

**BOARD OF APPEALS**

**CITY & COUNTY OF SAN FRANCISCO**

**DRAFT MEETING MINUTES – WEDNESDAY, SEPTEMBER 24, 2025**

**REGULAR MEETING (IN-PERSON AND REMOTE ACCESS VIA ZOOM)**

**5:00 P.M., CITY HALL, ROOM 416, ONE DR. CARLTON B. GOODLETT PLACE**

PRESENT: President John Trasviña, Vice President Jose Lopez, Commissioner Rick Swig and Commissioner Rebecca Saroyan.

Jesse Mainardi, Deputy City Attorney, Office of the City Attorney (CAT); Manu Pradhan, Deputy City Attorney, CAT; Corey Teague, Zoning Administrator, Planning Department (PD); Jonathan Vimr, Planner, PD; Joseph Ospital, Senior Building Inspector, Department of Building Inspection (DBI); Julie Lamarre, Executive Director; Alec Longaway, Legal Assistant.

**(1) PUBLIC COMMENT**

At this time, members of the public may address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board except agenda items. With respect to agenda items, your opportunity to address the Board will be afforded when the item is reached in the meeting with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Board has closed the public hearing, your opportunity to address the Board must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Board for up to three minutes. At the discretion of the Board President, public comment and remote public participation may be limited to two minutes per person. If it is demonstrated that public comment and remote public participation will cumulatively exceed 15 minutes, the President may continue Public Comment and/or remote public participation to another time during the meeting.

SPEAKERS: None.

**(2) COMMISSIONER COMMENTS & QUESTIONS**

SPEAKERS: President Trasviña welcomed everyone to the meeting and stated that the Board was prepared to hear the cases.

PUBLIC COMMENT: None.

**(3) ADOPTION OF MINUTES**

Discussion and possible adoption of September 3, 2025 minutes.

ACTION: Upon motion by Vice President Lopez, the Board voted 4-0 to adopt the September 3, 2025 minutes.

PUBLIC COMMENT: None.

**(4) APPEAL NO. 25-030**

JONATHAN REID, Appellant(s)  vs.  ZONING ADMINISTRATOR, Respondent	1000 Broadway. Appealing the ISSUANCE on July 25, 2025, to Russian Hill Lending, LLC, of a Variance Decision (The proposal is to construct three separate buildings, ranging from four to six stories, containing a total of five dwelling units on a currently vacant corner lot. The proposal also includes various subterranean levels, including a two-level, full-lot coverage podium for a parking garage and additional floor area. The Zoning Administrator granted Front Setback and Rear Yard Variances). RECORD NO. 2024-008190VAR. FOR HEARING TODAY.
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ACTION: Upon motion by Vice President Lopez, the Board voted 4-0 to deny the appeal on the basis that the project meets the five findings required by Planning Code Section 305(c) and the Variance Decision was properly issued.

SPEAKERS: Deputy City Attorney Mainardi stated that he would not participate in this matter since he is a friend of the appellant [he then exited the room and was replaced by Deputy City Attorney Manu Pradhan; Mr. Mainardi returned to hearing after Item 4 concluded]; Jonathan Reid, appellant; John Kevlin, attorney for determination holder; Corey Teague, PD; Jonathan Vimr, PD.

PUBLIC COMMENT: None.

**(5) APPEAL NO. 25-023**

JON KWONG, Appellant(s)  vs.  DEPT. OF BUILDING INSPECTION, Respondent PLANNING DEPT. APPROVAL	1914 Greenwich Street. Appealing the ISSUANCE on June 6, 2025, to Deborah Keane, of an Alteration Permit (to comply with Notice of Violation No. 202534413; lattice support for roses). PERMIT NO. 2025/06/06/8151. FOR HEARING TODAY.
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ACTION: Upon motion by Vice President Lopez, the Board voted 3-0-1 (Commissioner Saroyan absent) to deny the appeal and uphold the permit on the basis it was properly issued.

SPEAKERS: Shirely Mu, attorney for appellant; Deborah Keane, permit holder; Daniel Damond, permit holder; Corey Teague, PD; Joseph Ospital, DBI.

PUBLIC COMMENT: None.

**(6) JURISDICTION REQUEST NO. 25-5**

**Subject property at 874 Fell Street.** Letter from Eric Roussel, requestor, asking that the Board take jurisdiction over Violation & Penalty Decision (Complaint No. 2024-000871ENF), which was issued on December 2, 2024. The appeal period ended on January 2, 2025, and the jurisdiction request was filed at the Board office on May 12, 2025. **Determination Holder:** Eric Roussel. **Determination Description:** The property is currently authorized for 9-unit residential building use. The Planning Department determined that there is an Unauthorized Dwelling Unit (UDU) located at the basement level of the subject property which is a violation of Planning Code Section 317 (Development of an Unauthorized Unit) and Section 175 (unpermitted work). The Zoning Administrator mandated that the violation be abated by either legalizing the UDU or removing the UDU (by obtaining a Conditional Use Authorization (CUA) or obtaining an exemption to the CUA requirements).

**ACTION:** Upon a motion by Commissioner Swig, the Board voted 3-0-1 (Commissioner Saroyan absent) to deny the request on the basis that the Planning Department acted properly by informing the requestor about the Notice of Violation and the City did not intentionally or inadvertently cause the requestor to be late in filing an appeal.

**SPEAKERS:** Eric Roussel, requestor; Corey Teague, PD.

**PUBLIC COMMENT:** None.

**(7) APPEAL NO. 25-020**

<p>ERIC ROUSSEL, Appellant(s)</p> <p>vs.</p> <p>ZONING ADMINISTRATOR, Respondent</p>	<p>874 Fell Street.</p> <p>Appealing the ISSUANCE on April 11, 2025, to Eric Roussel, of an Amended Request for Suspension (The Planning Department is requesting that the Department of Building Inspection suspend Building Permit Nos. 201311252814 and 202011309847 because of discrepancies in the scopes of work shown on architectural and structural drawings in each of the two permits; the architectural drawings do not accurately represent the full scope of work found within the structural drawings, which shows full removal and replacement and would define the project as tantamount to demolition and would require a Variance from the Zoning Administrator and a Conditional Use Authorization from the Planning Commission. Scope of work for the permits: Permit No. 2013/1125/2814 (At rear building, renovate existing carriage house and garage; extend top floor over existing garage and create deck on existing roof at garage; add a bath and new kitchen, renovate existing bath); Permit No. 2020/1130/9847 (revision to Permit Application No. 2013/1125/2814; revise layout of interior rooms; revise structural accordingly to shoring engineer recommendations). PERMIT NOS. 201311252814 and 202011309847.</p> <p>FOR HEARING TODAY.</p>
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**ACTION:** Upon motion by Vice President Lopez, the Board voted 3-0-1 (Commissioner Saroyan absent) to deny the appeal on the basis that the Zoning Administrator did not err or abuse his discretion and the Suspension Request was properly issued.

**SPEAKERS:** Eric Roussel, appellant; Corey Teague, PD; Joseph Ospital, DBI.

**PUBLIC COMMENT:** None.

**ADJOURNMENT.**

There being no further business, President Trasviña acknowledged the passing of Belva Davis, the first African American woman to be a part of the media in San Francisco. He stated that she had a tremendous impact on City Hall for many years. President Trasviña adjourned the meeting in her honor at 8:35 p.m.

The supporting documents for this meeting can be found at the following link:  
<https://www.sf.gov/meeting-20250924-board-of-appeals-hearing-september-24-2025>

A video of this meeting, can be found at the following link:  
[https://sanfrancisco.granicus.com/player/clip/50811?view\\_id=6&redirect=true](https://sanfrancisco.granicus.com/player/clip/50811?view_id=6&redirect=true)