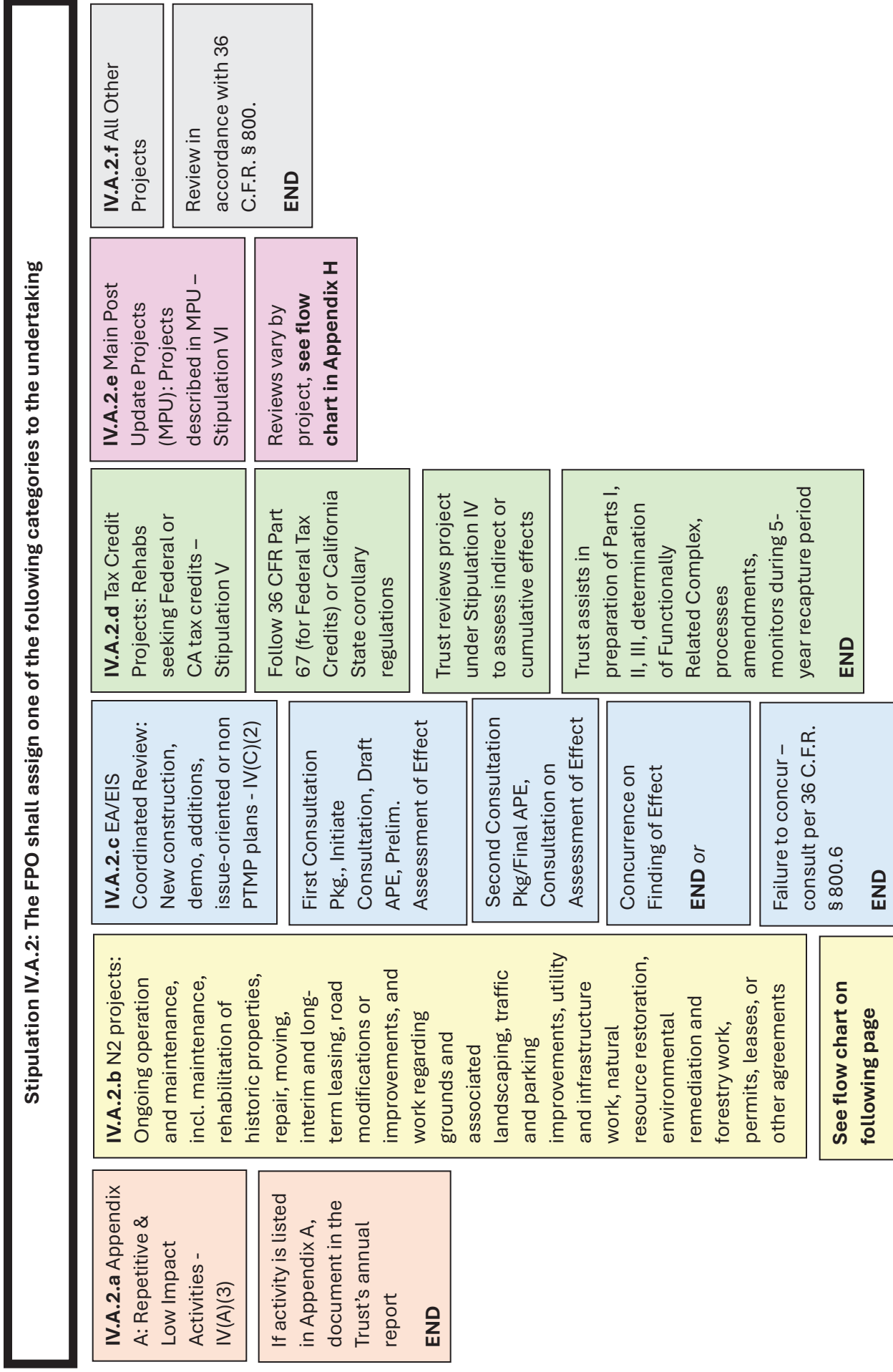
**Area A** & **Area B**, reflecting adjustments made in 2015; N.C. indicates National Cemetery (outside APE)





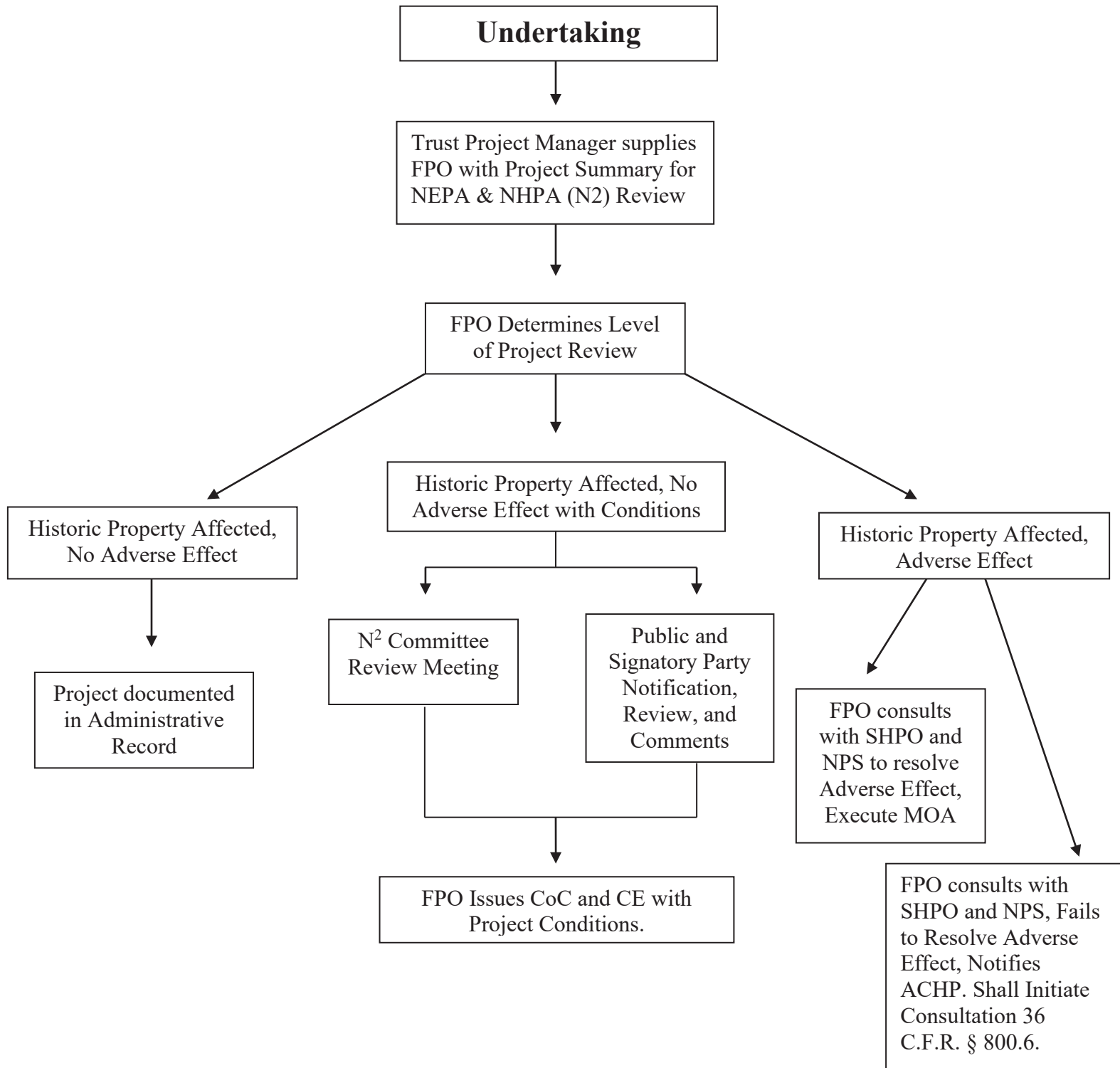


## Appendix E: Presidio Trust Reviews of Undertakings



## APPENDIX E

# Presidio Trust N<sup>2</sup> Review Process



All Findings are documented in the Presidio Trust Annual Report in Accordance with Stipulation XIV

**APPENDIX F**  
**LIST OF PARTIES NOTIFIED DURING THE CONSULTATION PROCESS**  
**(December 2023 - December 2024)**

**Concurring Parties to the 2014 PTPA, notified, comments requested DATE: Jan 19, 2024**

National Trust for Historic Preservation

Presidio Historical Association

**Participating Parties to the 2014 PTPA notified and invited to participate DATE: Jan 19, 2024**

National Trust for Historic Preservation

Presidio Historical Association

San Francisco Architectural Heritage

People for a Golden Gate National Recreation Area

National Parks Conservation Association

Sierra Club

Descendants of the de Anza and Portola Expedition

Neighborhood Associations for Presidio Planning

Cow Hollow Association

Laurel Heights Improvement Association

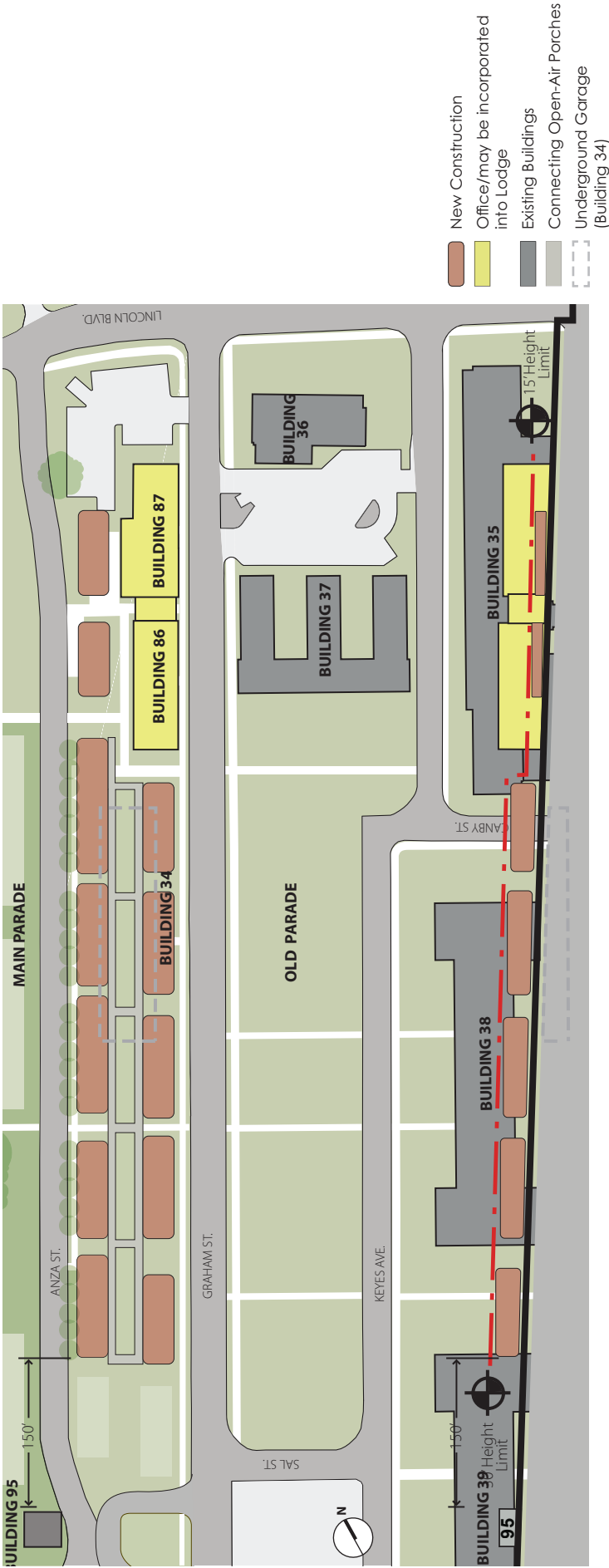
Marina Community Association

San Francisco Film Society

Interfaith Center at the Presidio

**eNews Announcements to 9,000 subscribed members of the public on Feb 1 and Sept 19, 2024,  
notifying them of the process and inviting comment**

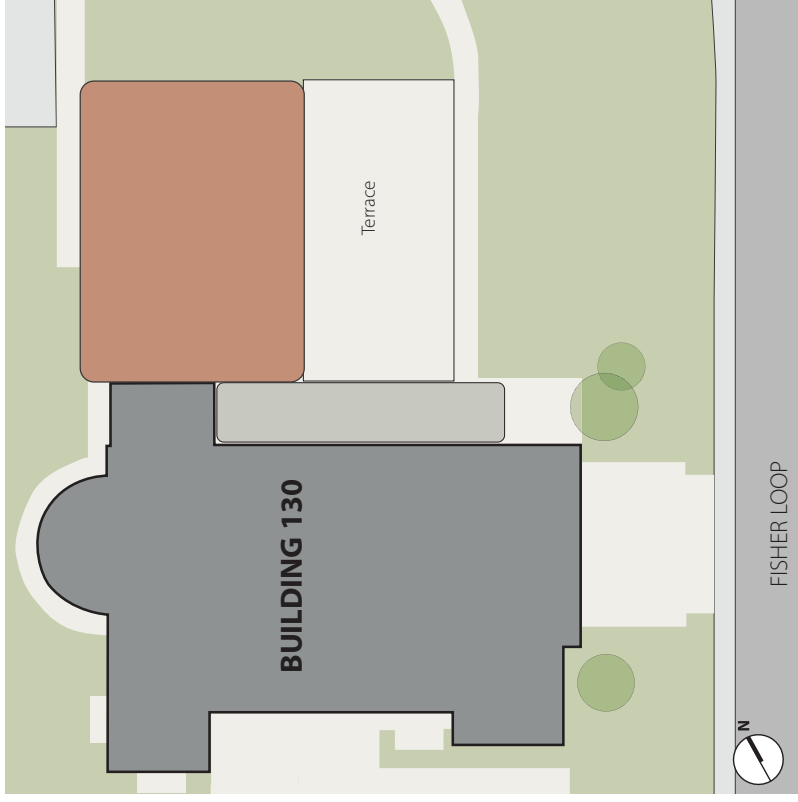
# APPENDIX G: PRESIDIO LODGE



## PROJECT PARAMETERS

- Demolish non-NL contributing Building 34.
- Limit new construction to 70,000 square feet.
- Apply design guidelines and HSR treatment recommendations; design review process for new construction, guided by PA-MPU.
- Design the lodge to respond to Main Parade Ground rehabilitation design.
- Limit height of new construction to 30 feet above existing grade.
- Base the building footprint on the pattern of the historic barracks that once occupied the site between Graham Street and Anza Street.
- Set back the southern edge of new construction at least 150' from Building 95 to avoid El Presidio archaeology.
- Identification of buried archaeological features will be completed prior to final design to inform efforts to avoid or minimize adverse effects.
- An underground parking garage may also be constructed utilizing the basement of Building 34 to serve the Presidio Lodge (up to 50 spaces).
- Buildings 86 and 87 may be rehabilitated and incorporated into the Lodge.

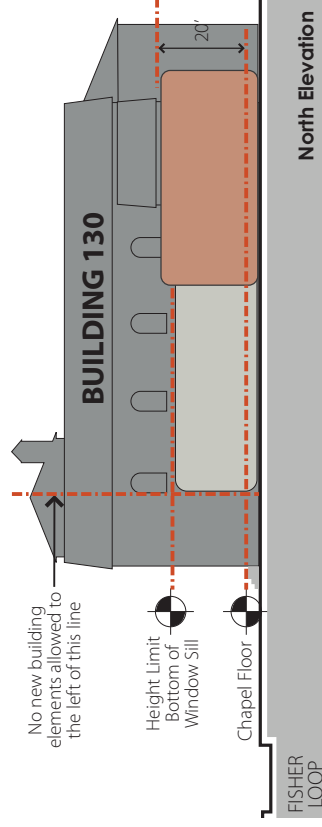
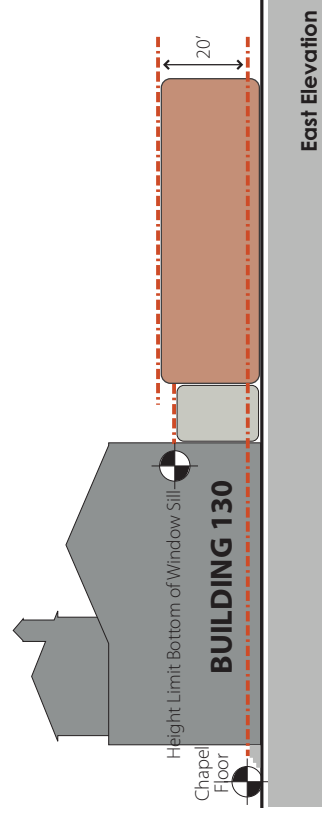
# APPENDIX G: PRESIDIO CHAPEL



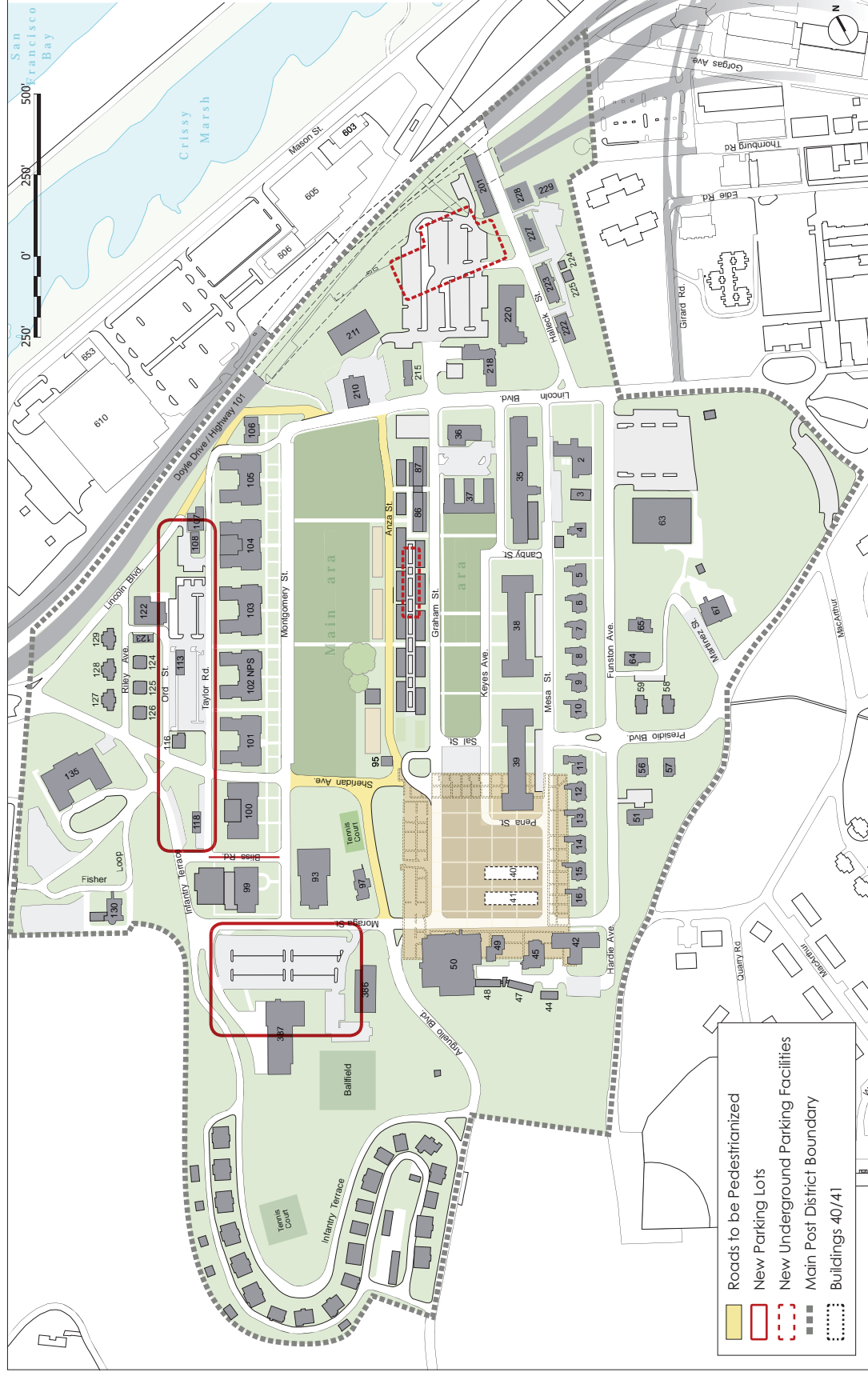
## PROJECT PARAMETERS

- Prepare an HSR for Building 130.
- Rehabilitate NHL-contributing Building 130.
- Limit new construction to 4,000 square feet on the west of building 130; limit the height of the connecting structure to the sills of the west elevation windows and the height of new construction to 20 feet above finished floor level.
- Orient the addition to be perpendicular to the west wall of the sanctuary, allowing a large portion of the west wall to be visible.
- Apply design guidelines and HSR treatment recommendations; design review process for new construction guided by PA-MPU.

- New Construction
- Existing Historic Chapel
- Connecting Structure



# APPENDIX G: PEDESTRIAN ACCESS AND PARKING IMPROVEMENTS

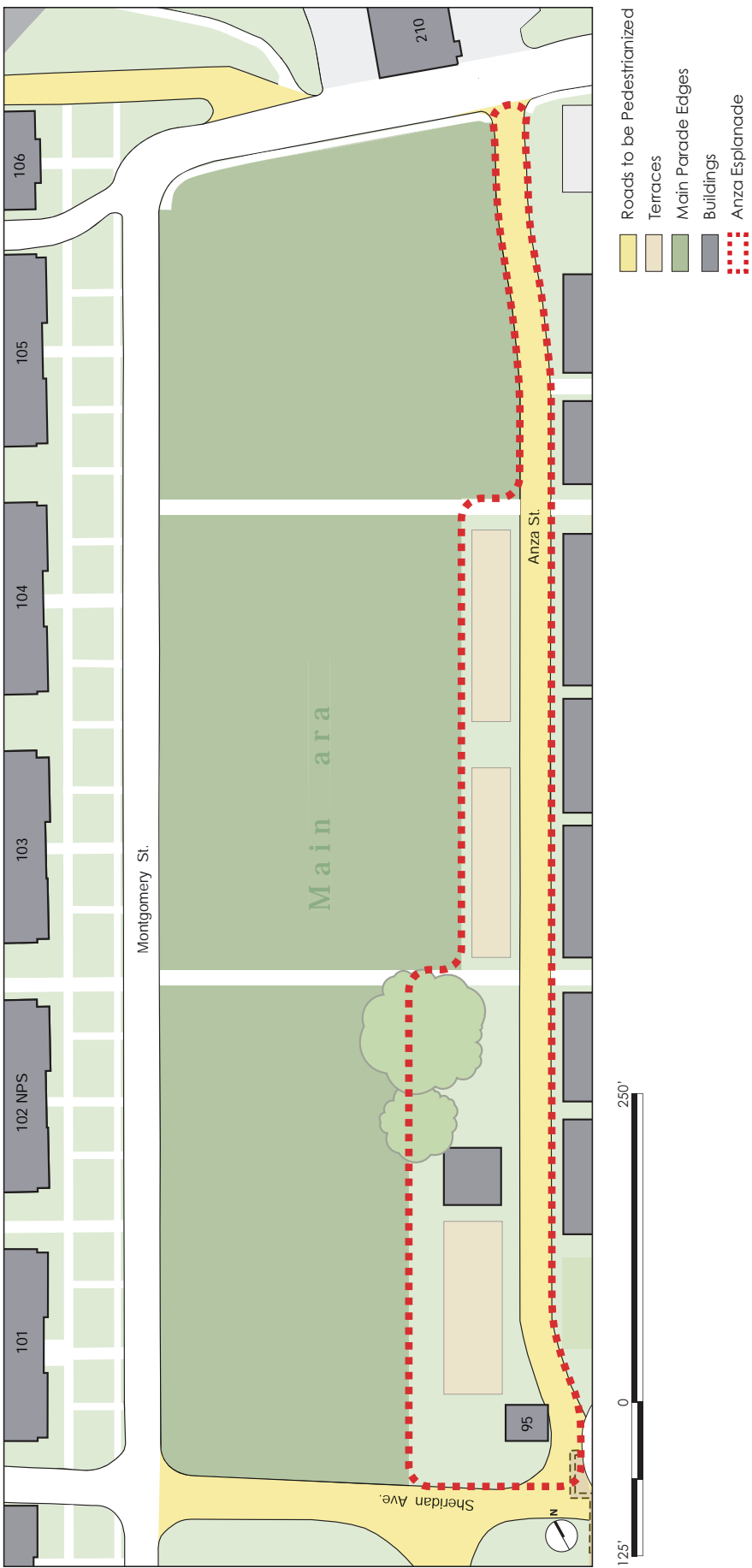


## PROJECT PARAMETERS

- Traffic signals will not be installed in the Main Post.
- Portions of the NHL-contributing Arguello Boulevard and Sheridan Avenue will be converted to pedestrian use.
- Current widths and alignments of NHL-contributing roads will be retained; roads will be resurfaced with a historically compatible paving material.
- Identification of buried archaeological features will be completed prior to final design to inform efforts to avoid or minimize adverse effects.
- Taylor Street parking lot will retain historic garages, Buildings 113 and 118; Moraga Avenue parking lot will retain Building 386.



# APPENDIX G: CONCEPTUAL DESIGN FOR MAIN PARADE REHABILITATION



## **Appendix H: Design Review Steps, Process for MPU Projects**

### **MPU Projects:**

|  |   |
|--|---|
| Presidio Lodge                               | Pedestrian Access (Historic Road Conversions)           |
| Presidio Chapel                              | Parking Improvements (Main Post Bluff Parking Facility) |
| El Presidio: The Birthplace of San Francisco | Parking Improvements (Moraga Avenue Parking Lot)        |

Review timelines for each phase: twenty-one (21) calendar days. Unless otherwise specified, review steps described below involve signatory parties only.

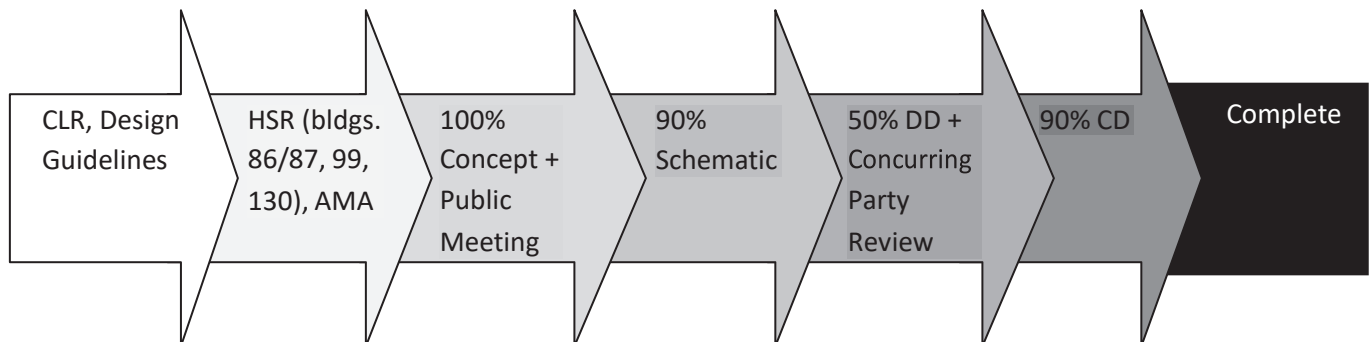
The Trust FPO will be responsible for distributing design submissions and/or information for review. Design submittals and/or information will be made available via the Trust website ([www.presidio.gov](http://www.presidio.gov)), or in hard copy mailed upon request.

Written comments from all parties on these design submissions received by the Trust within twenty-one (21) calendar days of the submissions will be considered. If a party does not comment within twenty-one (21) days, and does not notify the Trust and request an additional period that shall not exceed ten (10) days, the Trust may proceed. In the event that multiple review periods overlap, the Trust will consult with signatory parties to prioritize and determine alternative review timelines.

### **Group A:**

Project(s): Presidio Lodge, Presidio Chapel, El Presidio: The Birthplace of San Francisco, Parking Improvements (Main Post Bluff Parking Facility)

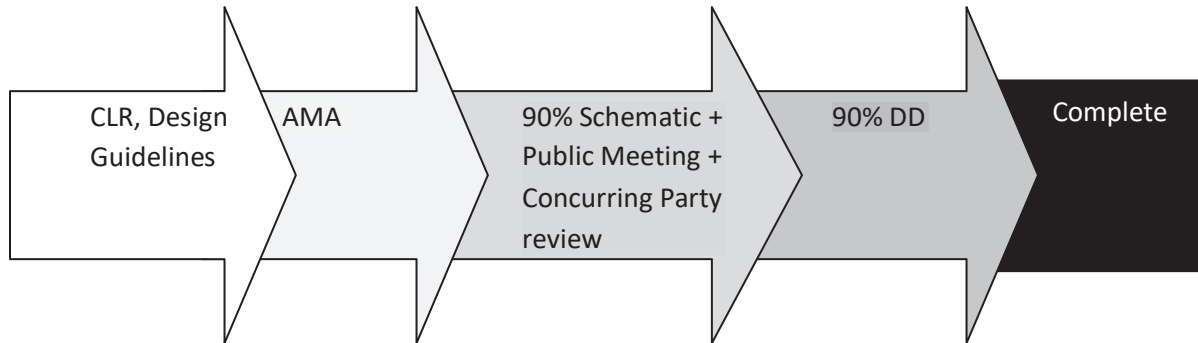
Review Process: Begins with conceptual design described by the project parameters in MPU and Appendix D of the PA-MPU, followed by the below sequence:



**Group B:**

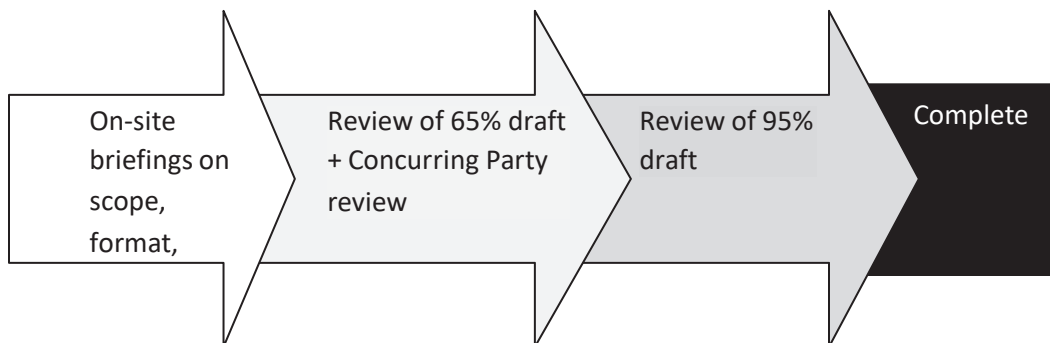
Project(s): Parking Improvements (Moraga Avenue Parking Lot), Pedestrian Access (Historic Road Conversions)

Review Process: Begins with conceptual design described by the project parameters in MPU and Appendix G of the PA-MPU, followed by the below sequence:



**Process for Development of HSR's (for buildings 86/87), Archaeological Treatment Plans,**

**Review timelines for each phase: 21 days**



## Appendix I – N2 Screening Form



PLEASE SUBMIT TO:  
Historic Compliance Coordinator  
103 Montgomery Street  
San Francisco, CA 94129  
compliance4@presidiotrust.gov  
415-635-4800

# PLANNING REVIEW

N<sup>2</sup> • DESIGN REVIEW • PERMITTING

## NEPA / NHPA (N<sup>2</sup>) PROJECT SCREENING FORM

The filing of this Project Screening Form is in compliance with Section 1010.1(a) of the Presidio Trust's Regulations implementing the National Environmental Policy Act (NEPA) and Section IV.C.1. of the Programmatic Agreement among the Presidio Trust, National Park Service, the Advisory Council on Historic Preservation and the California State Historic Preservation Officer regarding the Presidio Trust Management Plan and various operation and maintenance activities for Area B of the Presidio of San Francisco, Golden Gate National Recreation Area, and pursuant to Section 106 of the National Historic Preservation Act (NHPA). To access this form and other N<sup>2</sup> compliance information, go to <https://presidiotrust.sharepoint.com/:u:/r/sites/PCD/SitePages/NEPA%20and%20NHPA.aspx?csf=1&web=1&e=2HXsl2>

### PROJECT INFORMATION

PROJECT TITLE:

TRUST DESIGNATED REPRESENTATIVE:

PHONE NUMBER:

EMAIL ADDRESS:

TO BE COMPLETED BY  
N2 ADMINISTRATOR

SUBMITTAL DATE:

PROJECT NO.:

☐ NEPA ☐ NHPA

### A. PROJECT COORDINATION

Are there other coordinated public, Trust or interagency review requirements necessary to implement the project? Discuss below all items checked yes. Would the project:

1. Require a Building Permit and/or an Excavation Clearance?

☐ YES ☐ NO

*Explain:*

2. Require outside review/consultation (California Environmental Quality Act, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, Native American tribes, etc.)?

☐ YES ☐ NO

*Explain:*

3. Be within Area A or have the potential to affect Area A lands, and require National Park Service notification?

☐ YES ☐ NO

*Explain:*

## 4. Disturb soil in the drip line of a building?

☐ YES ☐ NO

If so, has the remediation program for lead-based paint soil? been initiated?

☐ N/A ☐ YES ☐ NO

If unknown, consult the Remediation Project Manager at 561-5421

*Explain:*

## 5. Generate controversy or questions from the public, and hence require public outreach, education or notice?

☐ YES ☐ NO*Explain:*

## 6. Be within an environmental land use control zone?

☐ YES ☐ NOIf unknown, consult the N<sup>2</sup> Administrator at 635-4800*Explain:*

## 7. Have design components (such as aesthetic/visual features, architectural/interior design elements, designed landscape components or special maintenance/sustainability considerations) that do not give rise to potential environmental effects, but may require additional review?

☐ YES ☐ NO

If unknown, consult the Design Review Committee Coordinator at 961-7776

*Explain:*

## 8. Implement or terminate a restriction, condition, public use limit or closure, requiring a written determination by the Board or Chief Executive Officer justifying the action?

☐ YES ☐ NO

If unknown, consult the Compliance Manager at 561-5365.

*Explain:***B. ALTERNATIVES CONSIDERED**

Describe below all alternatives considered including timing, cost, potential environmental effects and/or logistical issues that influenced the rejection of each alternative. "No Action" should always be one alternative considered.



**C. CONSULTATION**

Early consultation with the N2 and resource staff will expedite the review process. Describe below communication with Trust resource specialists or input from outside agencies or experts. Any potential environmental impacts identified must be discussed with the relevant staff specialist.

**D. RESOURCE EFFECTS TO CONSIDER**

Yes answers must be accompanied by an explanation of how the potential impact will be avoided. Justify no answers with an explanation when needed. Attach additional sheets as necessary. Would the project:

1. Alter, destroy, disturb or remove any portion of historic structures, archaeological resources, cultural landscape features or other contributors to the National Historic Landmark District (NHLD)? ☐ YES ☐ NO

*If unknown, consult the Historic Compliance staff at 561-2758 or 635-4800.*

*Explain:*

2. Introduce elements out of character with the NHLD? ☐ YES ☐ NO

*If unknown, consult the Historic Compliance staff at 561-2758 or 635-4800.*

*Explain:*

3. Substantially alter any ground cover or vegetation? Affect a species of special concern (plant or animal; state or federal listed or proposed for listing) or essential or important habitat? ☐ YES ☐ NO

*Explain:*

4. Attract animal or insect pests or introduce or promote non-native species (plant or animal)? ☐ YES ☐ NO

*Explain:*

5. Inhibit surface water drainage, alter the landscape topography, lead to increased runoff or erosion or compromise slope stability? ☐ YES ☐ NO

*Explain:*

6. Involve handling, storage or disposal of potentially hazardous substances (such as toxic substances, flammables or explosives)?

☐ YES ☐ NO

*Explain:*

7. Degrade surface or ground water quality? Alter streamflow characteristics?

☐ YES ☐ NO

*Explain:*

8. Affect wetland, riparian or coastal habitat?

☐ YES ☐ NO

*Explain:*

9. Be inconsistent with existing or formally proposed land use plans or policies (Presidio Trust Management Plan, Vegetation Management Plan, Trails and Bikeways Plan, etc.)?

☐ YES ☐ NO

*If unknown, consult the Compliance Manager at 561-5365.*

*Explain:*

10. Impact recreation resources (visitation, activities, etc.) or visitor access (parking, trails, roads, etc.)?

☐ YES ☐ NO

*Explain:*

11. Greatly increase the demand for parking?

☐ YES ☐ NO

*Explain:*

12. Substantially increase traffic congestion, traffic volume, or adversely affect traffic safety for vehicles, pedestrians and bicyclists?

☐ YES ☐ NO

*Explain:*

13. Substantially increase vehicle emissions or emissions of other air pollutants? Generate nuisance dust or odors?

☐ YES ☐ NO

*Explain:*

14. Perceptibly increase existing noise levels or expose people to loud noise?

☐ YES ☐ NO

*Explain:*

15. Substantially increase the amount of energy or water used?

☐ YES ☐ NO

*Explain:*

16. Substantially increase the amount of solid waste or litter generated?

☐ YES ☐ NO

*Explain:*

17. Increase light or glare?

☐ YES ☐ NO

*Explain:*

18. Block an existing view, be visually intrusive or contribute to a degraded visual condition?

☐ YES ☐ NO

*Explain:*

19. Maintain or create a public or employee safety or health hazard, or an attractive nuisance?

☐ YES ☐ NO

*Explain:*

20. Substantially increase demand for municipal services (police, fire, water, sewage, etc.)?

☐ YES ☐ NO

*Explain:*

Appendix J:

## Archaeological Standards & Guidelines

# PRESIDIO ARCHAEOLOGY REPORTING GUIDELINES (Updated 2016)

## INTRODUCTION

Reporting guidelines are presented in order to provide consistency in reporting without constraining creative expression. These guidelines provide a basic organizational and content outline in order to facilitate synthetic research amongst projects and generate answers to a common set of basic questions that can be used to manage the archaeological site and aid in public interpretation.

## PURPOSE AND STRUCTURE

Reporting is an essential aspect of every archaeological investigation. Archaeological excavation projects are incomplete until the data are appropriately documented. The purpose of this standard is to encourage consistency in both format and style without unnecessarily constraining the investigator's creative expression. This document consists of two sections that outline and describe the content of a standard Archaeological Excavation Report (AER) and associated Nontechnical Summary (NTS) as well as a MS Word templates that provides both heading levels and text styles and report structure for each.

## APPLICABILITY

The structure and style described here should be considered the default in the absence of other direction from the Presidio Heritage Program and are applicable to both compliance and elective research excavations. Depending on the scale of the investigations, it is reasonable to place greater or lesser emphasis on certain elements of the AER—a six-week excavation conducted by a 20 person crew that results in important findings will require a substantially different document than a short trench mechanically excavated to characterize the local stratigraphy.

## SPECIFICATIONS: NON-TECHNICAL SUMMARY

As part of the Trust's plan to make the results of archaeological work at the Presidio readily available to non-specialists as described in [Interpreting El Presidio de San Francisco](#) (Tringham and Praetzellis 2008), every archaeological excavation shall be described in a Non-Technical Summary (NTS). A draft of this report shall be finalized no later than 12 weeks after the conclusion of fieldwork. This requirement may be waived when revealing sensitive information may endanger the resources or results are unlikely to evoke public interest.

The NTS should be constructed to make conversion to a project summary Web page easy. The writer should consider the audience to be adults who have an interest in archaeology but little knowledge of its methods or goals. To ensure readability at the 10<sup>th</sup> grade, avoid technical phrases and the passive voice, using instead short familiar words in active sentences. Bulleted or numbered lists will help to break up the text and make the document visually appealing. Insert a break after two or three sentences. Be enthusiastic: archaeologists who are (or affect to be) blasé about their discoveries will evoke the same response from the public.

The NTS shall consist of a total of not more than 700 words within the following sections:

- Overview.
- Documentary Evidence.
- Archaeological Evidence.
- Summary of Results.

The NTS shall be accompanied by two high resolution photographs in .jpg format, each with a title and a description of about 20 words. As these photos may be incorporated into the project summary Web page, they should be visually appealing, e.g., working shots that include named individuals, archaeology in scenic or unexpected locations, readily comprehensible archaeological features, artifacts and lab work/workers.

An MS Word template and guidance text is presented below.

## **SPECIFICATIONS: ARCHAEOLOGICAL EXCAVATION REPORT**

A comprehensive technical report will be prepared that describes the archaeological project's goals and methods, and presents its findings and interpretations. Depending on the nature of the findings, it may be appropriate to produce separate reports on prehistoric and historic-era resources. The report(s) will synthesize the important archaeological data recovered through excavation with the information from archival research in order to address the research issues. Unless an alternative is described, the report structure shall follow the following outline:

Executive Summary

Table of Contents

- I. Project Area Description
  - a. Project Description
  - b. Area Description
  - c. Previous Work
  - d. Known Archaeological Areas
- II. Research Context
  - a. Prehistoric Context
    - i. Research Themes/Questions



- b. Historic Context
  - i. Research Themes/Questions

### III. Methods

- a. Field Methods and Goals
- b. Laboratory Methods and Goals

### IV. Results

- a. Excavation Area Description
  - i. Stratigraphic Sequence
  - ii. Artifacts and Ecofacts

### V. Conclusions and Discussion

### VI. References

Figures-        Project Location Map  
                    Photographs  
                    Section Drawings  
                    Stratigraphic Sequence

Appendices-    Artifact Catalog  
                    Faunal Analysis  
                    Botanical Analysis

An MS Word template and guidance text is presented below.

## **NON-TECHNICAL SUMMARY [PROJECT NAME]**

Prepared by

[Insert authors' names]

[Insert authors' affiliation]

[Insert authors' address]

Prepared for

Heritage Program  
The Presidio Trust  
P.O. Box 29052  
San Francisco, CA 94129

[Insert day month year]

# **[INSERT PROJECT NAME]**

## **OVERVIEW.**

*Begin with a one sentence summary of the investigation. Describe the location of the investigation; the type of investigation (a mechanically excavated trench? a 1x1 meter hand-dug unit?); and the construction or research project that led to the investigation. Explain why archaeologists thought it worthwhile to examine this location.*

[Insert text]

## **DOCUMENTARY EVIDENCE.**

*Describe the archival sources were consulted and what they say about the history of this location. If little or nothing is known, mention that.*

[Insert text]

## **ARCHAEOLOGICAL EVIDENCE.**

*Describe any archaeological investigations that have been conducted here or nearby and the results. Describe the current investigation: dates of fieldwork, field methods, size of excavations, lab work.*

[Insert text]

## **SUMMARY OF RESULTS.**

*Describe the important results of this work. Use at least one example of an interesting discovery. Cite the technical report if the title is known as well as other relevant archaeological or historical reports or articles that relate to this location.*

[Insert text]

# **ARCHAEOLOGICAL EXCAVATION REPORT: [PROJECT NAME]**

Prepared by

[Insert authors' names]

[Insert authors' affiliation]

[Insert authors' address]

Prepared for

Heritage Program  
The Presidio Trust  
P.O. Box 29052  
San Francisco, CA 94129

[Insert day month year]

This report contains confidential archaeological resources location information; its distribution should be restricted to those with a need to know. Archaeological resources are nonrenewable, and their scientific, cultural, and aesthetic values can be harmed by disturbance. The legal authority to restrict archaeological resources information is in Section 304 of the National Historic Preservation Act of 1966.

## EXECUTIVE SUMMARY

*Briefly describe the area investigated, reasons for and goals of excavation, methods employed, dates of excavation, personnel, results, and recommendations. The Executive Summary is intended for an audience that may only have time to read this section of the report and it should summarize the investigation in less than one page.*

[Insert text]

## TABLE OF CONTENTS

[Insert text]

## I. PROJECT AREA DESCRIPTION

### PROJECT DESCRIPTION

*Concisely describe the project and its goals. For compliance-related projects, describe the proposed project the archaeological excavation was conducted in advance of and the project area's relationship to known or predicted archaeological areas of concern. For elective research excavations, describe the goals of the archaeological excavation project very briefly and introduce the reasons the area was selected for research. This should be discussed more fully in the Research Context sections, so be brief.*

[Insert text]

### AREA DESCRIPTION

*Describe the site setting. Where is the project area in relation to the rest of the Presidio? Briefly outline any relevant geological, environmental, and landscape history of the site.*

[Insert text]

### PREVIOUS WORK

*Summarize previous archaeological investigations and historical research conducted in the proposed project area to introduce the predicted or known archaeological areas of the Presidio National Historic Landmark District (NHLD).*

[Insert text]

### KNOWN AND PREDICTED ARCHAEOLOGICAL AREAS

*Concisely discuss the known or predicted archaeological area of the Presidio NHLD within the Project Area. The current Presidio NHLD nomination should form the basis of this section and modifications to that information should be made only when necessary to explain the archaeological excavation project more fully. The NHLD description includes:*

*Period of archaeological area occupation*

*Historical context*

*NHLD/NHRP significance and Integrity*

*Expected physical integrity of the archaeological area and predictions about site structure*

*Expectations for features—their probable function and dating, and the likelihood that additional features may be found—and the general kinds and quantities of artifacts and ecofacts found during prior investigations.*

*Additional information may include, the historical association, including name, ethnicity, and occupation of residents/users, if known. This section may also include a more detailed history of the specifically selected project area within the larger archaeological area.*

[Insert text]

[Insert location map]

## **II. RESEARCH CONTEXT**

*Present a very brief historic context and set of research issues the archaeological excavation was designed to address. This section should be drawn from the Project Specific Work Plan (PSWP) for the archaeological excavation project and should refer to [Revelar: Archaeological Research Design for El Presidio](#) and the [Main Post \(2008\)](#) for further explication. This section is designed to provide a basis for the discussion and conclusions section of the AER and does not need to repeat all of the information already presented in the PSWP and [Revelar](#).*

[Insert text]

## **III. METHODS**

### **FIELD METHODS AND GOALS**

*This section should summarize the methods used in the field. Wherever applicable, the rationale for those methods should be discussed with reference to the project goals. Methods and goals should be drawn from the PSWP and repeated in full in the AER. Special attention should be paid to instances in which actual field methods deviated from those proposed in the PSWP.*

*For mechanical excavation include dimensions and locations of trenches; state the rationale for using this approach.*

*Identify the number, size, and kinds of hand-excavation exposures and their locations.*

*State where stratigraphic excavation techniques were employed and identify any instances of arbitrary excavation; state the rationale for any arbitrary excavation.*

*Show the placement of all excavation exposures on a site plan of appropriate scale.*

*Identify the hand-excavation tools used, including screen sizes and whether wet or dry screening was used and the rationale for each.*

*Identify other steps in the excavation process, including documenting methods and findings (e.g., context records, profiles, photography).*

*Describe the method of artifact collection and any field discard policy.*

*Describe samples collected (e.g, soil, flotation, special samples).*

*Describe the site-mapping process.*

[Insert text]

## **LABORATORY METHODS AND GOALS**

*Describe methods used in the laboratory to process and catalog the artifacts and other remains recovered from the site. The Presidio Archaeology Lab has standard procedures for Laboratory processing and standard language describing those procedures. That language is included below and should only be amended where the laboratory work deviated from proposed standards. Rationale for any deviation from the standards should be included.*

The laboratory work on the samples recovered from [insert project name] was performed in three stages: preliminary processing, cataloging and analysis, and data entry.

- 1) *Preliminary processing.* After materials were recovered, recorded, and bagged in the field, they were transported to the on-site laboratory facility. The preliminary processing phase included washing, sorting, and brief inventory of materials including count and weigh.

The goals of preliminary processing were to provide immediate feedback in support of field efforts, create a baseline characterization of assemblages, and prepare artifacts and samples for further characterization and analysis in the second phase of laboratory work. Preliminary processing was done according to the Presidio Archaeology Lab's *Laboratory Standards* guidelines, and occurred simultaneously with field excavations [insert dates of field work].

- 2) *Cataloging and analysis.* The second step of laboratory work was cataloging and further analysis of recovered cultural materials and samples. Artifacts were described and separated using a number of attributes including material, object type, condition, dimensions, function, decoration, and other technological and morphological characteristics. Some artifacts (e.g. gravels, asphalt, and concrete pieces) were selectively recorded, sampled, and discarded.

The primary goal of cataloging and analysis was to prepare information for data entry into the Re:discovery database, which uses a standardized data structure and vocabulary for describing archaeological assemblages. Additionally, cataloging and analysis provided real-time feedback to field efforts. Cataloging and analysis were done according to the Presidio Archaeology lab's *Laboratory Standards* guidelines, and occurred primarily simultaneously with field excavations.

- 3) *Data entry.* Project staff entered Context Records, associated documentation, and artifact data in the Re:discovery database. Re:discovery is a relational database which uses a standardized data structure and vocabulary to ensure that the data sets generated are inter-relatable and consistent. Quality assurance was performed throughout the data entry process to ensure that the *Lab Standards* guidelines were followed, and that data sets are accurate, consistent, and as complete as possible.

The goal of data entry is to generate digital records in support of laboratory and post-field analysis efforts and to generate comparative data sets.



## LEGAL NOTICE REGARDING FINDINGS

### Curation

All archaeological materials (“the collection”) generated by this project, with the exception of human remains and materials subject to NAGPRA, will remain the property of the Presidio Trust. Per 36 CFR Part 79.4(a), the collection includes archaeological artifacts, samples, and associated documentation. Associated documentation may include, but is not limited to, field, lab and administrative records, reports, photographs and slides, digital media and records, correspondence, and other project documentation.

The collection is curated by the Presidio Trust on-site in the Presidio Archaeology Lab’s secure, climate-controlled curation facility. Collections are curated in compliance with 36 CFR Part 79 and in accordance with the Presidio Trust’s *Archaeological Collections Policy* and *Archaeological Collections Management Guidelines* (Presidio Trust 2011, 2012). Information about the collections is accessible through the Re:discovery archaeology and collections management database.

### Human Remains

Human remains are not considered as research objects by the Lab and this research design does not include study of human remains as a goal. The Lab follows all applicable laws concerning the proper treatment of human remains on Federal lands including the Native American Graves Protection Act (NAGPRA) 25 U.S.C. 3001 *et seq.* and the Archaeological Resources Protection Act (ARPA) 16 U.S.C. 470 *aa-mm*. No human remains were discovered during this project.

## IV. RESULTS

*Present the results of investigation with reference to 1) individual excavation exposures and 2) the overall site structure. Individual exposures or groups of exposures can be discussed separately for the sake of clarity. Any features discovered can also be discussed separately. Conclusions about overall site structure should be introduced in this section, but discussed more fully in the Conclusions and Discussion section. Include:*

*Size and location of the exposure*

*Why the exposure (augers, shovel test pits, backhoe trench, hand excavation unit) was selected for excavation, why it was placed in its specific location, and what questions it was designed to answer*

*The stratigraphic sequence recorded in the exposure*

*Cultural constituents of the individual strata and their value in interpreting the age and nature of the strata and the depositional history of the area*

*Any post-excavation analysis of cultural constituents that illuminates the age, nature, or function of contexts*

*Reasons for terminating excavation*

*A general statement about the results of the excavation relative to the goals identified for each exposure.*

*Stratigraphic matrices as applicable*

*Photographs as warranted*

*Plan and profile drawings where illustrative*

[Insert text]

## **V. CONCLUSIONS AND DISCUSSION**

*Provide a synthetic overview of the results of the investigation with reference to the goals of the project. Refer back to the research themes and identify the ways the investigation was able to address them or not. A concise set of interpretations should be presented in this section and should reference not only the current project but archival research and comparative data sets from previous investigations at the project location, the greater Presidio, and other relevant archaeological and historical sites. Also include an overview of overall site structure that brings together results of individual exposures and features. Provide recommendations for future research, identify additional questions that this investigation generated, and summarize the potential the archaeological area has for addressing important research themes. Provide recommendations for public presentation and dissemination.*

[Insert text]

## **VII. REFERENCES CITED**

*In the absence of other guidance from the Principal Archaeologist, include all references cited in the text using the American Antiquity style guide, available online at <http://www.saa.org/Publications/StyleGuide/styleGuide.pdf>.*

[Insert text]

## **VIII. APPENDIXES**

### **A. ARTIFACT CATALOG**

### **B. FAUNAL ANALYSIS**

### **C. BOTANICAL ANALYSIS**

# PRESIDIO ARCHAEOLOGY REPORT

## FIGURES DRAWING GUIDELINES

### (Updated 2016)

#### INTRODUCTION

All profile and plan drawings that are done in the field are scanned (minimum 600dpi) and a selection of them are digitized using Adobe Illustrator. Once the drawings have been digitized, they will be published in the Final Report and available for all to see. In order to have a consistent set of drawings, a set of guidelines have been put in place. There is a set template used for all drawings, as well as a standardized legend and scale.

Here are a set of guidelines to help you in labeling correctly all drawings for PAL Reports:

- Always include unit coordinates and profile orientation in the Title Box.
- All plan drawings must have a north arrow but keep in mind that the north arrow should **never** point down. If that is the case, use a different orientation such as East or West. Profile drawings do not need a north arrow.
- Use a scale of 1cm : 10cm (for 1m x 1m) and 1cm : 20cm (for 2m x 2m)
- Stratigraphic layers will **NOT** be color coded and will be left blank.
- Different materials encountered such as large pieces of brick, serpentinite, sandstone, terracotta, etc. will be labeled accordingly. If materials are too small then there's no need to include them in the profile. See table below for key.
- Context numbers in the profile will be in size 9 font (font size may vary depending on context)
- Context numbers in legend will be size 10 and bolded to .5pt font (this may vary depending on the amount of contexts)

As field work continues, new materials will likely be uncovered and may require specific labeling. If that happens, the staff member can decide on their own labeling convention and should include it in this guide.

This guide is meant to be constantly updated as the field seasons go by so feel free to add information as needed. If you have never used Illustrator before, read over the instructions on page 3, and read them over while having Illustrator open, that way it will all make sense.

### Key for Labeling Materials



**Surface**



**Cut**



**Disturbed Surface**



**Plaster** (Fill: Crosses)



**Bone** (Fill: Diagonal lines)



**Terracotta** (Fill: Diamond)



**Brick** (Fill: USGS 8 sewage disposal)



**Concrete** (Fill: Circles)



**Rodent** (Brush definition: Rodent 2)



**Sandstone** (fill: Sand)



**Pipe**



**Serpentinite** (Fill: Stipple irregular)



**Chert** (Fill: USGS 8B Intermit. Pond)



**Unexcavated** (Color of fill is D8D2D2)

## USING ADOBE ILLUSTRATOR

### Using Illustrator

1. Open Illustrator and open PAL template (PAL Template version 2.ai) for profiles.
2. In Illustrator, open pdf file for the profile you are about to trace. Rotate the image by using transform option.
3. Go back to PAL template and add a new layer. Then copy paste pdf into the template. Name this as your image layer.
4. Drag the image so that the profile fits the square. Also double check that your scale is accurate by making sure your digital scale and profile scale are the same.
5. Add unit coordinates and profile direction in title box. Save as a new file and name the file as PAL-project number unit coordinates profile view direction (e.g. PAL-2015-007 N1026-7 E939-40 East Profile.ai).
6. Now it's time to start tracing! Add new layer to draw a new context, that way you can edit them one by one if needed. For this use the pencil tool. To keep track of which layer is which, in the layer box double click on the layer you just created. A box titled 'Layer Option' should open up. This is where you can give the layer a name (for example: name them as your topsoil and then by context number). Then make sure the color is set to black. No need to do anything else with the other settings. If you start tracing and notice that the tracing is blank, make sure that the color is also set to black on the second square on the top left corner of your screen (this is your stroke box).
7. If you have an artifact, feature or material type in a given context that is large enough to label, do so by creating a new layer and labeling according to the material key above. If objects are too small, don't include them in the profile. Once you have traced the outline of the feature or artifact, add a fill by clicking on the fill box (first box of top left corner) and adding the appropriate fill.
8. Once everything is traced, use the Text tool and add the context numbers into the profile (into each layer). Font size should be 9 or smaller if needed.
9. After the profile has been traced and labeled, add the needed information into the legend (indicate what is what) and add context number and brief interpretation. Use the Text tool for this, font 10 (smaller if there is too much information).
10. Your profile is almost done! Now you can hide the original pdf image by going to your Image layer and clicking on the eye (this is on the first column of your layer box).
11. Lastly, edit the Caption layer by adding the appropriate figure number and information.
12. Save as .ai file and then as a pdf.

### TIPS AND ADDITIONAL INFORMATION

- If you need to zoom in, increase the % in the box located in the lower left corner
- If you make a mistake, don't worry, you can always use Control+Z
- If you need to edit a layer, go to your layer box, click on that layer and then make sure you click on the circular option that is on the right side. By doing this you'll be able to edit the pathway or do any other changes.
- Once you are finished with a layer, you can lock that layer (can't change any features unless you unlock it) by clicking on the second column on the left side of the layer box. This way you'll make sure you're not editing the wrong layer or adding sublayers in the wrong place.
- You can also prioritize layers over another. In your Layer Box, the top layer will come first (or on top) of another one, especially if they are next to each other. This will be useful when filling your unexcavated area and you fill outside of the lines.

# PRESIDIO ARCHAEOLOGY FIELD GUIDELINES (UPDATED DECEMBER 2018)

## INTRODUCTION

This manual presents the Presidio Archaeology Lab's (Lab) guidelines for documenting public research excavations at *El Presidio de San Francisco (El Presidio)*, a contributing archaeological area of the Presidio National Historic Landmark District (NHLD). These guidelines are designed to assist the Lab, its contractors, and partners in adhering to the Standards for archaeological excavation within the Presidio of San Francisco. While brief discussions are included in this section when necessary, Collections and Reporting Guidelines are discussed more fully elsewhere. Blank forms are included as Appendix A of this document.

Although these guidelines are meant to be comprehensive, they do not substitute for careful planning of methods in consultation with the Lab before field work begins and on a continuing basis as conditions warrant. Archaeological field work is a series of shifting demands and challenges unique to a particular locus, cluster, feature, or context. These guidelines are not to intended replace professional judgment in responding to those challenges. All personnel responsible for field work should maintain contact with the Collections Specialist, Curator, and Archaeologist and remain flexible and responsive to field conditions. Deviations from this manual will be necessary and justification for decisions should be consequently documented.

Substantial portions of this manual owe debts to the Archaeological Site Manual developed for the urban context of London (MoLAS 1994) and have been modified only where necessary for the specific conditions of the Presidio of San Francisco. The methods and best practices set forth in this manual are adapted from and are heavily indebted to *The Principles of Archaeological Stratigraphy* (Harris 1993), which should be consulted for a fuller explication of theory and method briefly summarized here.

## SINGLE CONTEXT RECORDING

The Lab and all its contractors will employ a single context recording system for research excavation at *El Presidio*. Single context recording is designed to fully document the stratigraphic sequence as a series of discrete cultural and natural events. These events are recovered during stratigraphic excavation in the reverse order of their creation and deposition. The archaeologist is responsible for reconstructing those events as completely as possible through interpretation of the physical traces that remain in the archaeological record. Robust documentation techniques are imperative since the excavation process is the orderly destruction of these traces.

Single context recording documents stratigraphic excavation. Stratigraphic units (i.e., contexts) are given sequential numbers (*Context Numbers*) and are excavated **in the reverse order** that they were deposited (i.e. the latest context is removed first). Each context is documented separately. This documentation consists of *pro forma* context documentation records (*Context Records*), a single context plan drawing, a stratigraphic (Harris) matrix, photography, and, as needed, a section (or profile) drawing and photogrammetry. These records, along with the

artifact collection and environmental samples, form the basis from which interpretations of site history and use will be made.

**Arbitrary Levels:** While single context recording of stratigraphic excavation is ideal practice, some situations may call for the use of an excavation methodology that employs arbitrary levels. When site structure or excavation goals warrant it, arbitrary levels can be used. Arbitrary levels should not, however, cross-cut recognizable natural stratigraphic layers. When natural stratigraphic transitions become recognizable, a switch to stratigraphic excavation should be made.

## CONTEXT

“Context” is the basic unit of recording. Context generally refers to archaeological stratigraphic units, but it can also apply to arbitrary excavation volumes when necessary. Stratigraphically, a context is a discrete archaeological entity and has interfaces with or is bounded by other contexts. The excavator must identify each context and its boundaries within the excavation area. These differences may only be distinguishable through minute changes in soil color, composition, and texture. Each stratigraphic context should be excavated separately and all material from that context treated separately. The context is the basic level of *provenience* for cultural material and documentation. Each context is given a unique number and recorded on a *Context Record (Appendix A)*.

**Context Numbers:** Context numbers are unique identifiers assigned to all contexts in order to associate relevant records with excavated material. The context numbers serve as the reference for the *provenience* for the archaeological documentation and material. The context numbers and the context type are recorded in the project *Context Register (Appendix A)*.

There are three major types of context: deposits, cuts, and interfaces. All three can exist within a single feature. For example, the cut for a pit is one context, and the fill within the pit is another context or series of contexts. Interfaces may also be present at the transition between fills or between cut and fill.

**Deposits or Fills:** These are strata, and represent physical *accumulation* of material (e.g., sediment).

**Cuts:** These represent *removal* of material from the record, for example, pits and postholes. While these contexts cannot be excavated in themselves, it is important to record them as separate contexts from the fills within them since they predate the fill and represent distinct stratigraphic and chronological events. A well, for example, will probably predate the fill within it by a considerable amount.

**Interfaces:** These are the boundaries between contexts that represent former surfaces, such as occupation surfaces. Not every interface between two strata needs to be treated as a context. Care should always be taken, however, to distinguish cultural material on the surface (i.e., the interface with overlying contexts) from material within the underlying deposit, which is probably earlier.

---

## STRATIGRAPHIC RELATIONSHIP

The stratigraphic sequence is identified by establishing the stratigraphic relationship between individual contexts and linking these individual relationships together into a single sequence. There are three possible stratigraphic relationships between contexts:

no relationship;



they are superimposed (i.e. one overlies the other);

or they are correlated (i.e. the contexts are parts of a once whole deposit, a single event) (Harris 1979:36).

---

## STRATIGRAPHIC SEQUENCE (HARRIS MATRIX)

The stratigraphic sequence is the “sequence of the deposition of strata or the creation of feature interfaces on a site through the course of time” (Harris 1979:86). The identification and recording of a sequence is based on careful and accurate recording of contexts and their physical relationships and is the major component of archaeological fieldwork. The stratigraphic sequence provides the chronological framework for the site and permits the ordering through time of the cultural material recovered from each context.

A Harris Matrix is a diagrammatic representation of the stratigraphic sequence recorded during excavation. Each box represents a context and is connected to immediately succeeding stratigraphic contexts above and preceding ones below. The *Context Record* has a localized Harris Matrix to be completed by excavators for each context. A comprehensive area-level Harris Matrix, will be updated at the completion of each field effort and will incorporate information gained from laboratory analysis of cultural material (post-excavation analysis).

## EXCAVATION FIELD METHODS AND SAMPLING

---

### EXCAVATION STRATEGY

- The Presidio Archaeology Lab is committed to using open area excavation for elective research excavation at El Presidio. Areal exposures are employed for all research excavations. All excavation blocks are staked-out using a total station set on primary or secondary control points within the El Presidio Archaeological Grid.

The extents of these horizontal exposures and the methods employed to excavate them are recorded at the in the Daily Field Record and ongoing field supervisor notes. Each stratigraphic context is assigned a Context Number by the field supervisor and is recorded in a running log of all contexts for the project. Individual excavators and excavation teams are responsible for completing a *Context Record* for each individual stratigraphic unit noted. The *Context Record* is intended to focus primarily on description of the context itself, its relationship to those contexts directly above and below it, and interpretation of the events that led to its deposition. The field supervisor keeps a *Daily Field Record* to outline field methods selected for each context, explain decisions to open new exposures, and keep notes on the stratigraphic sequence (Harris Matrix).

The Presidio Archaeology Lab considers the archaeological grid a tool for recording and not the driving force behind excavation. All archaeological excavation is done with reference to the grid and all *Context Records* must note grid coordinates encompassed by the context. The goal, however, is to foreground the stratigraphic sequence of the site and not archaeological methods. There is, therefore, no separate numbering system for units of archaeological excavation, nor are units of excavation given context numbers. Explanations of the decision-making process about the size of exposures, what samples to take, and methods of excavation will be outlined in the Work Plan and recorded in the *Daily Field Record*. Together, the *Context Record*, the *Daily Field Records*, and the field-level Harris Matrix form the field documentary basis for post-excavation analysis.

## EL PRESIDIO ARCHAEOLOGICAL GRID INFORMATION

The archaeological grid is an arbitrary grid that has been set across the site to control the mapping during the excavation of the site. The grid is aligned to the site so that the curb of Moraga Street is due east-west on the grid and the quadrangle is roughly aligned with the grid. Many of the control points within the grid have been set so that the backsight directions between indivisible control points are cardinal directions on the grid, making it easier to set up a survey instrument on the grid. Please refer to Table 1 for the coordinates of the controlling points. Table 1 also provides California State Plane values for all of the control points on the grid and can be used for referencing the archaeological grid to the California State Plane coordinate system.

Secondary control points may be established for areas that are obscured using a total station to measure in the new point from the primary control. A tripod and tribrach must be used over the new point during the measurement process; face one and face two measurements should also be taken to establish an accurate (averaged) elevation for the secondary point.

Archaeological Grid specifications:

- Units: Meters
- Grid System: Arbitrary
- Elevation System: North American Vertical Datum 1988 meters (NAVD88)

Table 1. Control Table

| Arch Grid Point# | CCS83 ft Northing | CCS83 ft Easting  | NAVD88 ft Elev | NAVD88 M Elev | Arch Grid Northing | Arch Grid Easting | DESCRIPTION             |
|------------------|-------------------|-------------------|----------------|---------------|--------------------|-------------------|-------------------------|
| 1                | 2119052.58        | 5996402.01        | 84.72          | 25.82         | 1165.77            | 1112.21           | TWL BD                  |
| 4                | 2118951.63        | 5995524.47        | 105.94         | 32.29         | 999.51             | 900.43            | TWL BD                  |
| <b>5</b>         | <b>2118781.96</b> | <b>5995803.62</b> | <b>106.46</b>  | <b>32.45</b>  | <b>1000.00</b>     | <b>1000.00</b>    | <b>REBAR INSIDECURB</b> |
| 6                | 2118709.41        | 5995992.96        | 102.58         | 31.27         | 1011.38            | 1060.75           | SET CUT + ON TC         |
| 7                | 2119055.00        | 5995942.46        | 92.36          | 28.15         | 1093.06            | 992.48            | SS+TT                   |
| 8                | 2118984.22        | 5996134.22        | 88.98          | 27.12         | 1105.28            | 1053.57           | SS+TT                   |
| 108              | 2118890.14        | 5995717.28        | 106.01         | 32.31         | 1014.32            | 960.32            | FD SS&TT #8             |
| 1355             | 2119136.80        | 5995716.06        | 98.39          | 29.99         | 1078.18            | 920.64            | MAIN POST SOUTH         |
| 1368             | 2119363.07        | 5995791.50        | 82.56          | 25.16         | 1148.97            | 904.12            | FND 90D                 |
| <b>2002</b>      | 2119338.67        | 5995837.64        | 83.41          | 25.42         | 1150.00            | 919.99            | <b>SS+TT</b>            |
| <b>2003</b>      | 2118919.37        | 5995580.02        | 108.05         | 32.93         | 1000.00            | 920.01            | <b>RBR&amp;TWL DISK</b> |
| <b>2005</b>      | 2119674.08        | 5996043.78        | 67.56          | 20.59         | 1270.00            | 920.00            | <b>SS+TT</b>            |
| <b>2006</b>      | 2119201.24        | 5996061.28        | 83.34          | 25.40         | 1150.00            | 1000.00           | <b>SS+TT</b>            |
| <b>2007</b>      | 2119845.86        | 5995764.26        | 65.28          | 19.90         | 1270.00            | 820.00            | <b>SS+TT</b>            |
| <b>2008</b>      | 2119107.33        | 5996427.16        | 81.92          | 24.97         | 1184.00            | 1110.00           | <b>SS+TT</b>            |
| <b>2009</b>      | 2118593.01        | 5996111.07        | 97.05          | 29.58         | 1000.00            | 1110.00           | <b>TWL BD</b>           |

## EXCAVATION METHODS AND SAMPLING

Elective research excavation at *El Presidio* is intended to inform our understanding primarily of the Spanish colonial and Mexican periods at the Presidio. Recognizably intact Spanish colonial contexts are excavated by hand following natural stratigraphy. Generally, hand excavation should proceed either with shovel skimming or troweling while taking care to follow natural contours and keep a clean excavation surface. In some cases, it may be advisable to excavate by arbitrary levels within large undifferentiated strata such as pit fill or a massive midden with no discernable internal organization. Arbitrary excavation should not cross-cut recognizable cultural or natural stratigraphy.

---

### ARTIFACTS

Any artifacts noted during excavation are collected in bags clearly labeled with the project name, project number, context number, date, and excavator initials. Any artifacts that would not fare well during screening should be pulled in this way, but most cultural material can be left in soil buckets for screening. If necessary, artifacts can be point-provenienced (PP); however, this is only done in the exceptional circumstance that the artifact's *exact 3-dimensional location* may provide meaningful information for interpretation of a context or the relationship between contexts. A point provenience log is kept in the event that significant artifacts are found. Each point provenience should be measured with the appropriate equipment and its XYZ coordinates entered into the PP log. Point-provenienced artifacts should be individually bagged and labeled.

At the screening area, all artifacts should be bagged with complete provenience information and combined with artifacts noted and collected during excavation. All cultural material discovered during excavation and wet screening should be saved for examination unless the field supervisor has specifically advised otherwise. All additional culling of cultural material is done in the Laboratory.

---

### SAMPLES

Soil samples are taken from each deposit. These will usually be a twenty liter flotation sample and a one-liter archival sample. Flotation is conducted concurrently with excavation. All remaining soil is wet-screened through 1/4" or 1/8" mesh. The Presidio Archaeology Lab maintains a dedicated wet-screening area. Soils to be screened need to be placed in buckets and transported to this area for screening. Buckets should be filled to the 4-gallon mark to make volume calculations consistent and accurate. To maintain provenience, all buckets of soil from a context should be labeled with a unique flagging color or pattern and the following information should be written on the flagging tape in indelible ink:

*Operation Name*  
*Project Number*  
*Context Number*  
*Date*  
*Screen size*  
*Initials of excavator(s)*

For soil samples taken from potentially significant contexts, sample locations should be marked and labeled on the plan-view and/or the profile view drawings. A top and bottom elevation of the sample may also be desirable.

## FIELD PROCESS

The Excavation Strategy section outlines the general process for excavation and recording. This section provides specific guidance on how this strategy is to be carried out in the field. The flow chart on page 13 of this document specifies the roles of various field personnel including the field supervisor, field personnel, surveyor, screeners, laboratory personnel, and laboratory supervisor and details the order of tasks that should be followed for every context.

## CONTEXT RECORD

The *Context Record* is the basic unit of archaeological recording and one form should be completed for each context excavated. Each record describes the physical characteristics of the context and its relationship with other contexts, and provides an interpretation of the behavioral or natural processes that created it. The *Context Record* is associated with photographs and measured drawings of the context.

### INSTRUCTIONS FOR CONTEXT RECORD FIELDS

**Date ID'd:** This is the date the Context was originally identified and the Context number was pulled.

**Exc. Begin:** This is the date that excavation began after initial recording of the Context. This can be days or weeks after the Context was originally identified.

**Exc. End:** This is the date that the context was no longer being actively excavated.

**Date Closed:** This is the date all soil from the context has been screened the context record is completed/closed.

**Operation:** This is a unique designation for the project being worked on. This is assigned by the Presidio Archaeological Lab. A Presidio Archaeology Lab number (PAL-YEAR-00#) should also be included here.

**Context Type:** Circle one. Use the appropriate prompts in the observation section to record the characteristics of the cut, fill, or surface. If this is an arbitrary excavation, please include observations in the fill section and fully describe the justification behind arbitrary excavation in the Additional Observations section.

**Context Number:** This is the sequential number assigned to the context. This should be obtained from the *Context Register*.

### DOCUMENTATION

**Grid Coordinates:** Enter the grid coordinates that the context encompasses. All recording at *El Presidio* is done with reference to the *El Presidio* grid. A fuller discussion of this grid and how to set up on it is included in these guidelines. Grid coordinates are recorded in 1m x 1m blocks and are designated using the grid southwest corner of the block. If the context encompasses more than one grid square a range should be given e.g. N974-976, E1025-1030. If the context is smaller than a full grid square, the southwest corner of the grid square it is within should be used. The plan drawing of the context should be used to clarify its relationship to the grid.

**Dimensions:**

*East/West and North/South*, give the actual maximum dimension of the context in the exposure. For example, a context may measure 30 centimeters east-west and 60 centimeters meter north/south but cross a couple of grid squares and be within a very large exposure. Maximum dimension is usually apparent after completing the *Single Context Plan*.

*Thickness* is give as a range from the minimum thickness to the maximum thickness. For example 5-8 centimeters or 10-15 centimeters. This information is gathered from using beginning elevations from the current context subtracted from the previous context(s).

**Beginning Elevations:** Take enough elevations to record the contours of the surface and to determine the thickness of the overlying contexts (see above). Elevations will be cross-recorded in the *Auto level Log* and on the *Single Context Plan*. Include the elevation point number and grid node in all entries where it is possible.

**Plan:** Check each place where the context has been drawn in plan. A sketch may be made on the back of the *Context Record* but a measured plan drawing should also always be completed as well.

**Section drawings:** If the context is a cut or is at the edge of an exposure, a section (or profile) drawing was probably done. List any such drawing and what was drawn.

**Photos:** List the frame numbers of the photographs of this context.

---

**RECOVERY**

**Excavation Methods:** Shovel/Trowel/Pick/Other. Circle the relevant tools. If "Other" note what it is.

**Excavated By:** Name of excavator(s)

**Artifact Recovery Methods:** Note whether deposits were screened, whether screening was wet or dry, and the size of mesh used. Intact deposits will usually be wet-screened through 1/4 or 1/8" mesh.

**Recovered By:** Generally the name of the of screener

**Flagging:** Color and pattern of flagging tape assigned to this context

**Samples Taken:** The kind and volume of any samples taken from a deposit should be noted here. A 20 Liter flotation sample and a 1 liter soil sample are standard and the numbers must be entered on the form.

**Bucket Count:** Number of buckets screened from the context. This should be taken from the *Wet Screening Log*.

**Suggested Analysis:** List any analysis that you think would be especially fruitful for this context.

**Methods Determined by:** Enter the name of the person who decided the sampling methods. This will usually be the field supervisor or crew chief.

**Analysis suggested by:** Enter the name of the person who suggested the analysis. This can be the excavator, screener, field supervisor, crew chief or others.

---

## OBSERVATION

If the context is a cut or deposit/fill use the appropriate prompts. Do not record deposit information if you are recording a cut. For consistency and ease of comparison and data entry, please use the appropriate terminology to describe the primary characteristics of the context. Any information that does not conform to the prompts should be reserved for the Additional Observations space in this section.

## FOR FILLS

---

**Level of Disturbance:** Circle the appropriate level of disturbance using these guidelines.

*Intact:* no disturbances observed; a pristine buried deposit

*Minimal:* small disturbances (roots, minor rodent disturbance) in an otherwise intact deposit

*Moderate:* more widespread disturbance observed including modern cuts, invasive rodents, roots in a deposit that may have intact portions.

*Extensive:* the deposit appears to have been subject to enough post-depositional disturbance to no longer appear even moderately intact.

**Munsell#:** This is based on moist soil and described using a Munsell book. Enter the page number Hue and Value (e.g. 10YR 3/4). If the soil is mottled or mixed with other colors, describe the predominant color first and the other colors second and third. Mottling can be further described in the Additional Observations section of the form. All Munsells should be done wet.

**Name:** This also based on moist soil and described using a Munsell book. Enter the color (“dark yellowish brown”). If the soil is mottled or mixed with other colors, describe them in the same order as the Munsell #.

**Composition:** This is the proportion of sand, silt, and clay that compose the soil. The proportions and their designations (e.g. “loam” “sandy clay”) are based on the USDA Soil Texturing Flow Field Flow Chart and associated soil triangle.

**Compaction:** Note the compactness of the deposit. This is usually one of the first things noticed during excavation.

*Indurated* sediments are compacted to the point of being almost impenetrable and do not respond well to wetting. This is sometimes called “hardpan.” Adobe melt is often indurated.

*Compact* sediment is difficult to dig but will respond to wetting and can be broken up in clumps with high effort.

*Firm* sediment holds together well but does not break up without some effort

*Loose* sediment has minimal structure, breaks easily, takes minimal effort to dig, and generally has high sand content or evidence of being disturbed.

**Moisture:** Note how dry or wet the soil is (e.g, wet, moist, or dry) when *in situ*.

**Transitions Top:** Describe the sharpness of the contact with the deposits above. This will need to be retrieved from the context record for the deposit above (see below and use abrupt, clear, gradual, and diffuse).

**Transitions bottom:** Describe the sharpness of the contact with the lower deposit (eg. abrupt, clear, gradual, or diffuse).

*Abrupt:* Transition zone less than 1 cm.

*Clear:* Transition zone is 1-5 cm

*Gradual:* transition zone is >5 cm.

*Diffuse:* Transition zone is hard to detect or measure. Diffuse transitions often lead to somewhat arbitrary closing of one context and opening of the new context.

## FOR CUTS

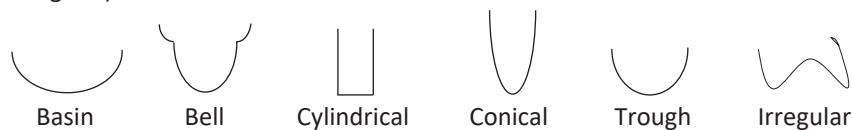
---

**Fills contained:** List the context numbers of the fills within the cut.

**Shape in plan:** Describe the shape in plan of the top of the cut (e.g., circular, oval, square, rectangular, linear or irregular). This will also be depicted on the plan view of the context or unit.



**Shape in profile:** Describe the shape of the cut when fully excavated (e.g. basin, bell, cylindrical, conical, trough, or irregular)



## FOR SURFACES

---

**Level of disturbance:** Circle the appropriate level of disturbance using these guidelines.

*Intact:* no disturbances observed; a pristine buried surface

*Minimal:* small disturbances (roots, minor rodent disturbance) on an otherwise intact surface

*Moderate:* more widespread disturbance observed including modern cuts, invasive rodents, roots on a surface that may have intact portions.

**Munsell#:** This is based on moist soil and described using a Munsell book. Enter the page number Hue and Value (e.g. 10YR 3/4). If the soil is mottled or mixed with other colors, describe the predominant color first and the other colors second and third. Mottling can be further described in the Additional Observations section of the form. All Munsells should be done wet.

**Name:** This also based on moist soil and described using a Munsell book. Enter the color ("dark yellowish brown"). If the soil is mottled or mixed with other colors, describe them in the same order as the Munsell #.



**Plane:** Is the surface a planar (or horizontal) surface such as a prepared floor or is it a vertical surface, such as a wall plaster? If the surface is irregular, please specify its form in the “Additional Observations” space in this section.

**Recognized by:** It is rare to be able to identify an intact historical surface. Select the method you used to determine that the context is a discrete surface. If “other”, please specify in the “Additional Observations” space in this section.

**Additional Observations:** This is your chance to escape the constraints of the context record prompts. Use this space for any additional observations that the form did not allow you to address. Examples can include artifact densities, inclusions, lenses, or ways that this context stands out from others you have excavated. You are also encouraged to describe any limitations or ambiguities that made observations difficult. Please limit this to basic observations about the context, however, as there is a separate space for your interpretation.

---

## SEQUENCE

**Harris Matrix:** Write the context number for this context in the central box and the immediately overlying and underlying contexts in the appropriate boxes (above or below).

**Sketch Plan/Profile:** Measured drawings (plans and sections) should be completed on a separate sheet. This space is for a sketch of the context and its apparent relationships to other contexts, if applicable. This is called a composite plan.

**Narrative description:** Use this space to elaborate on the Harris Matrix. It is especially important that you note any difficulties in creating the sequence.

---

## INTERPRETATION

**Field Interpretation:** Describe what human behavior or natural processes you think may have produced this context, and how it relates to other contexts.

**Interpreted by:** Name of interpreter. This will normally be the excavator(s).

**Post-Processing Interpretation:** This section is for the field supervisor to note their impressions of this context and how it may relate to the site as a whole. A post-processing interpretation will not be made until post-excavation analysis is complete. The context can be closed without a post-processing interpretation.

**Interpreted by:** Name of person making post-processing interpretation. This is usually the field or lab supervisor.

## FIELD DRAWINGS

An excavation will usually result in several measured drawings—horizontal plan views and vertical section (profile) drawings. Single context recording requires that each context be drawn in plan and that most cuts be drawn in plan and section. Note that the cut, not the fill, is drawn, but both are labeled. Judgment should be exercised as to how many measured drawing are necessary. For example, it is not necessary to complete section drawings of rodent burrows.

All plans and sections should be on metric graph paper. Use a scale that is appropriate to the size of the context and provides a sufficient level of detail. Drawings should be simple and uncluttered, with legible labels. Make sure the lines are dark enough that they will be visible after copying. Specifications for both plan and profiles are below.

---

## PLAN DRAWING

### **Title Block:**

PAL Project Number and Name, Plan view

Context , Northing and Easting Range

Name of Mapper, Date

---

### EXAMPLE:

PAL-2012-008 MacArthur Meadow Identification Testing, Plan View

Context 49, N987-N988, E876-E877

John Doe, 5/16/2012

---

### OTHER ELEMENTS:

*Graphic Scale* (to allow for reduction in copying) and textual scale.

*Orientation*—A north arrow on plans or facing on section drawing.















*Elevations.* If known, elevations should be included on plan views. If a sub-datum or unit datum is being used please provide reduced elevations (real elevations) rather than the depth below or above sub-datum on the map. Also include the elevation point number on the plan, either on the drawing or in the margins. If a sub-datum is being used please specify the sub-datum name and elevation on the sheet. On section drawings, the real elevation of the datum line should be noted.

*Point-Provenience.* Point-provenience numbers should be included on the map in the location that they were found. For larger items, that number should appear next to the drawn item.

*Adjoining excavations.* Please indicate any adjoining exposures on the margins of the map.

Key. If symbols are used in the drawing include a key to indicate what the symbol is. Use a numbered or lettered list in the sidebar to call out items in the map to avoid cluttering the body of the map with labels.

#### Key for Labeling Materials

|   |  |
|---|--|
|    | <b>Surface</b>                               |
|    | <b>Cut</b>                                   |
|    | <b>Disturbed Surface</b>                     |
|    | <b>Plaster</b> (Fill: Crosses)               |
|    | <b>Bone</b> (Fill: Diagonal lines)           |
|    | <b>Terracotta</b> (Fill: Diamond)            |
|    | <b>Brick</b> (Fill: USGS 8 sewage disposal)  |
|    | <b>Concrete</b> (Fill: Circles)              |
|    | <b>Rodent</b> (Brush definition: Rodent 2)   |
|    | <b>Sandstone</b> (fill: Sand)                |
|  | <b>Pipe</b>                                  |
|  | <b>Serpentine</b> (Fill: Stipple irregular)  |
|  | <b>Chert</b> (Fill: USGS 8B Intermit. Pond)  |
|  | <b>Unexcavated</b> (Color of fill is D8D2D2) |

---

#### **SECTION DRAWING**

##### Title Block:

PAL Project Number, Plan View or Profile View

Context , Northing and Easting Range, Wall Direction

Name of Mapper, Date

---

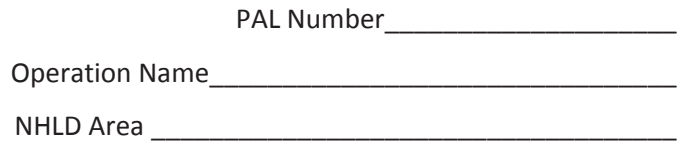
##### **EXAMPLE:**

PAL-2012-006 MacArthur Meadow Identification Testing, Profile View

Context 49, N987-N988, E876-E877, West Wall

John Doe, 7/16/2012

## APPENDIX A- FORMS



## Context Register

[illegible]



PAL Number\_\_\_\_\_

Operation \_\_\_\_\_

NHLD Area \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

## Photo Log

Camera\_\_\_\_\_

Film Type\_\_\_\_\_

[illegible]



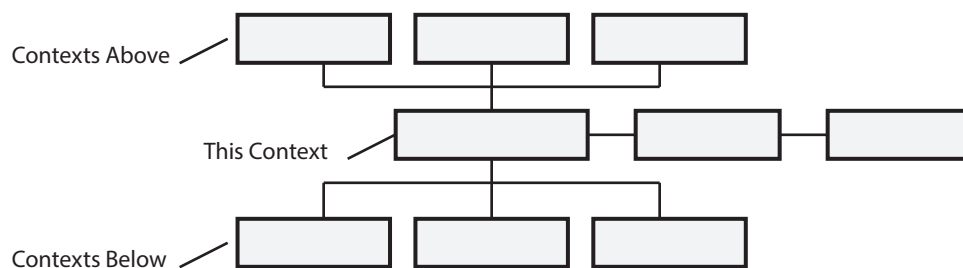
|  |   |                 |
|--|---|-----------------|
| Date ID'd:<br>Exc. Begin:<br>Exc. End:<br>Date Closed:<br><br>Operation: | Context Type:<br><br>Fill<br><br>Cut<br><br>Surface | Context Number: |
|--|---|-----------------|

|   |   |  |  |
|---|---|--|--|
| DOCUMENTATION   | Grid Coordinates:   |  |  |
|   | Dimensions:    East/West_                      North/South_                      Thickness_   |  |  |
|   | Beginning Elevations:   |  |  |
| RECOVERY  | Plan Drawing: <input type="checkbox"/> on reverse <input type="checkbox"/> attached                      Section Drawing: <input type="checkbox"/> on reverse <input type="checkbox"/> attached |  |  |
|   | Photos:   |  |  |
|   | Excavation Methods:    Shovel / Trowel / Pick / Other                      Excavated by:<br><br>Recovered by:<br><br>Artifact Recovery Methods:                      Flagging:                  |  |  |
| OBSERVATION   | Samples Taken: <input type="checkbox"/> Soil _____ <input type="checkbox"/> Flot _____ <input type="checkbox"/> Bucket Count _____  |  |  |
|   | Suggested Analysis:   |  | Methods determined by:<br><br>Analysis suggested by: |
|   | <input type="checkbox"/> Observations for Fills   | Level of Disturbance:    intact / minimal / moderate / extensive |  |
| OBSERVATION   | Munsell#  | Name   | Composition:   |
|   | Transitions: Top (from previous context_____)   |  | Bottom: abrupt / clear / gradual / diffuse           |
|   | Compaction: indurated / compact / firm / loose  |  | Moisture:    wet / moist / dry                       |
|   | <input type="checkbox"/> Observations for Cuts  | Fills Contained:   |  |
|   | Shape in Plan:                      circular / oval / square / rectangular / linear / irregular   |  |  |
|   | Shape in Profile:                      basin / bell / cylindrical / conical / trough / irregular  |  |  |
|   | <input type="checkbox"/> Observations for Surfaces  | Level of Disturbance:    intact / minimal / moderate             |  |
| Munsell#  | Name  | Plane: horizontal / vertical / irregular                         |  |
| Recognized by:                      compaction / deposition / finish / decoration / other |   |  |  |



Additional Observations:

Harris Matrix:



Sketch Plan / Profile

Narrative Description of Stratigraphic Sequence:

Described by:

Field Interpretation:

Interpreted by:

Post-Processing Interpretation:

Interpreted by:



|  |  |                 |
|--|--|-----------------|
| Date ID'd:<br>Exc. Begin:<br>Exc. End:<br>Date Closed:<br><br>Operation: | Feature Period:<br><br>Modern<br>Historic<br>Prehistoric | Feature Number: |
|--|--|-----------------|

|  |   |
|--|---|
| DOCUMENTATION  | Grid Coordinates:   |
|  | Dimensions:    East/West_                      North/South_                      Thickness_   |
|  | Elevations at Top of Feature:   |
|  | Elevations at Bott of Feature:  |
| OBSERVATION  | Plan Drawing: <input type="checkbox"/> on reverse <input type="checkbox"/> attached                      Section Drawing: <input type="checkbox"/> on reverse <input type="checkbox"/> attached |
|  | Photos:   |
|  | Contexts Contained:   |
|  | Level of Disturbance:    intact / minimal / moderate / extensive  |
|  | Transitions: Top (from previous context_____)                      Bottom: abrupt / clear / gradual / diffuse   |
| Compaction: indurated / compact / firm / loose                      Moisture: wet / moist / dry  |   |
| Shape in Plan:                      circular / oval / square / rectangular / linear / irregular  |   |
| Shape in Profile:                      basin / bell / cylindrical / conical / trough / irregular |   |
| Additional Observations:   |   |

|                |  |   |                                  |
|----------------|--|---|----------------------------------|
| SEQUENCE       | <div>List of Contexts:</div>   | <div><div>Harris Matrix:</div><div>Younger Contexts</div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Older Contexts</div></div> | <div>Sketch Plan / Profile</div> |
|                | <div>Narrative Description of Stratigraphic Sequence:</div> <div>Described by:</div> |   |                                  |
| INTERPRETATION | <div>Field Interpretation:</div> <div>Interpreted by:</div>                          |   |                                  |
|                | <div>Post-Processing Interpretation:</div> <div>Interpreted by:</div>                |   |                                  |

[illegible]



## Daily Lab Record

|                    |  |               |  |       |  |
|--------------------|--|---------------|--|-------|--|
| NAME:              |  |               |  | DATE: |  |
| Project #:         |  | Project name: |  |       |  |
| Tally of visitors: |  | Volunteers:   |  |       |  |

**Notes:**

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

|                                |                 |                 |                 |                 |                 |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Photo numbers:                 |                 |                 |                 |                 |                 |
| Contexts Wet Screened:         | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N |
| Contexts Sorted:               | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N |
| Contexts Floated:              | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N | Complete? Y / N |
| Contexts ready for Cataloging: |                 |                 |                 |                 |                 |

Follow up required:

Priorities for tomorrow:





**PRESIDIO**

PAL Number

## Operation

## NHLD Area

Page \_\_\_\_ of \_\_\_\_

# Float Sample Log

[illegible]



Project # \_\_\_\_\_

Context # \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

| Material                    | Present? | Weight | Diagnostic Info and Notes |
|-----------------------------|----------|--------|---------------------------|
| Bone (BO)                   |          |        |                           |
| Structural Ceramics (CE:ST) |          |        |                           |
| Other Ceramics (CE:OT)      |          |        |                           |
| Composite (CO)              |          |        |                           |
| Glass (GL)                  |          |        |                           |
| Metal (ME)                  |          |        |                           |
| Other Inorganic (IN:OT)     |          |        |                           |
| Other Organic (OR:OT)       |          |        |                           |
| Plant (PL)                  |          |        |                           |
| Shell (SH)                  |          |        |                           |
| Modified Stone (ST:MO)      |          |        |                           |
| Building Stone (ST:BU)      |          |        |                           |
| Unmodified Chert (CH:UM)    |          |        |                           |
| Unknown Material (UN)       |          |        |                           |

#### Inventory Instructions:

After sorting, record the presence and the weight for each type of material listed in the table above. Note readily available diagnostic information. Make sure to record the context number, your name and the date.

**Composite objects** are made of more than one material type. Some examples: adobe, which contains both organic and inorganic content; cutlery, which may contain metal and wood; and boots, which may contain leather and metal.

**Other inorganic materials** are those not listed specifically in the table above. Some examples include: cement, concrete, and slag. Specify the type(s) of materials present in the “diagnostic information” column.

**Other organic materials** are those not listed specifically in the table above. Some examples include: coal, leather, rubber, and plastic. Specify the type(s) of material in the “diagnostic information” column.

**Building stone** includes several types of stone, which may not be clearly modified, but were extensively used in building. Serpentine and sandstone, which were heavily used in building foundations and construction, are included in this category.

**Unknown material** can be used to record any objects whose material is not readily discernable.

----- STAFF USE ONLY -----



Operation \_\_\_\_\_

## Visitor Interaction Log

[illegible]