



## 2022 SUMMER PLANNING INTERNSHIPS (\$30.10/hr.)

### JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for seventeen (17) bright and enthusiastic interns to work full-time with staff on a variety of planning projects this summer (June 6, 2022 thru Aug. 26, 2022). This will be a rewarding and valuable experience for those interested in the planning field and desire introductory work experience or college credit. Interns will conduct research, collect, and analyze data, and prepare draft documents for planning work related to housing, historic and cultural resources, social and racial equity, community engagement, urban design, climate change, and many other issues.

### PROJECTS:

#### 1. Four-Plex Prototypes Intern

Project Description: Local and State laws are paving the way to allow for the construction of four-unit buildings in neighborhoods that have traditionally been developed by single-family homes. This effort is intended to demonstrate the feasibility of developing four-unit buildings in a compatible and contextual manner within these lower-density neighborhoods, to reduce the cost of building housing, demonstrate its feasibility, and streamline the approval process. The Intern will develop architectural prototypes for four typical San Francisco lot typologies by considering recent legislation that allows for the construction of fourplexes, the San Francisco Residential Design Guidelines, the Planning Code, and Building and Fire Code constraints. Ideally this would result in reference designs that would: 1) illustrate the basis for related code, policies, and design standards; and 2) potentially be developed to approvable prototypes for the purpose of site permits. This could support racial and social equity goals by enabling homeowners to better navigate the City's Code requirements, reduce professional services fees for the redevelopment of their property, and support the redevelopment of their homes with additional income-producing units.

Desired Skills and Knowledge: The ideal candidate should have an undergraduate degree in architecture; ideally be pursuing a graduate degree in planning or design and demonstrate an ability to produce three-dimensional models and architectural plans; and understand basic Building Code requirements.

#### 2. Public Art & Statues Historic Context Statement Intern

Project Description: Using primary and secondary sources, including the Department's existing historic context statements, surveys, and environmental evaluations, the intern will research and write a historic context statement on Public Art & Statues that identifies and evaluates the significance of San Francisco's public artworks, murals, statues, artists, sculptors, and muralists to inform the Citywide Historic Context Statement & Cultural Resources Survey. Interns will work with staff to identify and survey public art created over different periods of development and draft biographies of known artists who have contributed to the public art of the city.

Desired Skills and Knowledge: The ideal candidate should possess an undergraduate degree or be working towards a graduate degree and demonstrate excellent research and writing skills. Additionally, the Intern

should demonstrate interest and experience in Art History, Public Art, and/or Historic Preservation.

3. **SFCCRS - Jewish Historic Context Statement Intern**

Project Description: Using primary and secondary sources, including the Department's existing historic context statements, surveys, and environmental evaluations, the intern will research and write a historic context statement documenting the history of the Jewish community in San Francisco. The context statement will identify key people and events associated with this theme. Working closely with staff, the Intern will be responsible for cataloguing buildings and sites across the city that are associated with the Jewish community. The completed historic context statement will aid with the evaluation of potentially significant sites related to Jews in San Francisco and inform the Citywide Historic Context Statement & Cultural Resources Survey.

Desired Skills and Knowledge: The ideal candidate should possess an undergraduate degree or be working towards a graduate degree and demonstrate excellent research and writing skills. Additionally, the Intern should demonstrate interest and experience in Public and American History or Historic Preservation. A background in Jewish Studies is preferred.

4. **SF Cultural Association & Historic Resource Finding Audit Intern**

Project Description: The Intern will identify properties eligible for landmarking that are associated with marginalized and underrepresented communities to further the priorities set by the Historic Preservation Commission's Equity Resolution and inform the Citywide Historic Context Statement & Cultural Resources Survey. The intern will gather, review, and analyze existing information and findings from past historic resource determinations and other resources to identify buildings and neighborhoods with potential cultural associations; collect and analyze information to illustrate migration patterns; develop metrics on evaluation findings related to cultural associations; and identify gaps in priority geographies and underrepresented communities. Work products will include a list of properties recommended for local landmarking, a Story Map, data entry into the SF Survey's online data management platform (Arches), and intern project presentation.

Desired Skills and Knowledge: The ideal candidate should possess an undergraduate degree or be working towards a graduate degree and demonstrate excellent cultural sensitivity, data management, mapping (GIS), research, and analytical skills. Intern should show interest and experience in data management, racial and social equity, cartography, data management, data science, urban planning, public history, historic preservation, or similarly related fields.

5. **Landmark Recognition & Interpretation Intern**

Project Description: The intern will compile an overview of San Francisco's current landmark plaque program, research historic recognition programs in other cities; research new technologies for recognizing historic buildings and sites, such as QR codes, mobile walking tours, StoryMaps, etc. and recommend a strategy to ensure consistency in recognizing San Francisco's landmarks. The intern will then implement the strategy, produce public facing documents about the program, and work with Planning's Communications Team to update SFPlanning.com and identify partners to publicize the program, such as SFPL City Guides and the Tourism Board. The intern will integrate their work products with other public cultural resource interpretation and recognition programs that are required by the Department, such as CEQA mitigation measures.

Desired Skills and Knowledge: The ideal candidate should possess an undergraduate degree or be working towards a graduate degree and demonstrate excellent research and analytical skills. Intern should show interest and experience in cartography, data management, historic preservation, public history, urban planning, or similarly related fields.

6. **ADU Program Communication and Outreach Intern**

Project Description: The Intern will identify, develop, and assist with process improvements for the Accessory Dwelling Unit (ADU) permitting and outreach procedures to pro-actively advance equity in the Department's external work as it relates to community planning, community engagement, and process improvements.

Desired Skills and Knowledge: The ideal candidate should be working towards or possessing an undergraduate or graduate degree in communications, urban studies, city planning, or public policy; have excellent writing, visual/graphics, and oral communications skills; interest in or familiarity with public policy, including housing programs and community building; and preferably be multi-lingual in Chinese, Spanish, or Tagalog.

7. **Public Resources for Commercial signage and Residential building standards Intern**

Project Description: The Intern will focus on creating new manuals for the Current Planning Division about two particularly challenging sections of the Planning Code that the public frequently interacts with: 1) commercial signage and 2) development standards for residential buildings. Communicating complex rules to members of the public and improving procedural transparency is one part of the Department's larger racial and social equity goals. The final deliverables will be the development of resources including easy-to-understand guides with ample graphics and illustrations. The specific tasks of this internship will include reviewing and summarizing existing regulations, conducting field work to document example features, interviewing Department staff, updating select existing informational materials, writing easily understandable summaries and instructions, making workflow diagrams, creating illustrations and architectural graphics, formatting materials, developing informational presentations, etc.

Desired Skills and Knowledge: The ideal candidate should demonstrate excellent research, writing and communication skills; have basic understanding of Planning Codes and land use regulations; be able to conduct field research & site documentation; have ability to read and understand architectural drawings; have strong illustration and architectural graphics skills; and have expertise in Adobe In-Design, Adobe Illustrator, and Microsoft Office.

8. **Equity Map of Resources Intern**

Project Description: The Intern will build on the existing Environmental Justice Framework story map to develop an interactive map online that would help people, planners, and community-based organizations to understand the complex resources and needs by geography across the city. The Intern will research and gather information and explore ways to support our different constituencies. The Intern will work with the Community Engagement and Communications Strategy Team to incorporate community profiles and data into the map. Community profiles serve as a resource to support staff in engaging with communities and working with project sponsors to elevate and meet community needs. Community profiles include demographic, land use, and employment data along with qualitative data on community priorities and concerns, cultural and language needs, and past and existing projects. The Equity Map of Resources will support the collaboration of the Community Engagement Team, the Data Team, and the Policies and Strategies Team while providing a valuable resource for community members, planners, and organizations.

Desired Skills and Knowledge: The ideal candidate should be a current under/graduate student or recent graduate of an undergrad/graduate program in planning or community development with experience in data sources and analysis. Experience or strong interest in community engagement and outreach preferred, particularly working with historically marginalized and underserved populations.

9. **Community Engagement Public Information and Process Improvement Intern**

Project Description: The Intern will support the work of both the Community Equity and Current Planning Divisions by creating public materials about community engagement standards. The Intern will build on existing initiatives and strategies to assess and reform project review and outreach processes. The Planning Department is currently updating its practices to better account for racial and social equity, and the public engagement process for development projects is a key area that can be improved. The objective of the internship is to produce public informational material(s) to inform project applicants and developers about community engagement requirements, recommended best practices, and available resources; as well as making new and updated application materials. The Intern may also create internal materials to support Department staff in reviewing and administering the outreach efforts of project applicants.

Desired Skills and Knowledge: The ideal candidate should demonstrate strong writing abilities; possess graphic design and skills in Adobe In-Design and Illustrator; have strong interest in concepts of development and permitting process; and have previous work, volunteer, or recreational experience with community engagement, particularly with an interest in working with historically marginalized and underrepresented populations.

10. **Housing Element 2022 Update Intern**

Project Description: The intern would support the work of the Policies and Strategies Team of the Community Equity Division on the Housing Element 2022 Update. The primary responsibilities include: 1) supporting final policy research and revisions; 2) creating a plan for ongoing outreach through adoption of the Update in January 2023; and 3) assisting with coordination and organization of current community outreach and engagement efforts. Other responsibilities may involve data analysis for the Housing Element, and other related work.

Desired Skills and Knowledge: The ideal candidates must be a student in City Planning/ Public Policy or related programs and possesses policy research and writing skills as well as quantitative and qualitative analysis skills; possess experience in organizing and conducting outreach and engagement events; worked with underrepresented communities or in projects addressing equity; have knowledge of SF neighborhoods and communities, housing policies, programs, strategies, and SF challenges.

11. **Climate Change and Greenhouse Gas Emissions Intern**

Project Description: This intern will be responsible for updating San Francisco's Strategies to Address Greenhouse Gas Emissions (and associated checklists) including amendments to account for the City's updated greenhouse gas ordinance, related updated Climate Action Plan update, and other new policies and regulations that have been implemented since its original publication (July 2017) Maintaining this strategy is a key component to the department's greenhouse gas analysis of projects undergoing environmental review pursuant to the California Environmental Quality Act. The intern will identify recent local, state, and federal policies and legislation that could affect San Francisco's GHG emissions, assess the City's progress in meeting greenhouse gas reduction targets using greenhouse gas inventory information from the San Francisco Department of the Environment, produce an update to the City's Strategies to Address Greenhouse Gas Emissions, and update the GHG Compliance Checklists that are used to determine project-level compliance with the GHG Reduction Strategy.

Desired Skills and Knowledge: The ideal candidates must possess general knowledge of environmental and land use planning principles; be proficiency with basic research methods, technical writing, and analytical skills; be proficient with standard word processing, spreadsheet, and presentation software; and exhibit strong communication and organizational skills. A candidate with or pursuing a baccalaureate or graduate degree in environmental planning or science, city and regional planning, or a related field is desirable but not required; the Department is interested in selecting from a diverse and inclusive applicant pool, including non-

traditional backgrounds and applicants with other related degrees or experience.

**12. Environmental Planning Racial and Social Equity Intern**

Project Description: The intern will support the environmental planning division in centering racial and social equity into their day-to-day work. The intern will assist the division in preparing one to a few major tasks, which may include: 1) preparation of a report on past appeals of the SF Planning Department's California Environmental Quality Act (CEQA) determinations to the SF Planning Commission and SF Board of Supervisors. Any person may file an appeal as a backstop to prevent environmental damage and/or as a threat, negotiating, or delay tactic on a project. The report may include research and analysis into who typically participates in appeals; topics of concern raised in appeals; and type, staff hours spent, and outcome of appeals. The report may also provide recommendations for internal practices and legislative updates to address any racial and social disparities and advantages from the appeal process; 2) assist teams in applying a racial and social equity impact analysis approach and standard operating procedures for engagement to active projects under review. This may include working with assigned environmental planners and developers of the projects; 3) assist a team with the preparation of the analysis of a racial and social equity analysis of the Housing Element 2022 Update or solicit and respond to community comments on the analysis; and 4) assist the transportation team in the racial and social equity audit of the transportation impact analysis guidelines. The intern may lead a team meeting on auditing a criterion(a) and prepare a database or maps of data that planners may use for racial and social equity considerations (e.g., transit access maps).

Desired Skills and Knowledge: The ideal candidates must demonstrate through work, volunteer, education or lived experience an understanding and acceptance of equity, inclusion, and diversity concepts; and have background in or willingness to learn and apply skills such as research documentation, excel/database management, digital mapping, and technical writing.

**13. Environmental Monitoring Team Intern**

Project Description: The environmental monitoring team oversees project compliance with CEQA mitigation measures during construction and/or operation of a development project. The team is focused on: tracking and monitoring development projects with mitigation requirements, gathering data about the implementation of mitigation measures, and creating informational materials for project sponsors and contractors documenting the procedures for complying with measures. The intern will assist the team by: 1) researching, compiling, and updating a list of past and current projects with mitigation requirements into a database (Excel, AirTable or similar); 2) creating a modern tracking system for all projects that require mitigation monitoring and allow for reporting of active environmental monitoring records fully in compliance; 3) researching tools to create automated internal notifications of different monitoring steps (e.g., site visit) to department staff; 4) developing monitoring procedures and site visit tools. The Position may include development of external communications materials, including graphics.

Desired Skills and Knowledge: The ideal candidates must demonstrate through work, volunteer, education or lived experience an understanding and acceptance of equity, inclusion, and diversity concepts. A strong candidate has an interest in environmental monitoring and excellent research, organization, and a background in or willingness to learn technical writing skills. The ideal intern is also knowledgeable and passionate about databases! Proficiency in Microsoft Word and database systems required.

**14. Railyards Redevelopment and General Plan Transportation Element Intern**

Project Description: The transportation intern will provide critical support to the Railyards Redevelopment project and the city's new Transportation Element of the General Plan. The intern will provide a combination of technical tasks and outreach support for both of these projects, including: 1) develop and produce a communications strategy for the Transportation Element to convey the project scope and/or draft policies in a manner that would resonate with the public, capitalizes on various social media platforms, and spurs public

interest and/or participation; 2) plan for and participate in public outreach events associated with the Transportation Element update and the development of the 4th and King Railyards; and 3) review, synthesize, and summarize existing travel behavior in/to/from San Francisco to understand key travel behaviors in major corridors (e.g., 19th Avenue, Mission, Bayshore). Additionally, the analysis will be stratified for key racial and social equity indicators (e.g., race, income) as well as travel patterns for workers commuting to/from southeast San Francisco. Data may be from Streetlight or another source to be determined.

Desired Skills and Knowledge: The ideal candidates should be knowledgeable of public outreach principles, including developing materials relevant and appropriate for the wide array of audiences that live and travel in San Francisco, have in-depth knowledge of social media platforms and how to create visual content with design software, and how to execute marketing campaigns, be proficiency in ArcGIS, data management, and data analysis, and possess strong communications skills, with a focus on writing for public consumption.

#### 15. Streetscape Design Advisory Team Intern

Project Description: The Street Design Advisory Team (SDAT) is seeking an intern to assist with several interdepartmental initiatives related to the advancement of safe, dynamic, and engaging streets within the City and County of San Francisco. The position involves policy development and design research and development related to streetscape design, public space design and the implementation of the City's Better Streets Plan ([www.sfbetterstreets.org](http://www.sfbetterstreets.org)). The intern's scope of work will be multi-faceted and will include: Support with design research and development on up to two projects at a city block scale in priority neighborhoods such as the redesign of the Buchanan Mall in Japantown and a public realm design intervention in the Tenderloin neighborhood, among others. Support with graphics communications work. Participate in weekly SDAT meetings and Planning Department's streetscape design review process. Help publish SDAT recommendations and updating SDAT database to keep record of project applications.

Desired Skills and Knowledge: The ideal candidate should hold an undergraduate degree and have a strong interest in the design and implementation of sustainable urban transportation systems. Previous academic experience in transportation, architecture, landscape architecture, urban design and/or city planning at the undergraduate or graduate level or intent to pursue further study in these fields is desirable. The ideal candidate should also have strong written communication and graphics skills, and technical proficiency AutoCAD and the Adobe Suite (Photoshop, Illustrator, InDesign).

#### 16. Small Multifamily Strategies Research Intern

Project Description: A key part of the San Francisco Planning Department's work is supporting the availability of housing to meet the needs and incomes of San Francisco's diverse residents. Expanding small multifamily housing (sometimes called "missing middle" housing) can add housing choices in areas that have been limited to single family homes, that are currently too expensive for many residents. Both state and local legislation have tried to expand housing choices, including, for example through Accessory Dwelling Unit (ADU) legislation. Many existing homeowners in San Francisco and other cities are low to moderate income and may struggle to add housing to existing properties. The Small Multifamily Strategies Intern will research approaches to support existing homeowners in adding housing including best practices and local or state programs to help finance, educate, and/or incentivize owners. This work will involve researching policies and programs from different government and non-governmental entities, policy analysis of different approaches, possible interviews with property owners or practitioners, and possible data analysis and mapping.

Desired Skills and Knowledge: An undergraduate or graduate degree in city planning, public policy, architecture, or other relevant field with course work and/ or work experience in housing policy, economics, and ideally housing finance. Work experience in policy research and analysis, including summarizing complex information and analyzing data strongly preferred. A demonstrated interest in housing policy, especially affordable housing policy and/or small multifamily housing, and interest in housing finance and land use policy also desirable. Ability to work both collaboratively and independently is key as well as knowledge of

MS Office suite. Knowledge of other relevant software, including ArcGIS, also desirable.

17. **SF Young Planners Program Intern**

Project Description: This position will assist the Internship Coordinator in managing the summer high school internship program. This includes content development, information presentation, project creation, intern supervision, field trip chaperone, and liaison with employment partners.

Desired Skills and Knowledge: The ideal candidate should be working towards or possessing an undergraduate degree in Urban Studies, Planning, Architecture, or a related technical field. Experience in working with underrepresented or at risk youth highly desirable. Must have strong communication skills and interest or experience in teaching. Must be able to attend weekly outings with the high school interns. Familiarity with using interactive tools such as google slides, jamboard, or Poll Everywhere is essential.

**APPLICATIONS:**

Interested applicants can apply online. See link to the San Francisco Planning Department webpage: <https://sfplanning.org/internships2022>. Be sure to clearly indicate your preference for which project(s) you would like to participate in and submit a cover letter. Completion of Supplemental Questionnaire(s) may be required as part of the Application submittal process. For questions about the Internship Program, please email: [CPC.InternshipProgram@sfgov.org](mailto:CPC.InternshipProgram@sfgov.org).

**DEADLINE:**

Friday, January 28, 2022 at 11:59 pm (PST).