BOARD OF APPEALS, CITY & COUNTY OF SAN FRANCISCO

Appeal of
DARRYL & CELESTE WOO, TAYLOR & JULIA MOORE)
SUSAN CRONHOLM, KATHERINE SCANGOS, JEFF)
WILLIS, MARC CHAPUT & ALISON CHAPUT,)
Appellant(s))
)
vs.)
)
ZONING ADMINISTRATOR,)
Respondent

Appeal No. **26-021**

NOTICE OF APPEAL

NOTICE IS HEREBY GIVEN THAT on April 15, 2026, the above named appellant(s) filed an appeal with the Board of Appeals of the City and County of San Francisco from the decision or order of the above named department(s), commission, or officer.

The substance or effect of the decision or order appealed from is the ISSUANCE on April 6, 2026 to Richard & Fiona Kwee, of a Variance Decision (The proposal is to construct a vertical and horizontal addition to the existing single-family building, demolish and replace the rear deck in-kind, and add a new roof deck at the northwest corner of the 3rd story; the proposed building expansion will extend 6 feet 4 inches into the required rear yard; the Zoning Administrator granted a rear yard variance with conditions) at 2840 Lake Street.

CASE NO. 2015-013369VAR-02

FOR HEARING ON May 27, 2026

Address of Appellant(s):	Address of Other Parties:
Darryl & Celseste Woo, Taylor & Julia Moore, Susan Cronholm, Katherine Scangos, Jeff Willis, Marc & Alison Chaput, Appellant(s) 180 30th Avenue San Francisco, CA 94121	Richard & Fiona Kwee, Determination Holder(s) c/o Tom Tunny, Attorney for Determination Holder(s) Reuben Junius & Rose LLP One Bush Street, Suite 600 San Francisco, CA 94104

Date Filed: April 15, 2026

CITY & COUNTY OF SAN FRANCISCO
BOARD OF APPEALS

PRELIMINARY STATEMENT FOR APPEAL NO. 26-021

I / We, **Darryl & Celeste Woo, Taylor & Julia Moore, Katherine Scangos & Jeff Willis, Marc & Alison Chaput, and Susan Cronholm**, hereby appeal the following departmental action: **ISSUANCE** of **Variance No. Decision Case No. 2015-013369VAR-02** by the **Zoning Administrator** which was issued or became effective on: **April 6, 2026**, to: **Richard and Fiona Kwee,** for the property located at: **2840 Lake Street**.

BRIEFING SCHEDULE:

Appellants' Brief is due on or before: 4:30 p.m. on **May 7, 2026**, **(no later than three Thursdays prior to the hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be double-spaced with a minimum 12-point font. An electronic copy shall be emailed to: boardofappeals@sfgov.org; julie.lamarre@sfgov.org; corey.teague@sfgov.org; andrew.perry@sfgov.org; carey.mcelroy@sfgov.org; and ttunny@reubenlaw.com

Respondent's and Other Parties' Briefs are due on or before: 4:30 p.m. on **May 21, 2026**, **(no later than one Thursday prior to hearing date)**. The brief may be up to 12 pages in length with unlimited exhibits. It shall be doubled-spaced with a minimum 12-point font. An electronic copy shall be emailed to: boardofappeals@sfgov.org; julie.lamarre@sfgov.org; corey.teague@sfgov.org; andrew.perry@sfgov.org; carey.mcelroy@sfgov.org; dwoo@goodwinlaw.com; jctmoore@gmail.com; jwillis108@gmail.com; marcchaput@gmail.com; crnhlm@aol.com

Hard copies of the briefs do NOT need to be submitted to the Board Office or to the other parties.

Hearing Date: **Wednesday, May 27, 2026, 5:00 p.m., Room 416 San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place.** The parties may also attend remotely via Zoom. Information for access to the hearing will be provided before the hearing date.

All parties to this appeal must adhere to the briefing schedule above, however if the hearing date is changed, the briefing schedule MAY also be changed. Written notice will be provided of any changes to the briefing schedule.

In order to have their documents sent to the Board members prior to hearing, **members of the public** should email all documents of support/opposition no later than one Thursday prior to hearing date by 4:30 p.m. to boardofappeals@sfgov.org. Please note that names and contact information included in submittals from members of the public will become part of the public record. Submittals from members of the public may be made anonymously.

Please note that in addition to the parties' briefs, any materials that the Board receives relevant to this appeal, including letters of support/opposition from members of the public, are distributed to Board members prior to hearing. All such materials are available for inspection on the Board's website at www.sfgov.org/boa. You may also request a hard copy of the hearing materials that are provided to Board members at a cost of 10 cents per page, per S.F. Admin. Code Ch. 67.28.

The reasons for this appeal are as follows:

See attachment to the Preliminary Statement of Appeal,

Appellant or Agent:

Signature: Via Email

Print Name: Darryl Woo, appellant

Preliminary Statement of Reasons for Appeal – Case No. 2015-013369VAR-02

This appeal involves a zoning variance, and thus review is *de novo* and the rulings and findings of the Zoning Administrator ("ZA") are entitled no deference and should be reversed.

Applicants must satisfy all of the requirements under Section 305(c) of the Planning Code– the failure to meet any one should have resulted in denial. Instead, a variance was granted despite Applicants having failed to meet at least four of the five requirements: one, that the grant of the variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity; two, that the variance is necessary for preservation and enjoyment of a substantial property right of the subject property; and three and four, that there are exceptional or extraordinary circumstances applying to the property, and enforcement of the Code would result in practical difficulty or unnecessary hardship to the applicants.

Evidence submitted prior to and at the hearing held December 3, 2025, including shadow studies, showed that the addition of the proposed third story would materially impact neighbors' properties, casting shadows and materially reducing their access to light and air space. Such diminution would permanently and detrimentally affect the neighbors' property rights, values, and enjoyment of their respective properties. The grant of the variance enriches Applicants at the expense of their neighbors, allowing them a third story addition that would tower over surrounding properties and provide Applicants with sweeping views of the Golden Gate bridge while permanently blocking neighbors' access to light and air. The evidence also showed that the proposed third story would affect neighbors' privacy rights, with the added height allowing Applicants to peer from above into neighbors' bedrooms and onto their decks.

Notwithstanding such evidence and objections, the ZA granted the sought-after variance. The ZA did so after engaging in post-hearing ex parte communications with Applicants and/or their lawyers, including submission of a revised plan that the ZA admitted did "not address[] all the neighbors' concerns" and continued to include a third story addition.

Just days before the Variance Decision, Applicants circulated copies of a portion of their revised plans (4 out of 20 pp.), but did not include any additional shadow studies showing the impact on neighbors' properties. There is thus no basis for the ZA's determination that the modified third story plan "would not be materially injurious to the neighboring properties." Rather, the only evidence of which appellants are aware show the contrary – that adding a third story in violation of current zoning would materially injure neighboring properties by casting shadows and reducing the light and air presently available to neighbors. Indeed, the ZA concedes that the revised plans only "slightly" reduce depth and height, and "reduce," but not eliminate, western-facing windows.

In addition, the ZA erroneously found that the variance is "necessary for preservation and enjoyment" of Applicants, and that they have exceptional circumstances. To the contrary, there is no "necessity" of *adding* a third story on top of the existing two-story property. By definition, the variance is sought because current zoning does *not* permit third stories. There is no evidence that the added story is necessary, as its principal purpose is to add enjoyment and value for Applicants at the expense of their neighbors; if anything, the addition disrupts the status quo, not preserves it. For all of the above reasons, the added-story variance should have been denied.

San Francisco Planning

49 South Van Ness Avenue, Suite 1400
San Francisco, CA 94103
628.652.7600
www.sfplanning.org

VARIANCE DECISION

Date:	April 6, 2026
Case No.:	**2015-013369VAR-02**
Project Address:	**2840 Lake Street**
Block/Lot:	1329 / 008
Zoning:	RH-1(D) (Residential- House, One Family- Detached) Family and Senior Housing Opportunity SUD
Height/Bulk:	40//40-R-4 Height and Bulk District
Applicant:	Thomas P. Tunny One Bush Street, Suite 600 San Francisco, CA 94104
Owner:	Richard & Fiona Kwee 2840 Lake Street San Francisco, CA 94121
Staff Contact:	Christy Alexander – 628-652-7334 christy.alexander@sfgov.org

Description of Variance – Rear Yard Variance Sought:

The proposal is to construct a vertical and horizontal addition to the existing single-family building, demolish and replace the rear deck in-kind, and add a new roof deck at the northwest corner of the 3rd story.

PLANNING CODE SECTION 134 requires the subject lot to maintain a rear yard equal to 30% of the total lot depth. The proposed building expansion will extend 6 feet 4 inches into the required rear yard. Therefore, a variance is required.

Procedural Background:

1. The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 categorical exemption.

2. Building Permit No. 201509167124 was filed in 2015 for a similar vertical and horizontal addition, a request for Discretionary Review was filed for the project, and the project also required a rear yard variance. The request for Discretionary Review was withdrawn prior to any public hearing and no opposition was submitted for the variance. The variance (Case No. 2015-013369VAR) was subsequently issued on November 1, 2017.

3. On October 3, 2024, Building Permit No. 201509167124 was issued for the previous project, and three separate appeals were filed by neighboring property owners (Appeal Nos. 24-57, 58, & 59). However, it was determined that the permit had been issued in error because the variance it relied upon expired on November 1, 2020, and a new variance was required for the permit to be valid. The three separate appeals were withdrawn on February 20-21, 2025.

4. A new variance application was filed for substantially the same project on July 17, 2025, and the Zoning Administrator held a public hearing on **Variance Case No. 2015-013369VAR-02 on December 3, 2025.**

5. In response to concerns from neighbors and comments from the Zoning Administrator, revised plans were submitted on February 26, 2026, that reduced the depth of the 3rd story addition on its western side, converted the proposed 3rd story roof to a flat roof to reduce the height, and removed 2 of the 3 western-facing windows from the proposed 3rd story.

Decision:

GRANTED, in general conformity with the revised plans on file with this application, shown as EXHIBIT A, to construct a vertical and horizontal addition within the required rear yard, subject to the following conditions:

1. Per Planning Code Section 151.1, a lot containing only one dwelling unit may have up to 2 accessory parking spaces, and any parking above that maximum is considered its own principal use (e.g., Private Parking Garage). The existing garage includes 2 accessory parking spaces, but the revised plans propose 3 accessory parking spaces using a stacker. Therefore, unless the project obtains the necessary approvals for a Private Parking Garage, the project must include no more than 2 accessory parking spaces.

2. The authorization and rights vested by virtue of this decision letter **shall be deemed void and cancelled** if a Site or Building Permit is not issued within three years from the effective date of this decision. However, this authorization may be extended by the Zoning Administrator when implementation of the project is delayed by a public agency, an appeal or a legal challenge and only by the length of time for which such public agency, appeal or challenge has caused delay.

3. Any future physical expansion, even in the buildable area, shall be reviewed by the Zoning Administrator to determine if the expansion is consistent with this variance approval. If the Zoning Administrator determines that a future proposal is not consistent with this variance approval, then they may require either notice to adjacent and/or affected property owners or a new variance be sought and justified.

4. The proposed project must meet these conditions and all applicable City Codes. In case of conflict, the more restrictive controls apply.

5. The owner of the subject property must record on the land records of the City and County of San Francisco the conditions attached to this variance decision as a Notice of Special Restrictions in a

form approved by the Zoning Administrator.

Findings:

Section 305(c) of the Planning Code states that in order to grant a variance, the Zoning Administrator must determine that the facts of the case are sufficient to establish the following five findings:

FINDING 1.

That there are exceptional or extraordinary circumstances applying to the property involved or to the intended use of the property that do not apply generally to other properties or uses in the same class of district.

Requirement Met.

A. As noted in the variance granted in 2017 per Case No. 2015-013369VAR, the subject property has an average lot depth of approximately 85 feet, which is shallower than the typical San Francisco lot. The existing building is set back more than 26 feet from the front property line and situated closer to the rear lot line, such that the existing rear yard is deficient by between 2 to 18 feet. The subject building was constructed in 1921 and is a contributor to the Sea Cliff Historic District. Therefore, any additions are limited to the rear where they are minimally visible from the street.

FINDING 2.

That owing to such exceptional and extraordinary circumstances the literal enforcement of specified provisions of this Code would result in a practical difficulty or unnecessary hardship not created by or attributed to the applicant or the owner of the property.

Requirement Met.

A. As noted in the variance granted in 2017 per Case No. 2015-013369VAR, due to the shallower lot depth, the existing building's rear location on the lot, and the historic nature of the subject building, none of which are created by or attributable to the property owner, it is more challenging to expand the existing building in conformance with the required rear yard. The proposed 3rd story addition is required to be set back from the front façade to meet historic preservation design guidance. Literal enforcement of the Planning Code would represent an unnecessary hardship towards a reasonable addition that includes a minor extension into the required rear yard that was revised from the approved 2017 project to better accommodate its surroundings.

FINDING 3.

That such variance is necessary for preservation and enjoyment of a substantial property right of the subject

property, possessed by other property in the same class of district.

Requirement Met.

A. Granting this variance will allow the subject property to improve and increase habitable space for the existing dwelling unit by constructing a modest third floor addition, including an elevator, with a design that respects the historic district and better responds to its surroundings than the 2017 project, which is a substantial property right possessed by other properties in the RH-1(D) Zoning District.

FINDING 4.

That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity.

Requirement Met.

A. Granting the variance will improve the livability of the subject property and will not be materially detrimental to the public welfare or materially injurious to the neighboring properties. The revised plans slightly reduce the depth of the third story, reduce the western-facing windows, and reduce the height of the addition by replacing the pitched roof with a flat roof to minimize the additional massing and shadow.

B. The Planning Department determined the project to be consistent with the Residential Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The Department received six letters of concern and neighbors raised concerns at the public hearing. While not addressing all the neighbors' concerns, the plans were revised from those originally approved in 2017 to respond to neighbors' concerns in a manner deemed sufficient to grant the variance.

FINDING 5.

The granting of such variance will be in harmony with the general purpose and intent of this Code and will not adversely affect the General Plan.

Requirement Met.

A. This development is consistent with the generally stated intent and purpose of the Planning Code to promote orderly and beneficial development. Planning Code Section 101.1 establishes eight priority-planning policies and requires review of variance applications for consistency with said policies. The project meets all relevant policies, including conserving neighborhood character, and maintaining housing stock.

    1. Existing neighborhood retail uses will not be adversely affected by the proposed project.

2. The proposed project will be in keeping with the existing housing and neighborhood character. The proposal will preserve the existing dwelling unit on the property and is consistent with the applicable design guidelines and standards.

3. The proposed project will have no effect on the City's supply of affordable housing.

4. The proposed project does not adversely affect neighborhood parking or public transit.

5. The project will have no effect on the City's industrial and service sectors.

6. The proposed project will have no effect on the City's preparedness to protect against injury and loss of life in an earthquake.

7. The project will have no effect on the City's landmarks or historic buildings. The additions as proposed are consistent with the Secretary of Interior Standards.

8. The project would not affect any existing or planned public parks or open spaces.

The effective date of this decision shall be either the date of this decision letter if not appealed, or the date of the Notice of Decision and Order if appealed to the Board of Appeals.

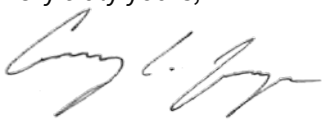
Once any portion of the granted variance is used, all specifications and conditions of the variance authorization become immediately operative. The violation of any condition of approval shall constitute a violation of the Planning Code and **may constitute grounds for revocation** of the variance.

Protest of Fee or Exaction: You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission's adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator's Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives **NOTICE** that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.

APPEAL: Any aggrieved person may appeal this variance decision to the Board of Appeals within ten (10) days after the date of the issuance of this Variance Decision. For further information, please contact the Board of Appeals in person at 49 South Van Ness Ave, Suite 1475 (14th Floor), call 628-652-1150, or visit www.sfgov.org/bdappeal.

Very truly yours,



Corey A. Teague, AICP
Zoning Administrator

This is not a permit to commence any work or change occupancy. Permits from appropriate departments must be secured before work is started or occupancy is changed.

EXHIBIT A

AGENCY STAMPS:

ABBREVIATIONS

&	and	MET. or MTL.	Metal
@	at	MF.	Metal Frame
ABV.	Above	MFR.	Manufacturer
A.F.F.	Above finish floor	MIN.	Minimum
A.B.	Anchor Bolt	MIR.	Mirror
A.C.	Asphalt Concrete	MISC.	Miscellaneous
A.D.	Area Drain	MS.	Manufacturer Supplied
A.F.	Aluminum Storefront	MUL.	Mullion
A.S.	As Specified	MULT.	Multiple
A.S.W.	Aluminum Sash Window		
A.T.	Acoustical Tile	(N)	New
A.V.	Audio/Visual	N.	North
APPROX.	Approximate	N.E.	Northeast
ARCH.	Architectural or Arched	N.I.C.	Not In Contract
		N.T.S.	Not To Scale
B.	Base or Bottom	N.W.	Northwest
B.O.BM.	Bottom of Beam	NO. or #	Number
B.O.C.	Bottom of Concrete	NOM.	Nominal
B.O.S.	Bottom of Steel		
BLKG.	Blocking	O/	Over
BLW.	Below	O.C.	On Center
B.F.F.	Below finish floor	O.D.	Outside Diameter
BM.	Beam	O.S.B.	Oriented Strand Board
BTM.	Bottom	OFF.	Office
		OH.	Overhang
C. or C.W.	Cold Water	OPNG.	Opening
CON. JT.	Construction Joint or Control Joint	OPP.	Opposite
C.J.	Ceiling Joist		
C.L.	Center Line	P.	Pole
C.M.U.	Concrete Masonry Unit	P.A.	Public Address
C.P.	Cement Plaster	P.C.	Precast Concrete or Pipe Column
C.T.	Ceramic Tile	P.F.T.	Pre-fabricated Truss
CAB.	Cabinet	P.H.	Panel Hardware
CANT.	Cantilever	P.L.	Property Line
CLG.	Ceiling	P. LAM.	Plastic Laminate
CLG. HGT.	Ceiling height	P.T.	Pressure Treated
CLO.	Closet	P.T.D.F.	Pressure Treated Douglas Fir
CLR.	Clear	PERF.	Perforated
COL.	Column	PERP.	Perpendicular
CONC.	Concrete	PL. or P.	Plate
COND.	Condenser	PL. HGT.	Plate height
CONT.	Continuous	PLN.	Plan
CORR.	Corridor	PLYWD.	Plywood
CPT.	Carpet	PNL.	Panel
CSMT.	Casement	PNT.	Paint
CTR(D)	Center(ed)	POL.	Polished
CW	Curtain Wall	PR.	Pair
		PREFAB.	Prefabricated
	Penny (nails)	PT.	Point
D.F.	Drinking Fountain or Douglas Fir		
D.H.	Double Hung	QT.	Quart
DBL.	Double		
DEG.	Degree	R.	Riser or Right
DEPT.	Department	R.H.	Right Hand
DET.	Detail	R.J.	Roof Joist
DIA.	Diameter	R.O.	Rough Opening
DIAG.	Diagonal	R.T.	Rubber Tile
DIM.	Dimension	R.W.L.	Rain Water Leader
DISP.	Disposal	RAD. or R.	Radius
DN.	Down	RD.	Round or Road
DR.	Door or Drain	RECP.	Receptacle
DRY.	Dryer	REF.	Reference
DS.	Downspout	REFR.	Refrigerator(tion)(ant)
DW.	Dishwasher	RESIL.	Resilient
DWG(S)	Drawing(s)	REV.	Revision
DWR. D.	Drawer	RF. or R.	Roof
		RFT.	Rafter
E.B.	Expansion Bolt	RM.	Room
E.N.	Edge Nail	RS.	Resawn (Rough Sawn)
E.W.	Each Way	RUB.	Rubber
EA.	Each	RWD.	Redwood
ELEC.	Electrical		
ELEV.	Elevation	(")	Second
EQ.	Equal	S.	South
EQUIP.	Equipment	S. or SH.	Shelf
ETC.	Et cetera	S.A.	Supply Air
EXIST. (E)	Existing	S.A.G.	Supply Air Grill
EXP. JT.or E.J.	Expansion Joint	S.C.	Solid Core
EXT.	Exterior	S.E.	Southeast
		S.C.D.	See Civil Drawings
F.A.U.	Forced Air Unit	S.E.D.	See Electrical Drawings
F.D.	Floor Drain	S.G.	Single Glazed
F.E.	Fire Extinguisher	S.H.	Single Hung
F.F.	Finish Floor	S.K.D.	See Kitchen Drawings
F.H.S.	Flat Head Screw	S.L.D.	See Landscape Drawings
F.J.	Floor Joist	S.M.	Sheet Metal
F.M.	Foam Moldings	S.M.D.	See Mechanical Drawings
F.O.C.	Face of Concrete	S.M.S.	Sheet Metal Screw
F.O.F.	Face of Finish	S.P.D.	See Plumbing Drawings
F.O.M.	Face of Masonry	S.S.D.	See Structural Drawings
F.O. PLYWD.	Face of Plywood	S.S.	Sanitary Sewer or Select Structural
F.O.S.	Face of Studs	S.V.	Sheet Vinyl
F.S.	Floor Sink	S.W.	Southwest, Shear Wall, or Stem Wall
FAB.	Fabricate	SHR.	Shower
FNDN.	Foundation	SHT.	Sheet
FIN.	Finish	SHTNG.	Sheathing
FIX.	Fixture or Fixed	SIM.	Similar
FLR.	Floor	SK.	Sink
FLUOR.	Fluorescent	SKLT.	Skylight
FRT.	Fire-Retardant Treated	SL.	Sliding
FTG.	Footing	S.O.G.	Slab on grade
FURR.	Furring	SPECS.	Specifications
		SPKR.	Speaker
G.D.	Garbage Disposal	SQ.	Square
G.F.I.	Ground Fault Interrupter	SQ. FT. or S.F.	Square Foot/Feet
G. RAIL.	Guard Railing	SQ. YD.	Square Yard
G.S.M.	Galvanized Sheet Metal	SST.	Street or Stone
GA.	Gage, Gauge	ST.	Stainless Steel
GAL.	Gallon	STA.	Stationary
GALV.	Galvanized	STL.	Steel
GAR.	Garage	STOR.	Storage
GL. B.	Glass Block	SUSP.	Suspended
GLULAM. or G.L.	Glue Laminated	SYM.	Symmetrical
GYP. BD.or G.W.B.	Gypsum Board		
		T.	Tread, Top or Tempered
H. or H.W.	Hot Water	T. & B.	Top and Bottom
H., HT. or HGT.	Height	T. & G.	Tongue and Groove
H.C.	Hollow Core	T.B.	Towel Bar or Telephone Board
H.M.	Hollow Metal	T.C.	Trash Compactor
H. RAIL.	Handrail	T.B.D.	To be determined
H.V.A.C.	Heating, Ventilation and Air Conditioning	T.B.S.	To be selected
		T.O.BM.	Top of Beam
HB.	Hose bib	T.O.C.	Top of Curb or Concrete
HDR.	Header	T.O.F.F.	Top of Finish Floor
HDWD.	Hardwood	T.O.P.	Top of Plate or Top of Pavement
HOR.	Horizontal	T.O.R.	Top of Roof Sheathing
		T.O.S.	Top of Steel
I.C.	In Contract	T.O.S.F.	Top of Subfloor
I.D.	Inside Diameter	T.O.S.W.	Top of Stem Wall
IN. or "	Inch	T.O.W.	Top of Wall
INCAD.	Incandescent	T.N.	Toe Nail
INFO.	Information	T.R.A.	Toilet Room Accessories
INSUL.	Insulation	T.S.	Tube Steel
INT.	Interior	TEL.	Telephone
		TEMP.	Temporary
J.B.	Junction Box	TER.	Terrazzo
JAN.	Janitor	THK.	Thick
JT. or J.	Joint	TLT.	Toilet
JST. or J.	Joist	TYP.	Typical
K.D.	Kiln Dried	U.B.C.	Uniform Building Code
KIT.	Kitchen	U.L.	
KP.	Kickplate or King Post	U.O.N.	Unless Otherwise Noted
		UC.	Undercut
L.F.	Linear Foot	UR.	Urinal
L.S.	Lag Screw		
LAM.	Laminate	V.C.T.	Vinyl Composition Tile
LAV.	Lavatory	V.I.F.	Verify In Field
LB. or #	Pound	V.S.W.	Vinyl Sash Window
LKR.	Locker	V.T.	Vinyl Tile
LNDY.	Laundry	VERT.	Vertical
LVR.	Louver	VYL.	Vinyl
(')	Minute	W	West, Watt or Width
M.B.	Machine Bolt	W/	With
M.C.	Medicine Cabinet	W/O	Without
M.D.O.	Medium Density Overlay	W.C.	Water Closet or Wall Coverings
M.R.	Moisture Resistant	W.F.	Wood Frame or Wide Flange
M.S.	Machine Screw	W.P.	Waterproof or Work Point
MATL.	Material	W.P.M.	Waterproof Membrane
MAX.	Maximum	W.R.	Water Resistant
MECH.	Mechanical	W.S.	Weather-stripping
MEMB.	Membrane	W.S.W.	Wood Sash Window
		W.W.M.	Welded Wire Mesh
		WASH.	Washer
		WD.	Wood
		WDW.	Window
		WT.	Weight
		YD.	Yard

GENERAL NOTES:

1. ALL WORK SHALL COMPLY WITH THE 2022 CALIFORNIA BUILDING STANDARDS CODE (CAL. CODE REGS., TITLE 24), 2022 CALIFORNIA ELECTRICAL CODE, 2022 CALIFORNIA PLUMBING CODE, 2019 CALIFORNIA MECHANICAL CODE AND 2022 CALIFORNIA ENERGY CODE. CONTRACTOR SHALL COMPLY WITH ANY OTHER STANDARD OR CODE IN EFFECT AS OF DATE OF CONTRACT DOCUMENTS.CONTRACTOR SHALL COMPLY WITH ANY OTHER STANDARD OR CODE IN EFFECT AS OF DATE OF CONTRACT DOCUMENTS.
2. DO NOT SCALE DRAWINGS. FIGURED DIMENSIONS SHALL BE FOLLOWED. LARGE SCALE DRAWINGS OR DETAILS TAKE PRECEDENCE OVER SMALL SCALE ONES. SPECIFIC NOTES AND DETAILS TAKE PRECEDENCE OVER TYPICAL NOTES AND DETAILS. NOTIFY ARCHITECT IMMEDIATELY OF ANY DIMENSIONAL DISCREPANCIES.
3. BEFORE STARTING ANY PORTION OF WORK, THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VISIT THE SITE AND BE KNOWLEDGABLE OF CONDITIONS THERIN. ALL EXISTING CONDITIONS THAT HAVE BEARING ON HIS WORK. ARCHITECT IS TO BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES BETWEEN FIELD CONDITIONS, DRAWINGS, SPECIFICATIONS, OR OTHER CONTRACT DOCUMENTS. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR CORRECTING ANY WORK THAT WAS KNOWINGLY COMMENCED WITHOUT FIRST NOTIFYING THE ARCHITECT AND THE OWNER. THEY SHALL INVESTIGATE, VERIFY AND BE RESPONSIBLE FOR ALL CONDITIONS OF THE PROJECT AND SHALL NOTIFY THE ARCHITECT OF ANY CONDITION REQUIRING MODIFICATION BEFORE PROCEEDING WITH WORK.
4. CONTRACTOR SHALL COORDINATE ALL MECHANICAL, PLUMBING, ELECTRICAL CIVIL, STRUCTURAL AND ARCHITECTURAL WORK. CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO PROCEEDING WITH WORK. NO EXTRA COMPENSATION SHALL BE ALLOWED FOR EXTRA WORK RESULTING FROM LACK OF COORDINATION BETWEEN TRADES.
5. CONTRACTOR SHALL PROVIDE PUBLIC PROTECTION AS REQUIRED BY CITY AND COUNTY REQUIREMENTS. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ANY TEMPORARY BRACING TO INSURE THE SAFETY OF THE WORK.
6. THE CONTRACTOR IS RESPONSIBLE FOR CUTTING, FITTING AND PATCHING AS REQUIRED TO MAKE THE SEVERAL PARTS FIT TOGETHER PROPERLY.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING SEPARATE PERMITS FOR ELECTRICAL, MECHANICAL, PLUMBING, GRADING OR OTHER PERMITS AS MAY BE REQUIRED BY LOCAL AUTHORITIES. ISSUANCE OF A BUILDING PERMIT BASED ON THESE DRAWINGS DOES NOT CONSTITUTE GRANTING OF THESE SEPARATE PERMITS.
8. THE CONTRACTOR SHALL FURNISH ALL MATERIALS, LABOR AND EQUIPMENT REQUIRED FOR THE FULL PERFORMANCE OF THE WORK HEREIN, UNLESS SPECIFICALLY NOTED OTHERWISE. ALL WORK SHALL BE PERFORMED IN A GOOD AND WORKMAN-LIKE MANNER AND CONFORM TO ALL PERTINENT REGULATIONS AND INSTRUCTIONS.
9. ALL WORK SHOWN IS TO BE CONSTRUCTED OF NEW MATERIAL U.O.N. INSTALLATION AND/OR MAINTENANCE DIRECTIONS PROVIDED BYTHE MANUFACTURER SHALL BE FOLLOWED FOR ALL MATERIALS U.O.N.
10. ALL ITEMS MARKED (E) ARE EXISTING AND (N) ARE NEW.
11. ALL WALLS AND CEILINGS SHALL BE 5/8" GYPSUM WALL BOARD (GWB) UNLESS OTHERWISE NOTED. AT WALLS SEPARATING GARAGE FROM HOUSE AND ENCLOSED USABLE SPACE BENEATH STAIRS SHALL BE ONE-HOUR FIRE RESISTANT 5/8" TYPE 'X' GWB. AT WET AREAS SHALL BE WATER RESISTANT GWB (GREEN BOARD). SEE FINISH SCHEDULE FOR GYP. BRD. FINISH LEVELS.
12. NO EXTRA COMPENSATION SHALL BE ALLOWED FOR EXTRA WORK RESULTING FROM LACK OF COORDINATION BETWEEN TRADES.
13. ALL KNOWN UNDERGROUND CONDITIONS HAVE BEEN SHOWN, THE CONTRACTOR SHOULD EXERCISE CAUTION WHEN EXCAVATING TO AVOID DAMAGE TO (E) UNDERGROUND PIPE, CONDUITS, ETC.,WHICH ARE TO REMAIN.
14. OWNER'S RESPONSIBILITY FOR MAINTENANCE TO ENSURE VIABILITY OF MATERIALS AND WATERPROOFING SYSTEM.

GRAPHIC SYMBOLS LEGEND:

- (E) WALL TO REMAIN
- (E) WALL TO DEMOLISH
- (N) WALL
- (N) 1-HR FIRE WALL
- (N) DOOR, (E) TO REMAIN WITHOUT TAG (##)
- (N) WINDOW, (E) TO REMAIN WITHOUT TAG (X)
- #'-##" DIMENSION
- # / A##.# ELEVATION
- # / A##.# SECTION
- # / A##.# DETAIL MARKER
- # REVISION

APPLICABLE CODES:

2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA RESIDENTIAL CODE:
WITH 2022 SAN FRANCISCO AMENDMENTS



VICINITY MAP

NTS

N

PROJECT DIRECTORY

OWNER: RICHARD AND FIONA KWEE
2840 LAKE STREET
SAN FRANCISCO, CA 94121

ARCHITECT: MARK ENGLISH
MARK ENGLISH ARCHITECTS
1501 MARIPOSA STREET, SUITE 312
SAN FRANCISCO CA 94107
TEL: 415.391.0186
EMAIL : mark@markenglisharchitects.com

PROJECT DESCRIPTION

REMODEL AND ADDITION TO EXISTING 3,204.75 SQ FT TWO STORY SINGLE-FAMILY RESIDENCE WITH TWO-CAR GARAGE. PROJECT SCOPE INCLUDES CONVERSION OF BASEMENT INTO HABITABLE SPACE, INTERIOR REMODEL, MINOR HORIZONTAL ADDITIONS AT FIRST AND SECOND FLOORS AND MINOR ADDITION AT ALL LEVELS TO ACCOMMODATE NEW ELEVATOR. SCOPE ALSO INCLUDES ONE CAR LIFT IN (E) GARAGE, THIRD STORY ADDITION AND NEW 236.70 SQ FT ROOF DECK OVER EXISTING BUILDING FOOTPRINT.

PROJECT DATA:

LOCATION:	2840 LAKE STREET SAN FRANCISCO, CA 94121
BLOCK / LOT:	1329/008
YEAR BUILT:	1921
ZONE:	RH-1(D)
HEIGHT & BULK DISTRICT:	40-X
ARCHEOLOGICAL SENSITIVITY ZONE:	ZONE 2

	EXISTING	PROPOSED
MAX. BUILDING HEIGHT:	25'-4"	35'-0"
NUMBER OF STORIES:	2	3
NUMBER OF BASEMENTS:	1 (UNCONDITIONED)	1 (CONDITIONED)
CONSTRUCTION TYPE:	VB	VB
OCCUPANCY GROUP:	R3	R3
LOT AREA:	5066.4 SQ FT	NO CHANGE
SEISMIC UPGRADE:	NO	NO
FIRE SPRINKLERING:	NO	YES
DWELLING UNITS:	1 SINGLE FAMILY DWELLING UNIT	1 SINGLE FAMILY DWELLING UNIT
NUMBER OF BEDROOMS	5	5
NUMBER OF BATHROOMS:	3	6.5
PARKING SPACES:	2	3

GROSS AREA CALCULATION (FROM OUTSIDE FACE EXTERIOR WALL) (USED FOR T-24)

	EXISTING	PROPOSED ADDITION	TOTAL
GARAGE (UNCONDITIONED)	340.60 SQ FT	0 SQ FT	340.60 SQ FT
BASEMENT (UNCONDITIONED)	1,540.59 SQ FT	-1,540.59 SQ FT	0 SQ FT
BASEMENT (CONDITIONED)	0 SQ FT	+1,635.01 SQ FT	1,635.01 SQ FT
FIRST FLOOR (CONDITIONED)	1,454.43 SQ FT	+98.57 SQ FT	1,553.00 SQ FT
SECOND FLOOR (CONDITIONED)	1,750.32 SQ FT	+81.09 SQ FT	1,831.41 SQ FT
THIRD FLOOR (CONDITIONED)	N/A	+681.79 SQ FT	681.79 SQ FT
TOTAL (UNCONDITIONED)	1,881.19 SQ FT	-1,540.59 SQ FT	340.60 SQ FT
TOTAL (CONDITIONED)	3,204.75 SQ FT	2,496.46 SQ FT	5,701.21 SQ FT
TOTAL	5,085.94 SQ FT	955.87 SQ FT	6,041.81 SQ FT

OCCUPANT LOAD CALCULATION

TOTAL OCCUPANT LOAD :

(THIRD FLOOR SQ FT + SECOND FLOOR SQ FT) / CBC TABLE 1004.1.2 OCCUPANT LOAD FACTOR =

(681.79 SQ FT + 1,831.41 SQ FT) / 200 SQ FT = 12.57 OCCUPANTS

PER CBC 1006.2.1 EXCEPTIONS, IN GROUP R-2 AND R-3 OCCUPANIES, ONE MEANS OF EGRESS IS PERMITTED WITHIN AND FROM INDIVIUDAL DWELLING UNITS WITH A MAXIMUM OCCUPANT LOAD OF 20 WHERE THE DWELLING UNIT IS EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM IN ACCORDANCE WITH SECTION 903.3.1.1 OR 903.3.1.2.

12.57 OCCUPANTS < 20 OCCUPANTS

DEFFERED SUBMITTAL

FIRE SPRINKLER PLAN

1

SHEET INDEX

TOTAL SHEET COUNT:

ARCHITECTURAL

A0.0 PROJECT DATA, VICINITY MAP
A0.1 EXISTING SITE PLAN
A0.2 PROPOSED SITE PLAN
A0.3 GS1:SF GREEN BUILDING SITE PERMIT SUBMITTAL FORM

A1.1 EXISTING/ DEMOLITION BASEMENT PLAN
A1.2 EXISTING/ DEMOLITION FIRST FLOOR PLAN
A1.3 EXISTING/ DEMOLITION SECOND FLOOR PLAN
A1.4 EXISTING/ DEMOLITION ROOF PLAN
A1.5 EXISTING EXTERIOR ELEVATIONS
A1.6 EXISTING EXTERIOR ELEVATIONS
A1.7 EXISTING BUILDING SECTIONS

A2.1 PROPOSED BASEMENT FLOOR PLAN
A2.2 PROPOSED FIRST FLOOR PLAN
A2.3 PROPOSED SECOND FLOOR PLAN
A2.4 PROPOSED THIRD FLOOR PLAN
A2.5 PROPOSED ROOF PLAN

A3.1 PROPOSED EXTERIOR ELEVATIONS
A3.2 PROPOSED EXTERIOR ELEVATIONS
A3.3 PROPOSED EXTERIOR ELEVATIONS
A3.4 PROPOSED EXTERIOR ELEVATIONS
A3.6 PROPOSED BUILDING SECTION
A3.7 PROPOSED BUILDING SECTION

A4.1 PROPOSED INTERIOR ELEVATIONS
A4.2 PROPOSED INTERIOR ELEVATIONS
A4.3 PROPOSED INTERIOR ELEVATIONS

A5.1 DETAILS
A5.2 DETAILS
A5.3 FINISH DETAILS

A6.1 DOOR SCHEDULE
A6.2 WINDOW SCHEDULE

E1.1 TITLE-24
E1.2 TITLE-24
E1.3 TITLE-24
E2.1 ELECTRICAL/MECH PLAN
E2.2 ELECTRICAL/MECH PLAN
E2.3 ELECTRICAL/MECH PLAN
E2.4 ELECTRICAL/MECH PLAN

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SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES
mrl + cta		ME

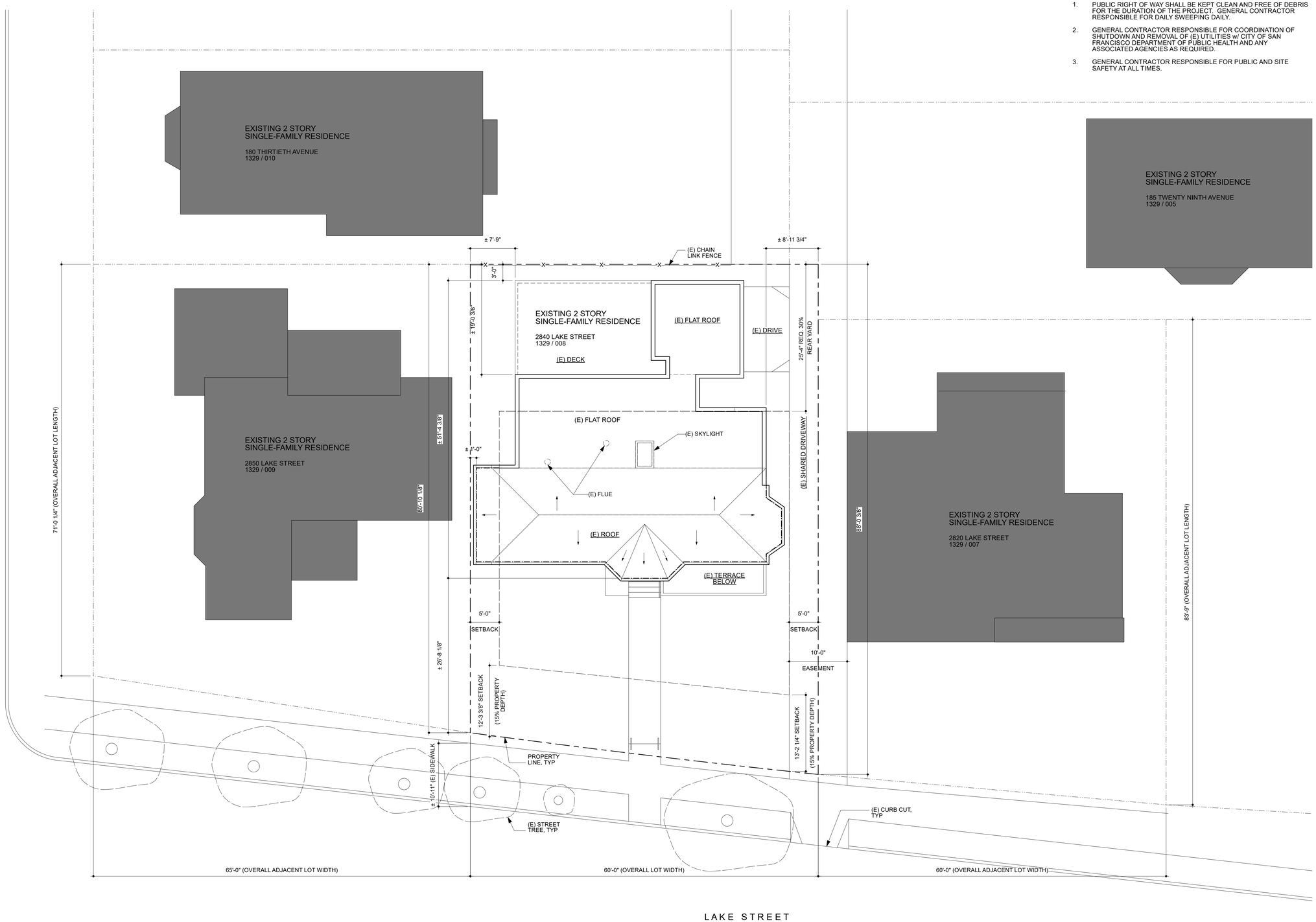
DRAWING:
PROJECT DATA, VICINITY MAP, & SHEET INDEX

A0.0

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SITE NOTES:

1. PUBLIC RIGHT OF WAY SHALL BE KEPT CLEAN AND FREE OF DEBRIS FOR THE DURATION OF THE PROJECT. GENERAL CONTRACTOR RESPONSIBLE FOR DAILY SWEEPING DAILY.
2. GENERAL CONTRACTOR RESPONSIBLE FOR COORDINATION OF SHUTDOWN AND REMOVAL OF (E) UTILITIES w/ CITY OF SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH AND ANY ASSOCIATED AGENCIES AS REQUIRED.
3. GENERAL CONTRACTOR RESPONSIBLE FOR PUBLIC AND SITE SAFETY AT ALL TIMES.



1 A0.1 EXISTING SITE PLAN
Scale: 1/8" = 1'-0"

N

0 4 8FT

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PROJECT NUMBER: V-12

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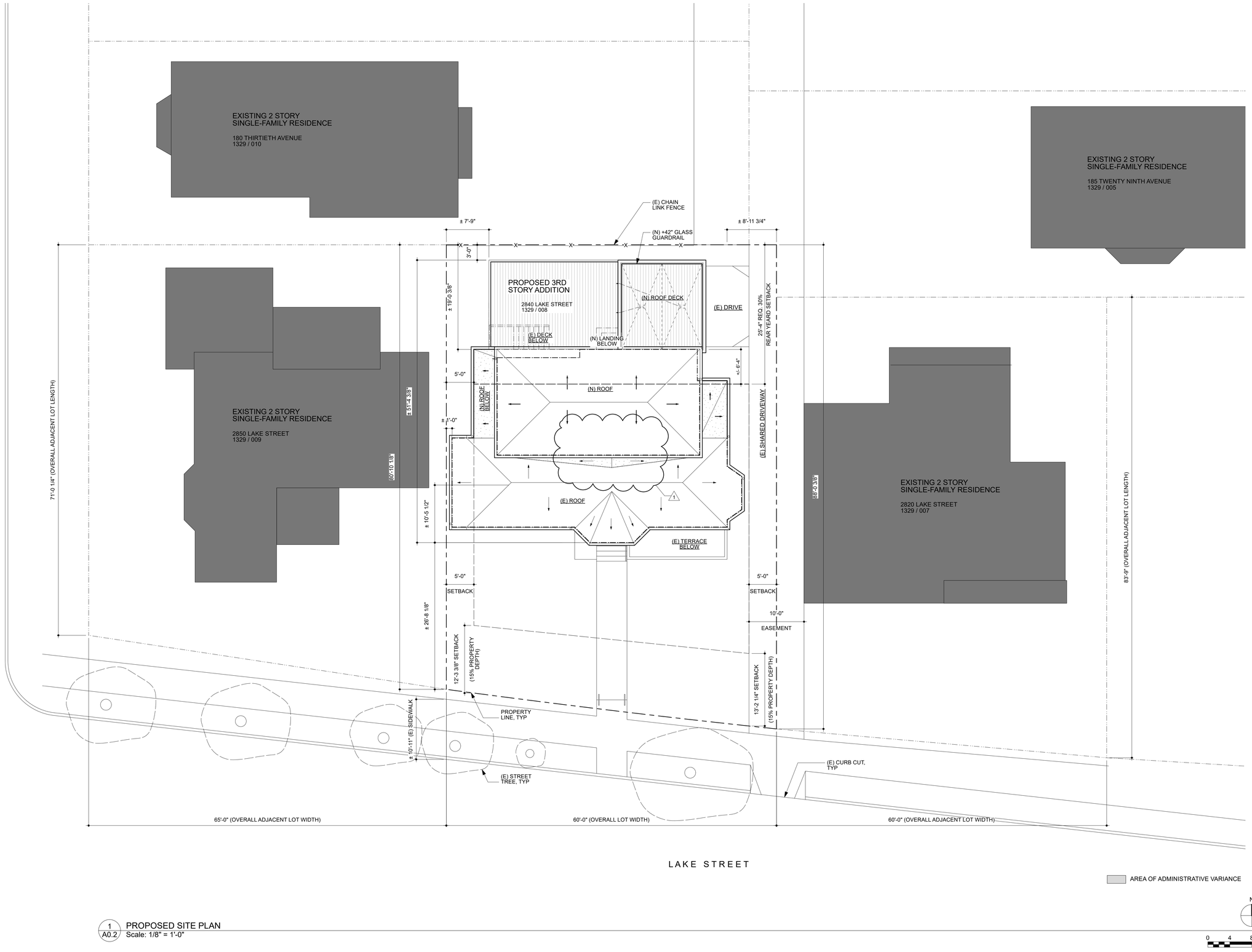
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: EXISTING SITE PLAN

A0.1

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1 A0.2 PROPOSED SITE PLAN
Scale: 1/8" = 1'-0"

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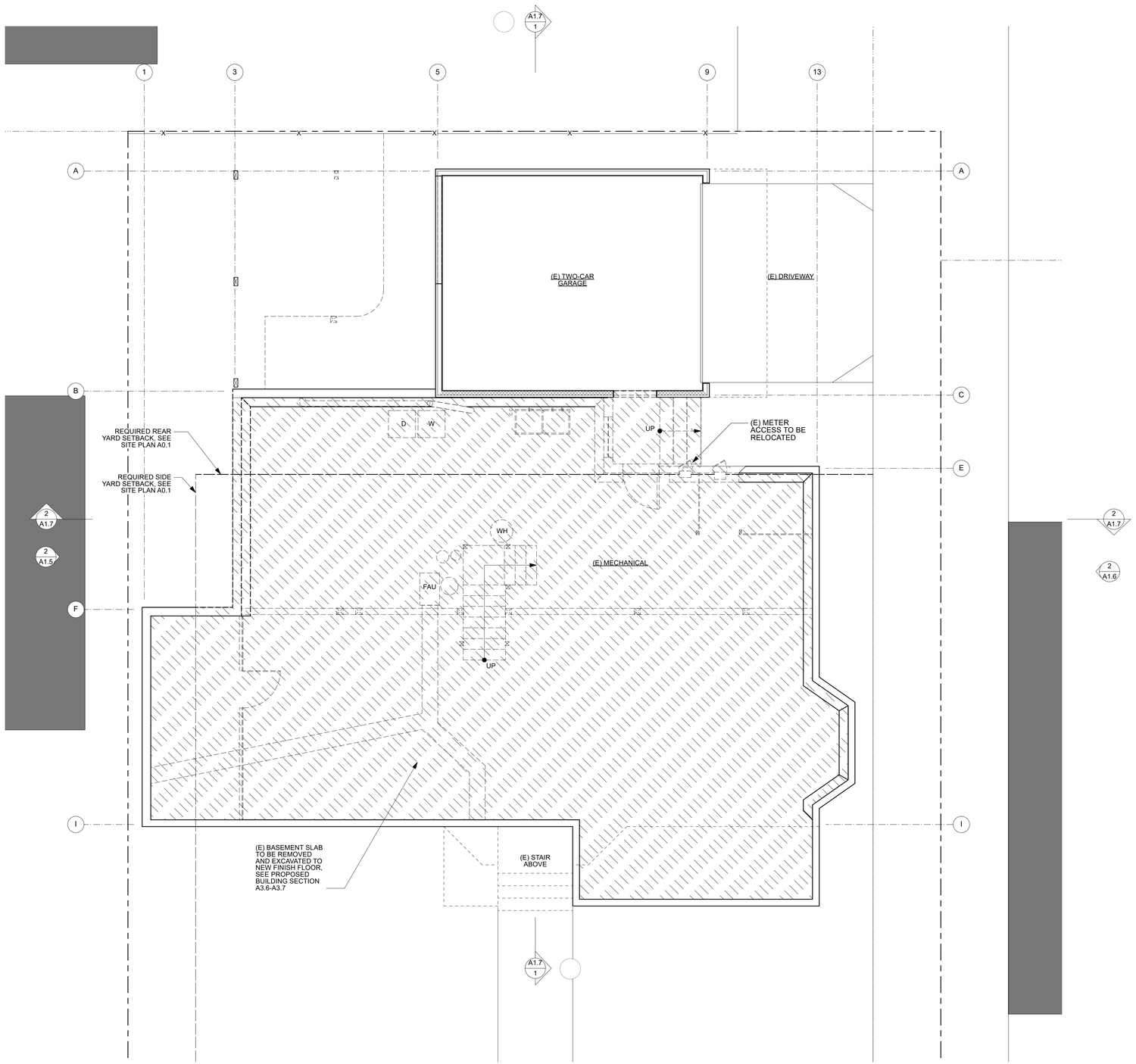
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING: PROPOSED SITE PLAN

A0.2

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1 A1.1 EXISTING/ DEMOLITION BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN FROM DAMAGE DURING DEMOLITION.
2. CONTRACTOR SHALL PATCH AND / OR REPAIR ALL EXISTING ADJACENT CONSTRUCTION AS REQUIRED AFTER DEMOLITION TO PROVIDE A COMPLETE AND FINISHED INSTALLATION.
3. CONTRACTOR TO PROVIDE TEMPORARY SHORING AS NECESSARY DURING DEMOLITION. CONTRACTOR RESPONSIBLE FOR SITE SAFETY AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION. SAFETY ON SITE INCLUDES PREVENTING ACCESS TO SITE WHEN AND IF IT CONSTITUTES A PUBLIC NUISANCE OR HAZARD.
4. CONTRACTOR TO PROPERLY CAP ALL EXISTING SANITARY SEWER AND / OR FILLING SEPTIC SYSTEM TO HEALTH DEPARTMENT STANDARDS.
5. CONTRACTOR SHALL DEMOLISH AND / OR REMOVE ALL ITEMS AS INDICATED ON THE DRAWINGS.
6. CONTRACTOR RESPONSIBLE FOR REMOVING ALL DEBRIS CAUSED BY DEMOLITION AND OTHER DEBRIS IN THE BUILDING. CONTRACTOR SHALL CLEAN UP DAILY AND SHALL NOT ALLOW AN EXCESSIVE AMOUNT OF DEBRIS TO ACCUMULATE AT ANY TIME.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND LEGAL DISPOSAL OF ALL ITEMS, MATERIALS, ETC. DEMOLISHED FROM PROPERTY.
8. WHERE EXISTING LIGHT FIXTURES, ELECTRICAL OUTLETS, ETC. ARE TO BE REMOVED, ALL SERVICE TO SAME SHALL BE CAPPED OR REMOVED IN ACCORDANCE WITH ALL APPLICABLE CODES.
9. EXISTING GAS AND ELECTRICAL METERS ARE TO BE REMOVED BY PG&E PRIOR TO ANY DEMOLITION OR CONSTRUCTION ACTIVITY.

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PROJECT NUMBER: V-12

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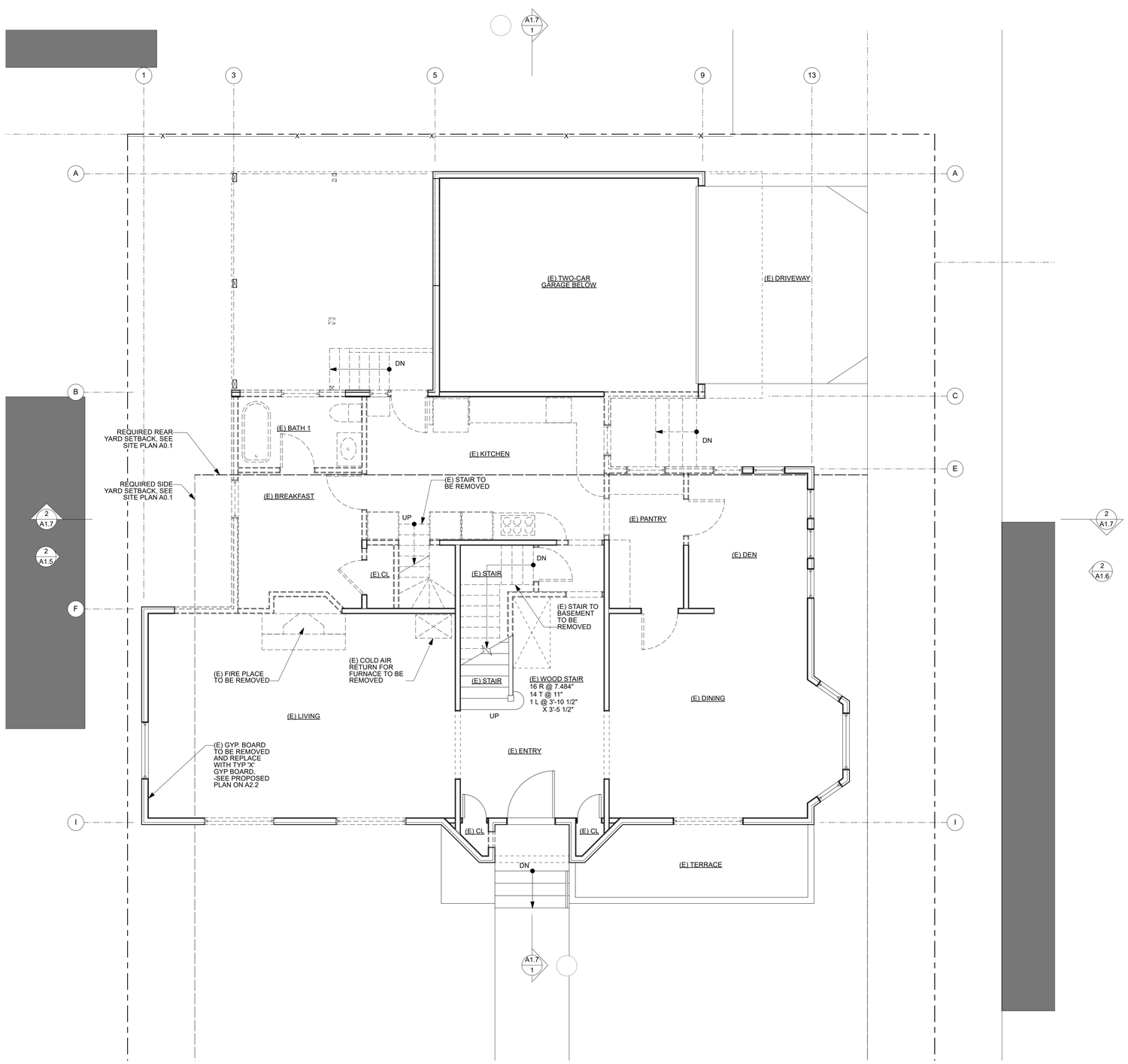
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
EXISTING/ DEMOLITION BASEMENT FLOOR PLAN

A1.1

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1 EXISTING/ DEMOLITION FIRST FLOOR PLAN
A1.2 Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

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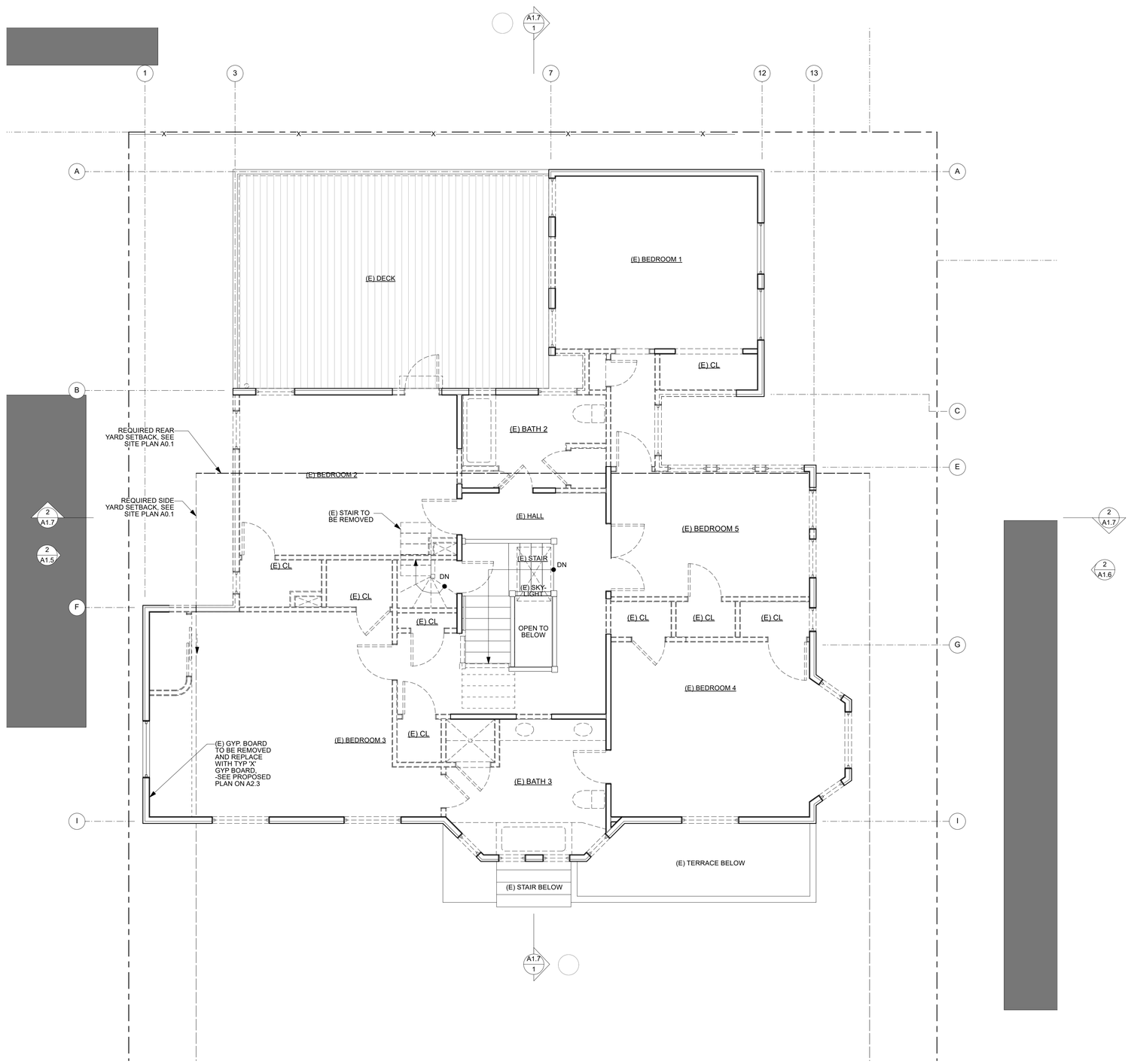
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
EXISTING/ DEMOLITION FIRST FLOOR PLAN

A1.2

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1 A1.3 EXISTING/ DEMOLITION SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

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LICENSED ARCHITECT
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C-18594
07.31.27
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STATE OF CALIFORNIA

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PRINT DATE: 02.26.2026

SCALE: AS NOTED

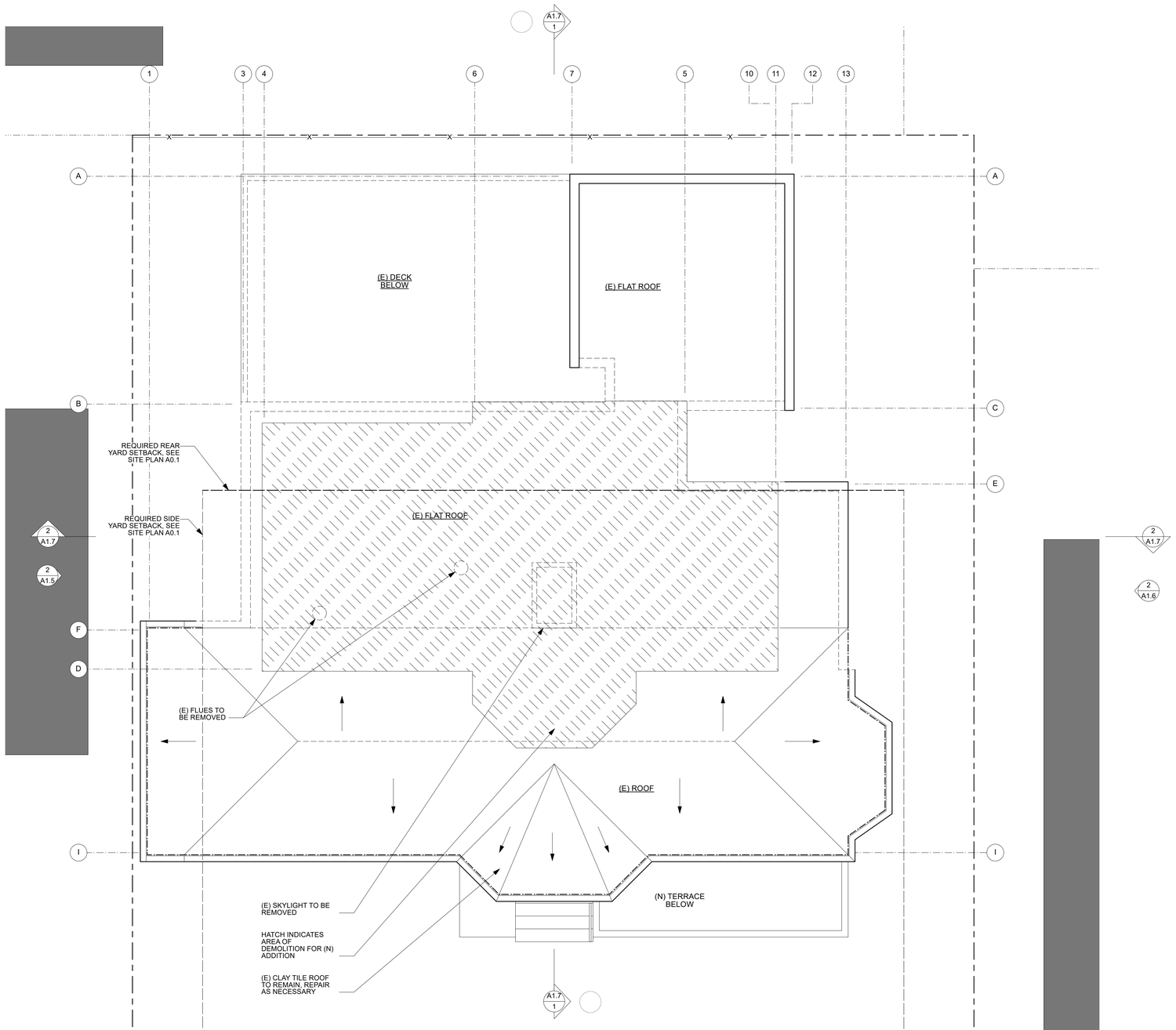
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES
mrl		ME

DRAWING:
EXISTING/ DEMOLITION SECOND FLOOR PLAN

A1.3

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1 A1.4 EXISTING/ DEMOLITION ROOF PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN FROM DAMAGE DURING DEMOLITION.
2. CONTRACTOR SHALL PATCH AND / OR REPAIR ALL EXISTING ADJACENT CONSTRUCTION AS REQUIRED AFTER DEMOLITION TO PROVIDE A COMPLETE AND FINISHED INSTALLATION.
3. CONTRACTOR TO PROVIDE TEMPORARY SHORING AS NECESSARY DURING DEMOLITION. CONTRACTOR RESPONSIBLE FOR SITE SAFETY AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION. SAFETY ON SITE INCLUDES PREVENTING ACCESS TO SITE WHEN AND IF IT CONSTITUTES A PUBLIC NUISANCE OR HAZARD.
4. CONTRACTOR TO PROPERLY CAP ALL EXISTING SANITARY SEWER AND / OR FILLING SEPTIC SYSTEM TO HEALTH DEPARTMENT STANDARDS.
5. CONTRACTOR SHALL DEMOLISH AND / OR REMOVE ALL ITEMS AS INDICATED ON THE DRAWINGS.
6. CONTRACTOR RESPONSIBLE FOR REMOVING ALL DEBRIS CAUSED BY DEMOLITION AND OTHER DEBRIS IN THE BUILDING. CONTRACTOR SHALL CLEAN UP DAILY AND SHALL NOT ALLOW AN EXCESSIVE AMOUNT OF DEBRIS TO ACCUMULATE AT ANY TIME.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND LEGAL DISPOSAL OF ALL ITEMS, MATERIALS, ETC. DEMOLISHED FROM PROPERTY.
8. WHERE EXISTING LIGHT FIXTURES, ELECTRICAL OUTLETS, ETC. ARE TO BE REMOVED, ALL SERVICE TO SAME SHALL BE CAPPED OR REMOVED IN ACCORDANCE WITH ALL APPLICABLE CODES.
9. EXISTING GAS AND ELECTRICAL METERS ARE TO BE REMOVED BY PG&E PRIOR TO ANY DEMOLITION OR CONSTRUCTION ACTIVITY.

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION
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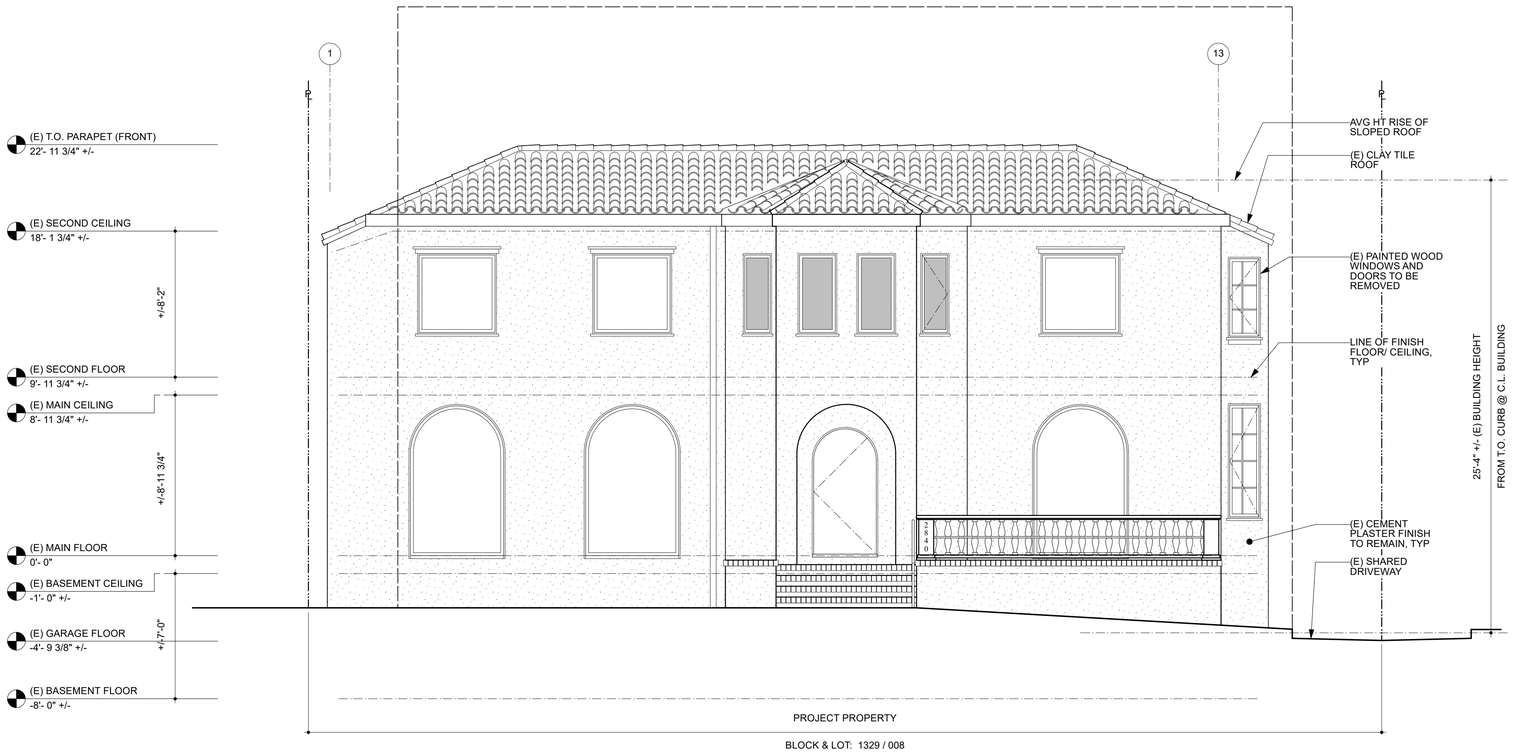
DRAWING:
EXISTING/ DEMOLITION ROOF PLAN

A1.4

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2 A1.5 EXISTING WEST ELEVATION
Scale: 1/4" = 1'-0"



1 A1.5 EXISTING SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

0 4 8 FT

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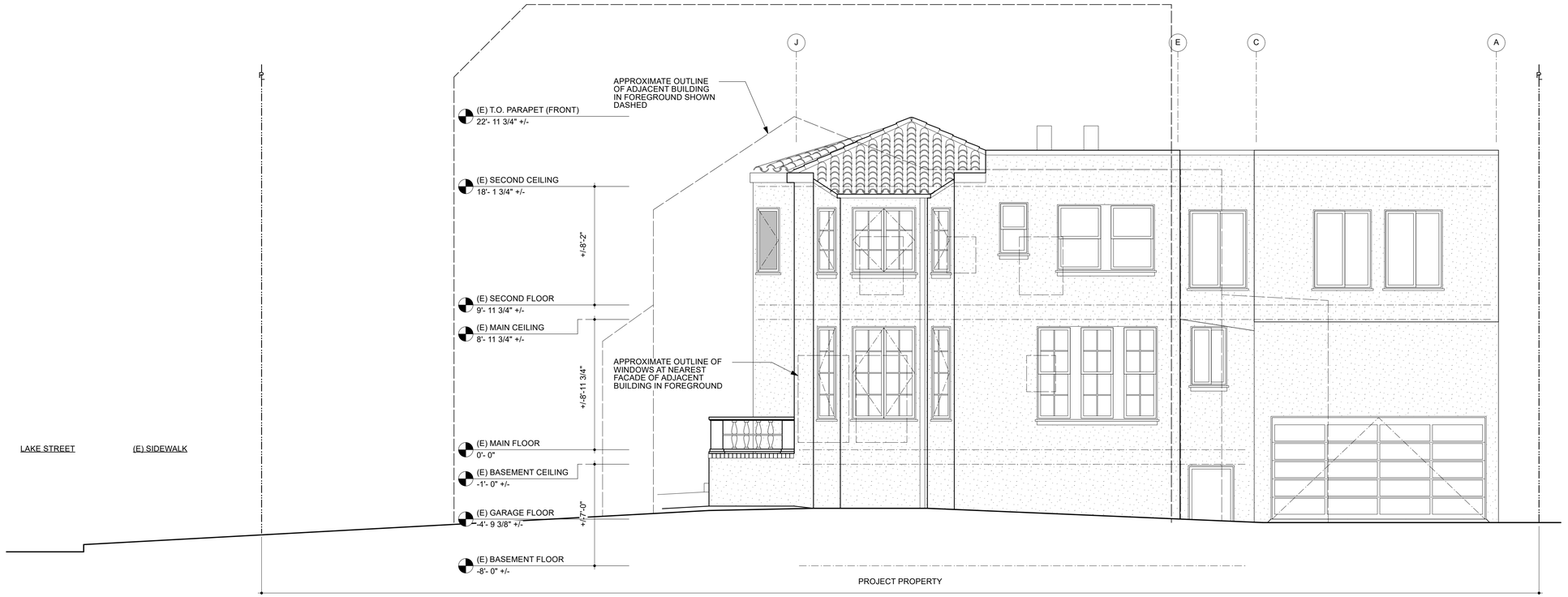
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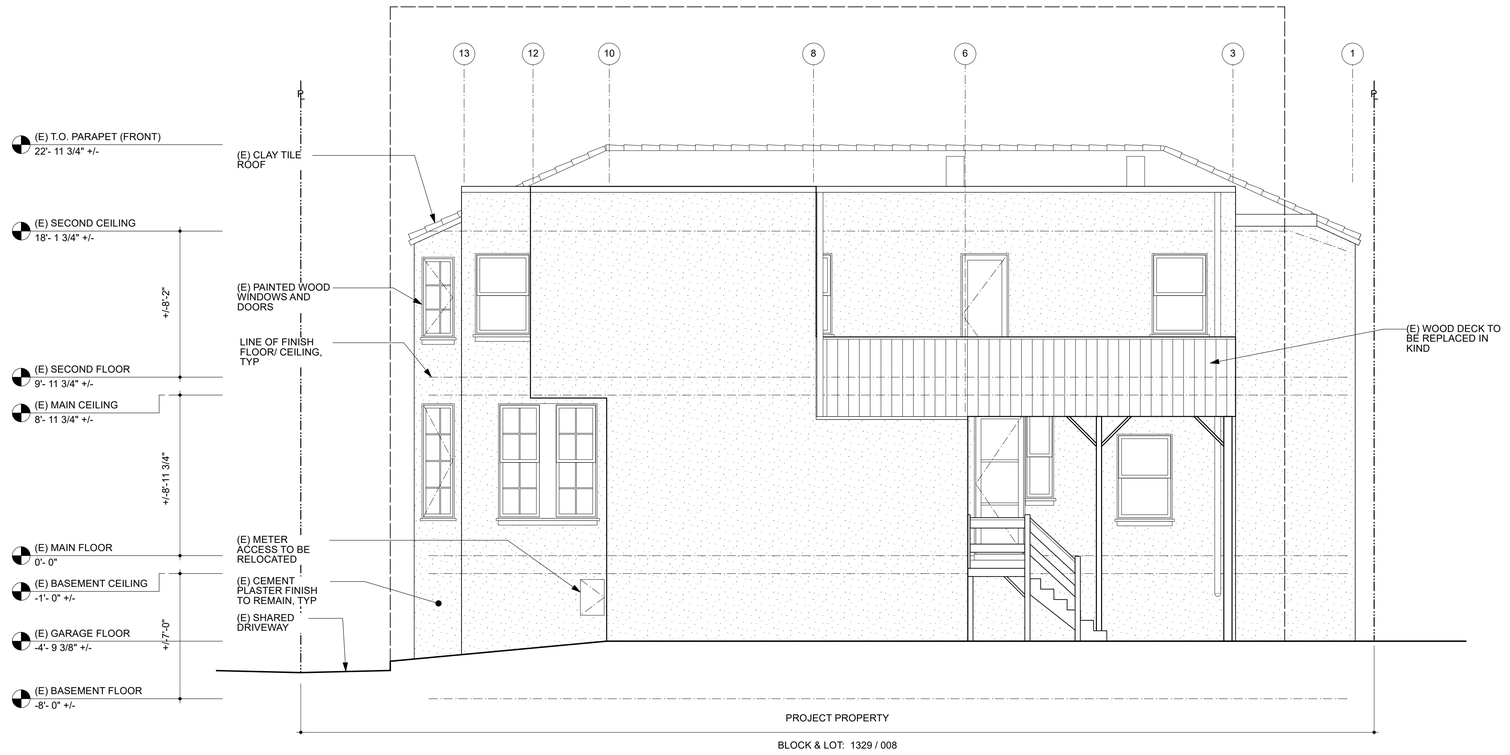
DRAWING:
EXISTING ELEVATIONS

A1.5

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2 A1.6 EXISTING EAST ELEVATION
Scale: 1/4" = 1'-0"



1 A1.6 EXISTING NORTH ELEVATION
Scale: 1/4" = 1'-0"

0 4 8 FT

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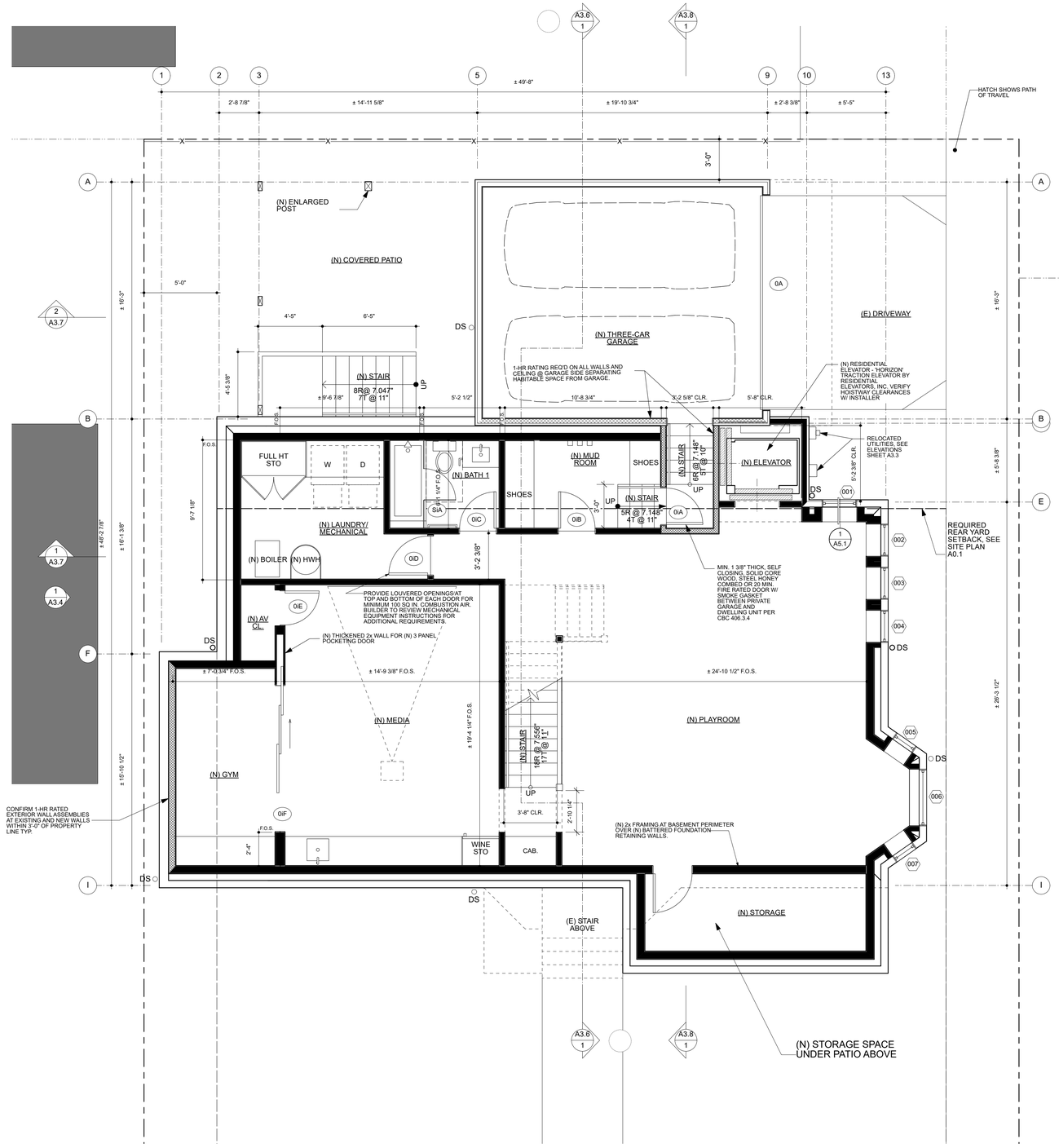
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING:
EXISTING ELEVATIONS

A1.6

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1 A2.1 PROPOSED BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER CBC SECTION 2406.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET ALL THE FOLLOWING CONDITIONS:

1. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
2. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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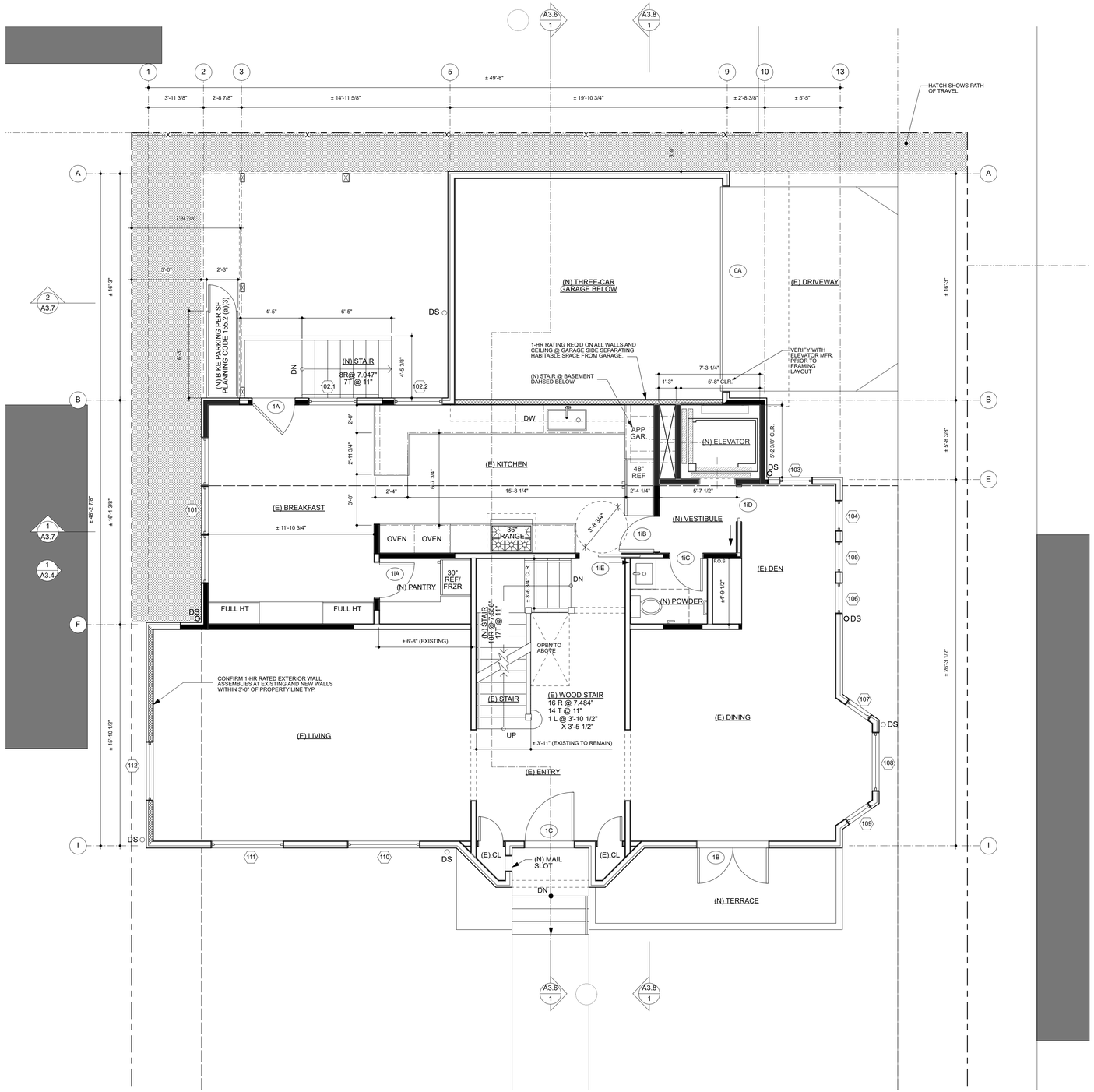
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: PROPOSED BASEMENT FLOOR PLAN

A2.1

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1 A2.2 PROPOSED FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER CBC SECTION 2406.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET ALL THE FOLLOWING CONDITIONS:

1. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
2. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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mrl	ME

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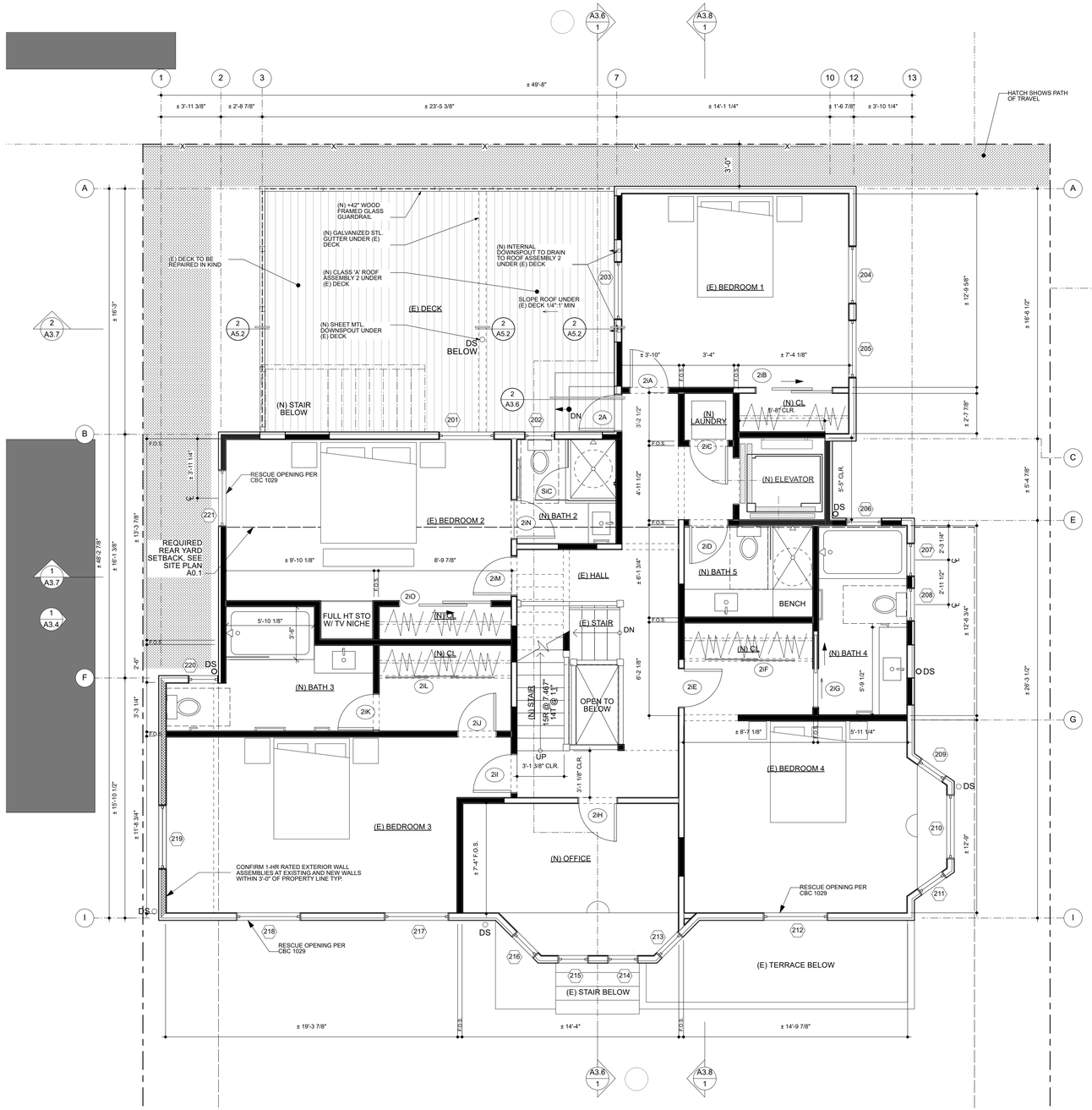
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
PROPOSED FIRST FLOOR PLAN

A2.2

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1 A2.3 PROPOSED SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

0B

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

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3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

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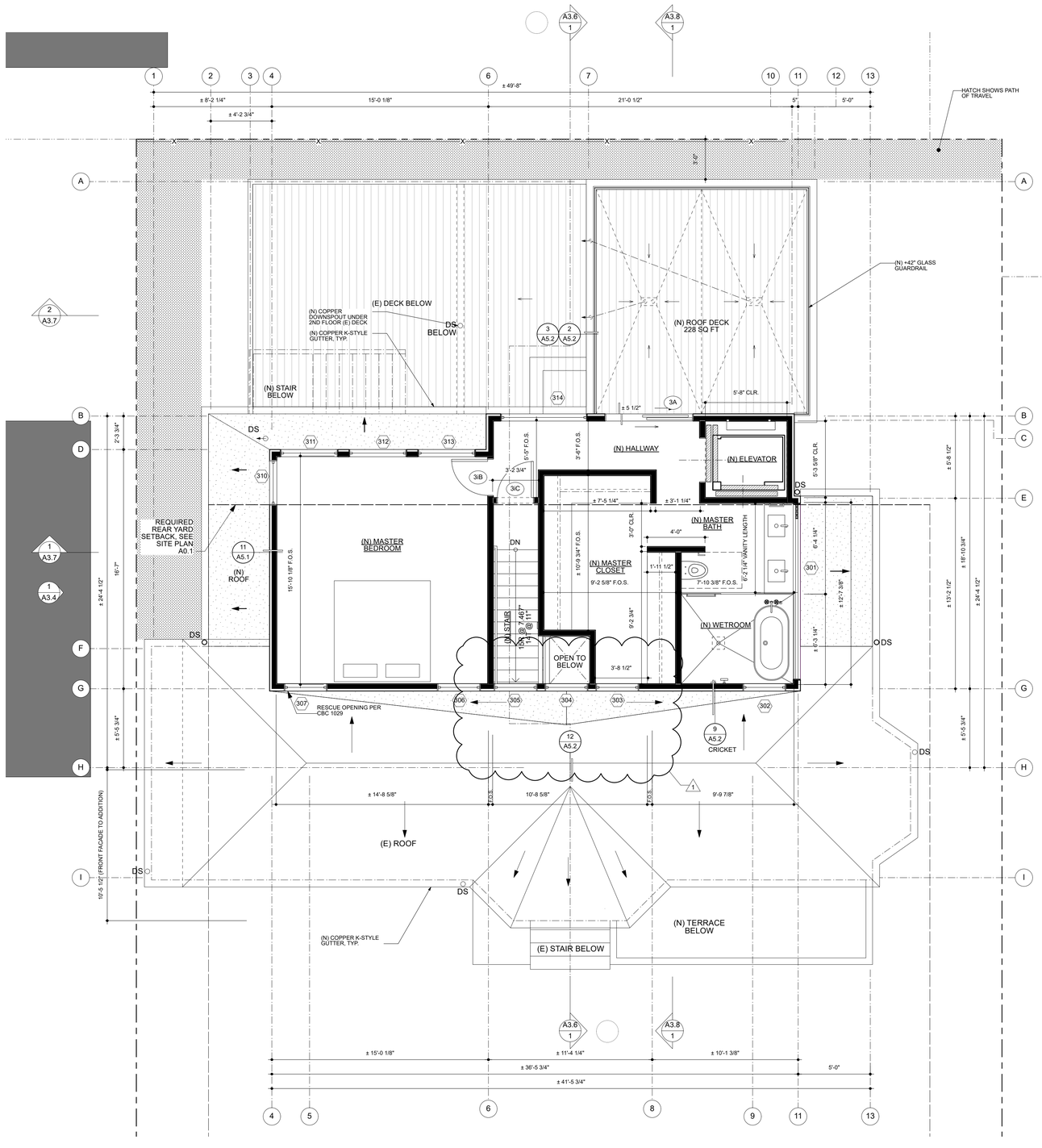
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
PROPOSED SECOND FLOOR PLAN

A2.3

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1 A2.4 PROPOSED THIRD FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER CBC SECTION 2406.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET ALL THE FOLLOWING CONDITIONS:

1. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
2. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

   OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

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C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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PRINT DATE: 02.26.2026

SCALE: AS NOTED

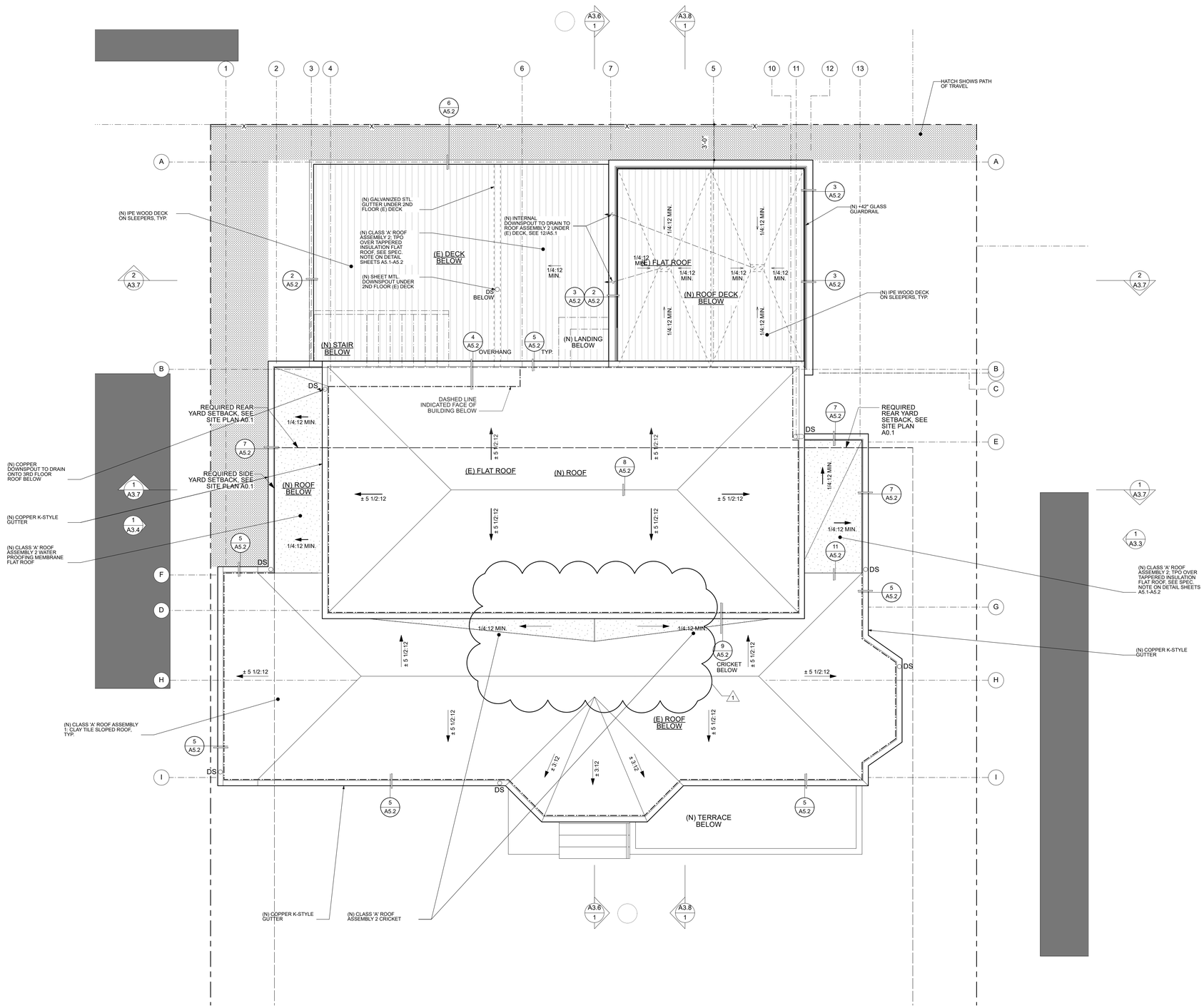
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DRAWING: PROPOSED THIRD FLOOR PLAN

A2.4

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1 A2.5 PROPOSED ROOF PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

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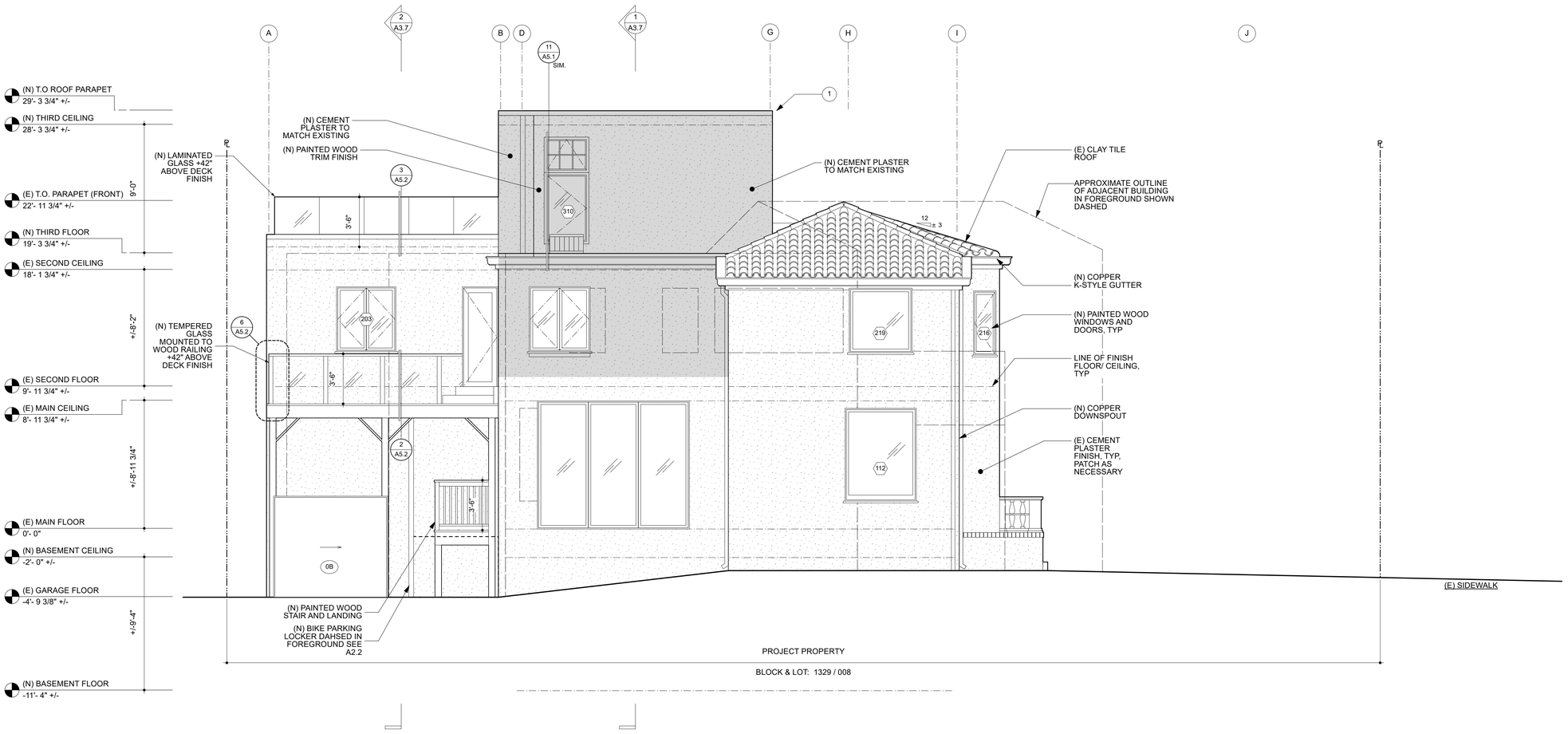
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1	10.29.2025	REQUESTED CHANGES

DRAWING: PROPOSED ROOF PLAN

A2.5

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1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

1 CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE [SURE-WELD GRAY (T.B.C.)] ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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DRAWING: PROPOSED ELEVATIONS

A3.1

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1 / A3.2 PROPOSED SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

1 CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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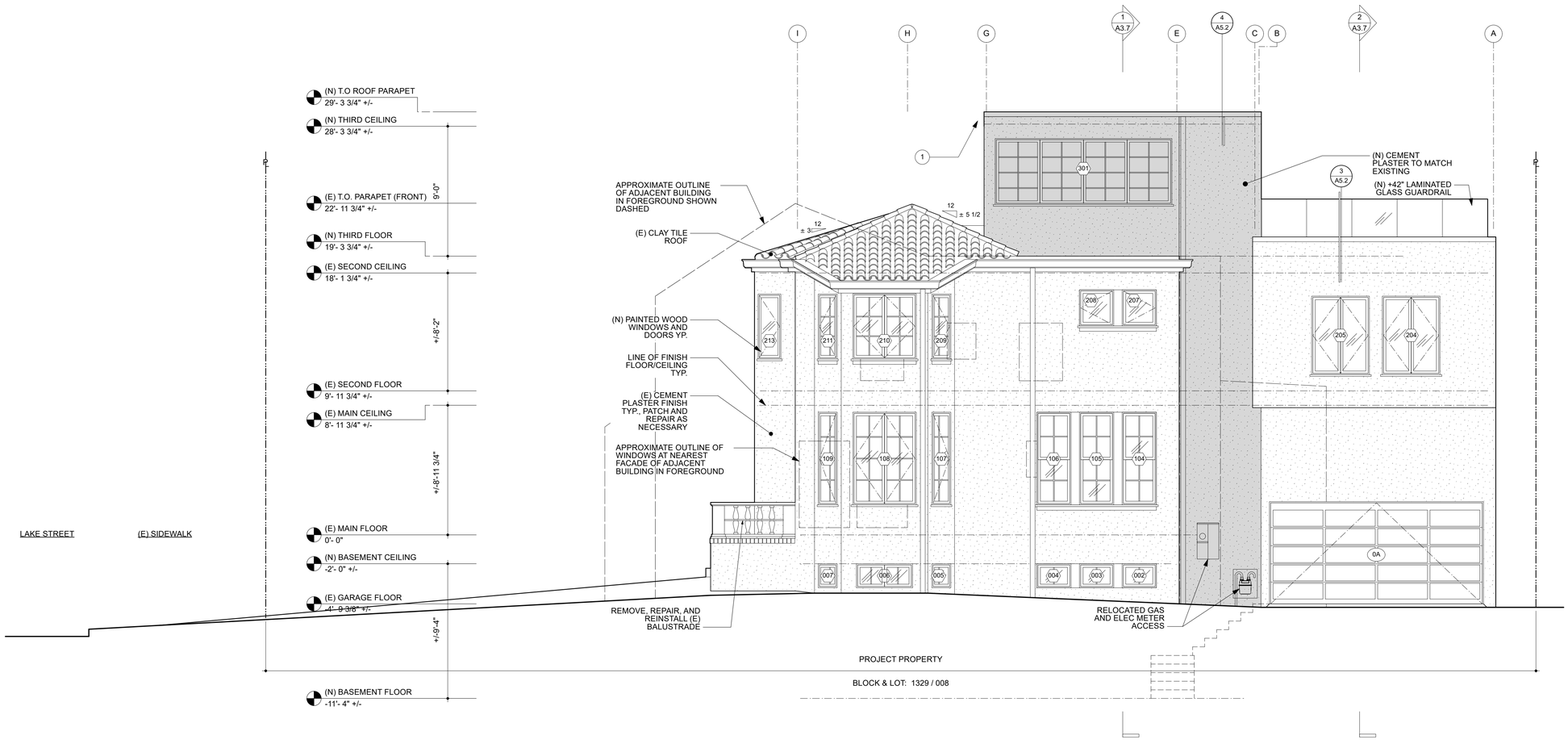
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NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
PROPOSED ELEVATIONS

A3.2

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1 A3.3 PROPOSED EAST ELEVATION
Scale: 1/4" = 1'-0"

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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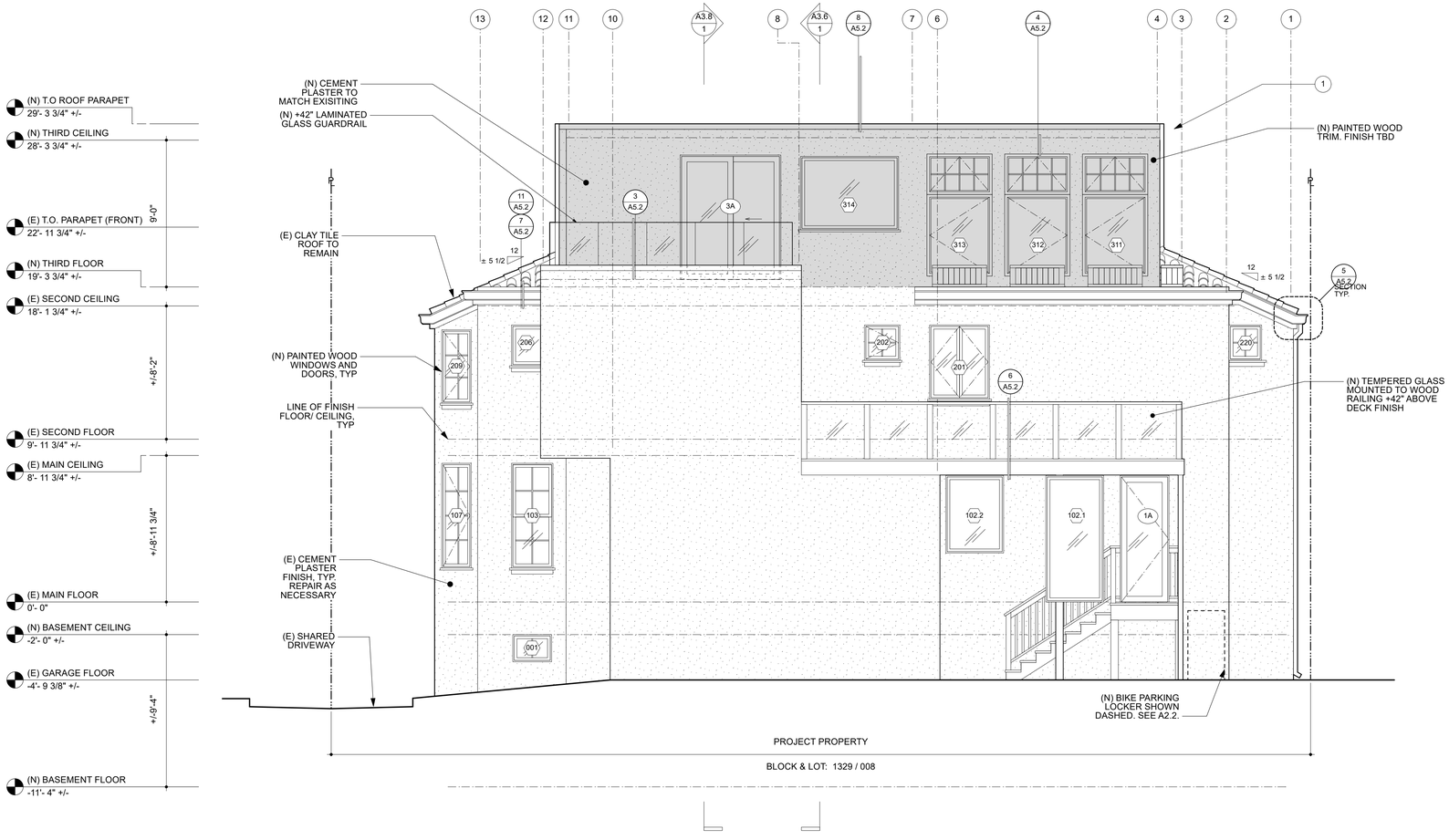
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DRAWING: PROPOSED ELEVATIONS

A3.3

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1 A3.4 PROPOSED NORTH ELEVATION

Scale: 1/4" = 1'-0"

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE [SURE-WELD GRAY (T.B.C.)] ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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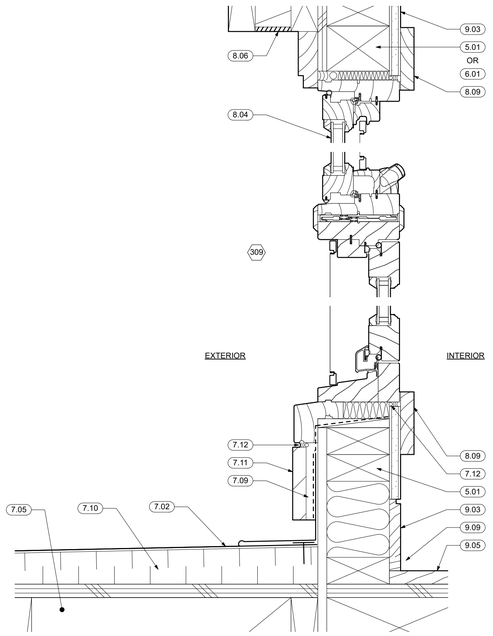
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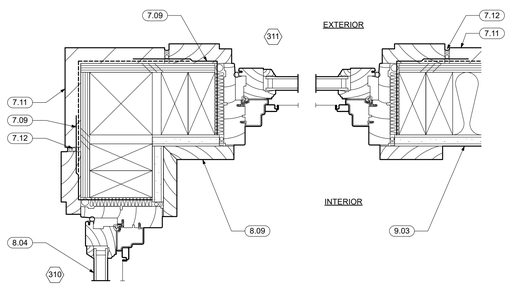
DRAWING: PROPOSED ELEVATIONS

A3.4

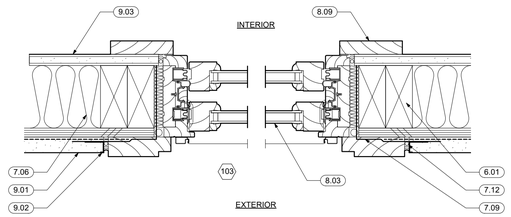
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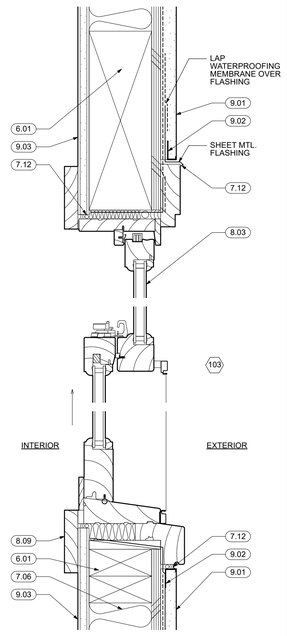
11 A5.1 FIXED WINDOW SECTION DETAIL
Scale: 3" = 1'-0"



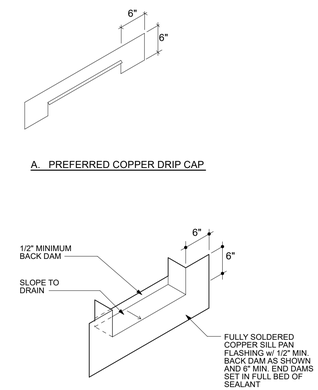
8 A5.1 AWNING WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



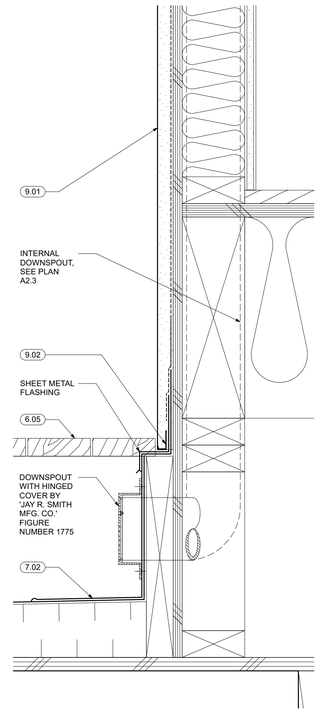
7 A5.1 SINGLE HUNG WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



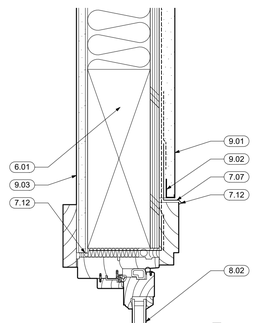
3 A5.1 SINGLE HUNG WDW. SEC. DET.
Scale: 3" = 1'-0"

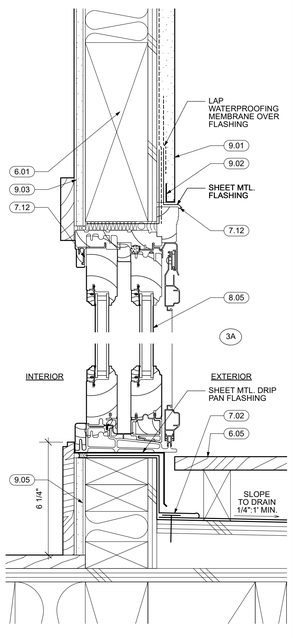


DIAGRAMS - RECOMMENDED METAL FLASHING @ EXTERIOR DOORS

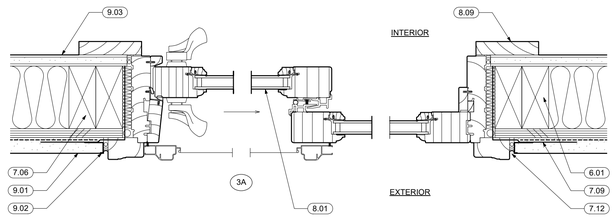


12 A5.1 2ND FLOOR DECK DOWNSPOUT COVER DETAIL
Scale: 3" = 1'-0"

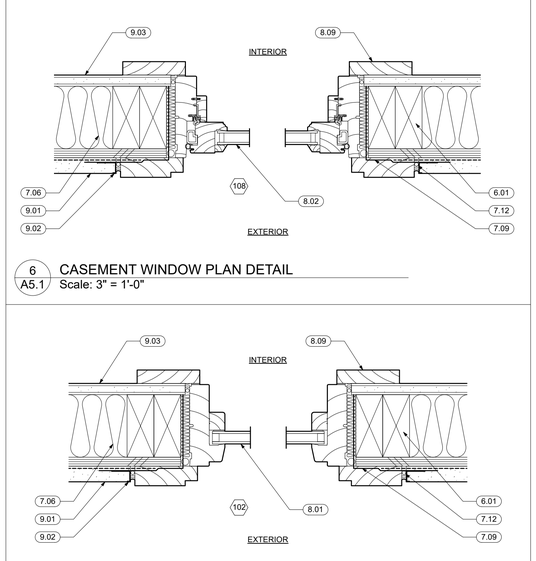




10 A5.1 SLIDING GLASS DOOR SECTION DETAIL
Scale: 3" = 1'-0"

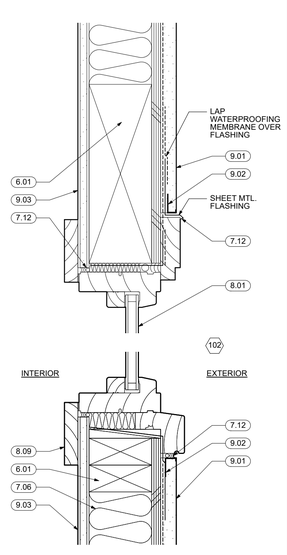


4 A5.1 SLIDING GLASS DOOR \SECTION DETAIL
Scale: 3" = 1'-0"

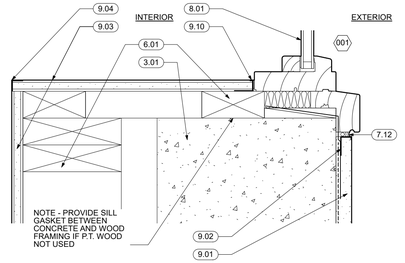


6 A5.1 CASEMENT WINDOW PLAN DETAIL
Scale: 3" = 1'-0"

5 A5.1 FIXED WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



2 A5.1 FIXED WINDOW SECTION DETAIL
Scale: 3" = 1'-0"



1 A5.1 FIXED WINDOW SECTION DETAIL AT STEM WALL
Scale: 3" = 1'-0"

12 DETAIL KEY LEGEND
Scale: N.T.S.

2.01 (E) ROOF STRUCTURE - S.S.D.
3.01 (N) CONC. STEM WALL - S.S.D.
5.01 (N) STL. BEAM - S.S.D.
5.02 (N) 3/4" GLASS RAILING +42" ABOVE FINISHED FLOOR ON ALUMINUM SHOE FASCIA MOUNTED TO STRUCTURAL FRAMING WITH 1/2" THICK STL. ANGLE - S.S.D
5.03 (N) STL. FASCIA BAND TO COVER GLASS RAIL ALUM. SHOE, FINISH T.B.D.
6.01 (N) STUD WOOD FRAMING - S.S.D.
6.02 (N) 2X FLOOR/ROOF FRAMING - S.S.D.
6.03 (N) 4x4 WOOD GUARDRAIL POST LAG BOLT SURFACE MOUNTED TO WOOD FRAMING
6.04 (N) 3x4 WOOD GUARDRAIL TOP POST, SUPPORT WITH CONT. 3/8" GALVANIZED STEEL BAR ON UNDERSIDE
6.05 (N) IPE WOOD DECK ON SLEEPERS - S.S.D.
6.06 (N) INTERIOR STAIRCASE WOOD END POST TO MATCH EXISTING
6.07 (N) INTERIOR STAIRCASE GUARDRAIL WOOD PICKET TO MATCH EXISTING, NOT TO EXCEED 4" SPACING
6.08 (N) WOOD HANDRAIL +36" ABOVE FINISHED FLOOR
6.09 (N) TEMPERED GLASS MOUNTED TO WOOD RAILING +42" ABOVE DECK FINISH, MOUNTING BRACKET TBD
6.10 (N) WOOD SOFFIT CEILING TO MATCH (N) IPE WOOD DECK
7.01 (N) CLASS 'A' ROOF ASSEMBLY : CLAY TILE ROOF TO MATCH EXISTING OVER 60mil EPDM ROOFING BY 'CARLISLE SYNTEC' (ICC-ES ESR-1463) OR APPROVED EQUAL OVER EXT. PLY OVER ROOF STRUCTURE - S.S.D.
7.02 (N) CLASS 'A' ROOF ASSEMBLY 2: 'EVERGUARD' TPO (THERMOPLASTIC POLYOLEFIN) 60 MIL ROOFING MEMBRANE BY 'GAF' - (OR EQUAL) OVER TAPERED ROOF INSULATION (MIN. 1/2" PER FT) OVER EXTERIOR PLYWOOD OVER ROOF CONSTRUCTION., S.S.D. MEMBRANE ROOF COLOR TO BE LIGHT GREY IN COLOR w/ LOWER REFLECTIVITY. FIBERGLASS BATT INSULATION OR CLOSED CELL SPRAY POLYURETHANE FOAM, R-VALUE TO BE DETERMINED BY ENERGY COMPLIANCE CALC., SEE E1.1 - E1.3
7.03 (N) 7" 20 OZ COPPER K-STYLE GUTTER BY RUTLAND GUTTER SUPPLY OR APPROVED EQUAL
7.04 (N) 5" 22 GAGE CONTINUOUS COPPER GUTTER: NORTHCLAD GS 600 OR APPROVED EQUAL
7.05 (N) CLOSED CELL SPRAY FOAM BY "BAYSEAL OC" BY BAYER OR APPROVED EQUAL PER ENERGY COMPLIANCE DOCUMENTATION FOR UNVENTED ROOF ASSEMBLY
7.06 (N) "ECOBATT" INSULATION BY KNAPF OR APPROVED EQUAL PER ENERGY COMPLIANCE DOCUMENTATION FOR UNVENTED ROOF ASSEMBLY
7.07 (N) COPPER FLASHING
7.08 (N) WEEP SCREED
7.09 (N) BITUTHENE WATERPROOF MEMBRANE. LAP SHIMS ALL AROUND, TYP. SEE FLASHING SEQUENCE DIAGRAM, SHEET A3.2
7.10 (N) TAPERED INSULATION (1/4":1' SLOPED TO DRAIN MIN.) ON 3/4" PLYWOOD SHEATHING OVER FRAMING - S.S.D.
7.11 (N) WOOD SIDING OVER WATER-RESISTIVE BARRIER OVER HYDROGAP DRAINABLE HOUSE WRAP OVER 1/2" EXTERIOR PLYWOOD OVER FRAMING - S.S.D.
7.12 (N) SEALANT
7.13 (N) BUILDING PAPER WATERPROOFING MEMBRANE
8.01 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME FIXED WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.02 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME CASEMENT WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.03 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME SINGLE HUNG WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.04 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME AWNING WINDOW ABOVE MULLED TO CASEMENT WINDOW BELOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.05 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME OUTSWING DOOR BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE DOOR SCHEDULE, SHEET A6.1 FINISH TO BE DETERMINED
8.06 (N) 2" X 22.25" FIRE STOP CONTINUOUS SOFFIT VENT BY 'VULCAN' OR APPROVED EQUAL
8.07 (N) WOOD DIVIDER BY 'MARVIN' OR APPROVED EQUAL - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.08 (N) ROOF INSULATION HOLD BACK; ALLOW 2" MIN. CLEARANCE AND DRILL 2 1/2" HOLES 16" O.C. IN BLOCKING TO ALLOW FOR VENTILATION
8.09 (N) INTERIOR WINDOW TRIM BY MARVIN
9.01 (N) EXTERIOR CEMENT PLASTER FINISH - (3) COATS MINIMUM w/ SMOOTH TROWELLED FINISH OVER METAL LATH OVER WATER-RESISTIVE BARRIER OVER HYDROGAP DRAINABLE HOUSE WRAP OVER 1/2" EXTERIOR PLYWOOD OVER FRAMING - S.S.D.
9.02 (N) STUCCO STOP "J" MOLDING BY FRY REGLET OR EQUAL, PAINT WHERE EXPOSED
9.03 (N) 5/8" GYP. BOARD TYP. (UNLESS NOTED TO BY TYPE 'X'), PRIMED AND PAINTED
9.04 (N) MTL. CORNER BEAD
9.05 (N) WOOD FLOORING ON 3/4" PLYWOOD OVER FRAMING - S.S.D.
9.06 (N) 3/4" SOLID WOOD STAIR TREADS & RISERS W/ 1/2" RADIUS BULLNOSE EDGE
9.07 (N) 3/8" SOLID WOOD REVEAL, PAINT TO MATCH STAIR TREAD AND RISER
9.08 (N) CERAMIC TILE ON THIN SET
9.09 (N) WALL BASE, SEE FINISH DETAILS 1/A5.3
9.10 (N) "ZIP-STRIP" GWB 'L' STOP @ WINDOW / DOOR FRAMES, TYP., U.N.O.
9.11 (N) 3/4" 'AZEK' SHEET CUT INTO TRIM AS INDICATED, PAINT
10.01 (N) EXPANSION STRIP

MARK ENGLISH architects
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KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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WINDOW DETAILS

LICENSED ARCHITECT MARK DAVID ENGLISH C-18594 07.31.27 RENEWAL DATE STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

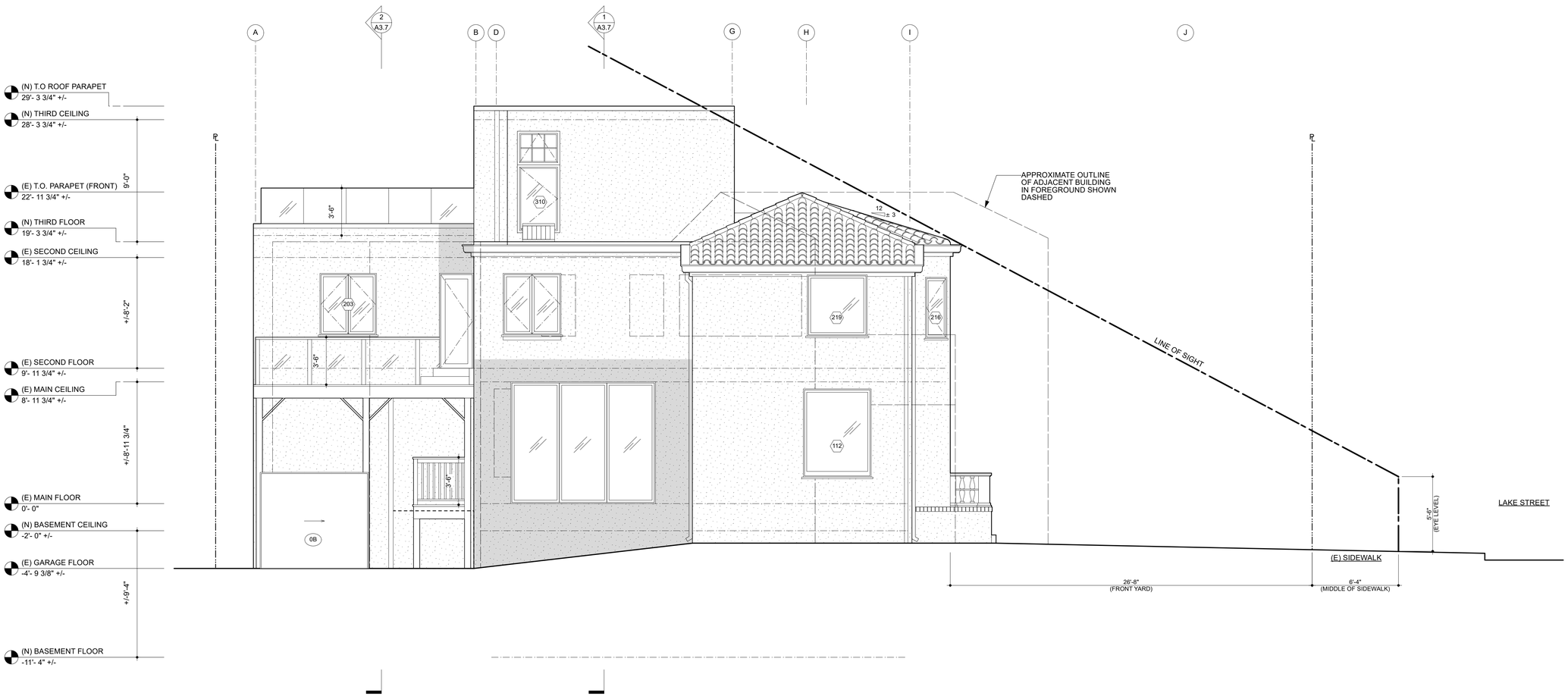
NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

mrl ME

DRAWING: AS NOTED

A5.1 (1)

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1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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KWEE RESIDENCE

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: SIGHTLINE STUDY

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BRIEF SUBMITTED BY THE APPELLANT(S)

Brief of Appellants

In

Appeal No. 26-021

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Exhibits to Brief of Appellants in Appeal No. 26-021

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Exhibit 2 – Appellants' Letters of Objection

Exhibit 3 – Appellants' follow-up requests for light/shadow studies

Exhibit 4 – Request for copies of Applicants' *ex parte* communications with ZA

Exhibit 5 – SF Planning's initial response to request for copies of relevant correspondence

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Brief of Appellants in Appeal No. 26-021

Appellants Marc & Alison Chaput, Suzy Cronholm, Julia &Taylor Moore, Katherine Scangos & Jeffrey Willis, and Darryl & Celeste Woo ("Appellants") respectfully appeal the Variance Decision dated April 6, 2026 in Case No. 2015-013369VAR-02 ("Decision"), in favor of Richard & Fiona Kwee ("the Kwees"). This appeal involves a zoning variance, and thus review is *de novo* and the rulings and findings of the Zoning Administrator ("ZA") are entitled no deference.

Appellants are property owners and residents of adjacent properties negatively affected by the Decision, and bring this appeal because the Decision would permit the Kwees to add a third story which, as proposed, otherwise would violate the rear yard requirement of Planning Code Section 134. As recognized by the Zoning Administrator ("ZA"), "The proposed building expansion [i.e. the third story addition] will extend 6 feet 4 inches into the required rear yard. Therefore, a variance is required." The proposed addition is thus inextricably tied to the rear yard variance requirement, and as shown below, is not only in violation of the Government Code but would provide a windfall to the Kwees while causing Appellants undue and irreparable harm.

In order to grant the subject variance, the Zoning Administrator ("ZA") and this Board of Appeals (the "Board") are bound to follow the requirements of California Government Code § 69506. Section 69506 provides:

> Variances from the terms of the zoning ordinances shall be granted *only when*, because of *special circumstances applicable to the property*, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance *deprives* such property *of privileges enjoyed by other property in the vicinity and under identical zoning classification*.

> Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized *shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity* and zone in which such property is situated.
>
> A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property. The provisions of this section shall not apply to conditional use permits. (emphasis added.)

As alluded to in the Decision, the Planning Commission implements Government Code § 69506 via its enumerated requirements for permitting a zoning variance. One, that the grant of the variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity; two, that the variance is necessary for preservation and enjoyment of a substantial property right of the subject property; and three and four, that there are exceptional or extraordinary circumstances applying to the property, and enforcement of the Code would result in practical difficulty or unnecessary hardship to the Kwees.

As outlined in Appellants' Preliminary Statement ("Preliminary Statement," incorporated by reference), the Kwees must satisfy all of the requirements under Section 305(c) of the Planning Code–the failure to meet any one should have resulted in denial. In granting the Variance, the ZA erred in finding four of the five requirements met, despite contrary evidence or a lack of evidence.

For the reasons set forth herein, in Appellants' Preliminary Statement, and at the hearing on this matter set for May 27, 2026, the Decision should be reversed and the requested zoning variance should be denied.

The Variance Will be Materially Injurious to the Property or Improvements in the Vicinity

Evidence submitted prior to and at the hearing held December 3, 2025, including shadow studies, showed that the addition of the proposed third story enabled by the rear yard variance would materially impact Appellants' neighboring properties, casting shadows and materially reducing their access to light and air space. Exhibit 1 ("Light Review").[1] Such diminution would permanently and detrimentally affect the neighbors' property rights, property values, and enjoyment of their respective properties. The grant of the variance enriches the Kwees at the expense of their neighbors, allowing them a third story addition that would tower over surrounding properties and provide the Kwees with sweeping views of the Golden Gate bridge while permanently blocking neighbors' access to light and air. *Id*.; Exhibit 2 (letters to ZA).

The evidence also showed that the proposed third story would affect neighbors' privacy rights, with the added height allowing the Kwees to peer from above into neighbors' bedrooms and onto their decks. *Id*. (including, in particular, photos submitted by Willis). With the addition, instead of seeing sky, windows at the Willis property would be facing the Kwees' third story wall.

[1] Appellants met with the Kwees on May 30, 2025 at which time they presented their plans and promised to provide studies showing the shadow and light effects of their proposed addition on Appellants' properties. Having received nothing, Appellants followed up for months, reminding the Kwees of their promise. Exhibit 3. The Kwees did not provide copies of the promised studies until November 18, 2025, by which time the hearing on this matter had already been scheduled for December 3, 2025, making any objections due in just two weeks during the busy holidays.

Notwithstanding such evidence and objections, the ZA granted the Kwees the requested variance. The ZA did so evidently after engaging in post-hearing *ex parte* communications with the Kwees and/or their lawyers, including their submission of a revised plan (with a "print date" of "2/26/26" – after the hearing) that the ZA admitted did "not address[] all the neighbors' concerns" and continued to include a third story addition. Decision, p. 4, Finding 4.B, and attached plans dated 2/26/26. The 2/26/26 revised plans were never addressed at the December 3, 2025 hearing.

The Kwees did not copy Appellants with their post hearing *ex parte* communications with the ZA, notwithstanding Cal. Gov't Code § 11430.10. Rather, Appellants only obtained copies of the communications via formal request dated April 1, 2026. Exhibit 4. On April 8, 2026, SF Planning responded, stating, "We had endeavored to complete your request on or before April 13, 2026 (Cal. Govt Code 7922.535(a) and Admin Code 67.21(b)). However, pursuant to California Government Code Section 7922.535(b), we are invoking an extension of up to 14 days (until April 27, 2026) because of the need to compile or extract electronic data. We will endeavor to complete our response before that date." Exhibit 5.

On April 27, 2026, SF Planning provided a download of the copies of the responsive documents, attached as Exhibit 6 ("2840 Lake Emails"). The file shows that the Kwees continued to communicate *ex parte* with the ZA via SF Planning after the ZA had taken the matter under advisement at the conclusion of the December 3, 2025 hearing. *E.g*. Exhibit 6 at p. 53 ("We are still working with the applicant to redesign the addition to be less impactful before the ZA will approve anything."); at p. 38 (in a December 3, 2025 email, the Kwees' attorney, Mr. Tunny, wrote, "I feel like the neighbors were all over the place. I think it would make sense to give Corey [Teague] time to review their comments in more detail and see what he thinks on

December 17."); at p. 28 (March 3, 2026 email to Mr. Tunny, "Good news, I wanted to let you know that the ZA has decided to approve the variance with the latest revisions you submitted."). That the Kwees were "still working" with the ZA after the hearing but before his April 6 decision suggests that the Kwees were engaged in post-hearing *ex parte* communications with the ZA in violation of Gov't Code § 11430.10. Appellants never had the opportunity to object or comment on the revised plans submitted after the December 3, 2025 hearing and before the issuance of the April 6 Decision.[2] In fact, on March 30, 2026, just days before the April 6 Decision issued, the Kwees had at last circulated to Appellants copies of their revised plans (Exhibit 6, at pp. 12-13), but the ZA had already decided by March 3 to approve the variance (*Id.* at p. 28).

Importantly, the Kwees did not include with their post-hearing submissions any additional shadow studies showing the updated plans' impact on neighbors' properties. There is thus no basis for the ZA's determination, issued scant days after March 30, that the modified third story plan would not be "materially injurious to the neighboring properties." Decision, p. 4, Finding 4.A. Rather, the only evidence of which appellants are aware show the contrary – that adding a third story in violation of Section 134 rear yard requirements would materially injure neighboring properties by casting shadows and reducing the light and air presently available to neighbors. Exhibits 1 and 2. Indeed, the ZA's Decision conceded that the revised plans only "slightly" reduce depth and height, and "reduce," but not eliminate, western-facing windows. Decision, p. 4, Finding 4.A.

[2] The file includes an email from Mr. Tunny stating, "One for the good guys!," referring to a letter of support from Elizabeth Yee and Michael Dorf dated December 2, 2025. Exhibit 6 at p. 39-41 (the "Yee/Dorf letter"). While Mr. Tunny is of course an advocate for his clients, his characterization in correspondence with the decision-makers inappropriately suggests he and SF Planning regard those who oppose his clients as "bad guys."

The Variance is Not Necessary for Preservation of the Property or Enjoyment by the Kwees

In addition, the ZA erroneously found that the variance is "necessary for preservation and enjoyment" of the Kwees. Decision, p. 3, Finding 3. To the contrary, there is no "necessity" of *adding* a third story on top of the existing two-story property. By definition, the variance is sought because current zoning does *not* permit the rear yard modification needed for the proposed third story addition. The proposed variance is not needed, for example, to effect seismic retrofitting or other safety measures that otherwise would be prohibited by existing zoning. The proposed variance is not sought in order to address any need to preserve a façade or other existing architectural feature, or to maintain any building integrity.

To the contrary, the variance is sought to permit changes to the property in order to increase enjoyment and value for the Kwees at the expense of their neighbors; if anything, the addition disrupts the status quo, not preserves it. Decision, p. 4, Finding 3.A. ("Granting this variance will allow the subject property *to improve and increase* habitable space…" (emphasis added.). There is no evidence that the Kwees cannot continue to enjoy the property as it is presently configured, and has existed as such for decades. The property now has five bedrooms. The proposal has the very same number of bedrooms, but would feature third floor sweeping views of the Golden Gate Bridge. That the present configuration may not meet the Kwees' purported evolving family needs is not a basis for allowing a variance detrimental to neighbors and substantially increasing the value of the Kwees' property while adding no additional bedrooms.

Enforcement of the Code Would Not Result in Practical Difficulty or Unnecessary Hardship to the Kwees

As noted above, the proposed variance is not motivated by need, but simply by the Kwees' desire to increase the value and their enjoyment at the expense of neighbors' adjacent properties. The Kwees will likely bring up the prior expired variance and point to their asserted need to expand the property to accommodate aging parents and (now nearly grown) children who do not presently live there.[3] But while perhaps seeking to engender sympathy, that purported need is belied by the passage of time and circumstances. The property already has five bedrooms, the proposal adds no additional ones, the Kwees' parents and grown children do not presently live in the property, and the Kwees have done little to maintain the property or to try to use it in accord with their asserted needs over the years. In light of the state of disrepair and lack of upkeep to the property, it is more likely that the Kwees are seeking to obtain the variance to boost the value of the property to enhance its sales value and/or exchange it for another property more suited to their stated needs.

[3] The Kwees' purported need to build an additional story to accommodate aging parents and/or their now grown children is not only belied by their lack of any attempt to move them in or accommodate them at the property since the last permit was obtained, but seemingly also a pretext from an economic point of view. It will cost a considerable amount, likely well in excess of $1 million, to carry out the proposed build. It makes no economic or logistical sense to build the addition to permit the Kwees' aging parents to live there. The plans do not increase bedrooms, and by the time the construction will have been completed, the parents may need levels of care beyond that which can be provided in an at-home setting. More likely, the Kwees may unlock the value added by the proposed variance through selling the property to a third party, e.g. a developer, and then moving to a more suitable property. This could be done immediately, rather than awaiting a lengthy build. The purported need is thus a mere pretext.

The Kwees Have Failed to Show Any Exceptional Circumstances

The ZA also erroneously found exceptional circumstances that might warrant the proposed building expansion. Decision, p. 3, Findings 1 and 2. To the contrary, these findings are conclusory and there are none that are recognized by Government Code § 69506. As noted above, there are no safety, seismic, or other exceptional circumstances warranting the proposed expansion and variance. The mere fact that the building was constructed in 1921 and is part of an historic district that limits changes to the façade are irrelevant to the desire for adding a story. ZA's conclusion at Decision, p. 5, para. 2. that the proposal will "preserve the existing dwelling unit on the property" is directly contradicted by ZA's other conclusion at p. 4, Finding 3.A. that the third floor addition would "increase habitable space." An "increase" does not "preserve"; an increase modifies or alters – here, expanding the number of stories to the detriment of neighbors' properties and Appellants' rights of air, light, privacy, and enjoyment.

The Kwees may argue that a similar variance had previously been granted, and that it had expired only due to their financial or other hardships. Such hardships alone are not grounds for granting a variance. Four of Appellants were not owners of surrounding properties at the time of the prior grant and unbound by it; the Kwees allowed permits to expire; and the passage of time and the Kwees' inaction since then belies their purported need for the variance. The Kwees failed to seek any extensions of the past grant and have done little to maintain their property or even try to use it for the added purposes they claim as motivation for seeking the variance.

The Kwees' Anticipated Responses Are Unavailing

The Kwees may argue that the proposed added third story is irrelevant because the proposed variance only addresses, or only need address, the rear yard requirement of Planning Code

Section 134. That ignores the fact that the ZA himself recognized the inextricable tie-in between the yard requirement and the proposed third story addition, as it could not be done without diminishing rear yard space in violation of Section 134. Indeed, the Decision at p. 1 states, "The proposed building expansion [i.e. the third story addition] will extend 6 feet 4 inches into the required rear yard. Therefore, a variance is required."

Further demonstrating that the third story addition is tied to the sought-after variance, the Kwees' own architect and counsel conceded that bringing the proposed addition forward is "probably not possible" without the rear yard variance. Exhibit 6, pp. 38-39.[4]

Plainly, the diminution of rear yard space is inextricably tied to the proposed third story addition, and the variance exacerbates the already reduced rear yard space in a way that negatively impacts Appellants because it permits the as-proposed third story expansion. As outlined above, such addition via the rear yard diminution materially and negatively impacts Appellants' light and air, and privacy.

As further noted in the Decision, "The existing building is set back more than 26 feet from the front property line and situated closer to the rear lot line, such that the existing rear yard is deficient by between 2 to 18 feet." Decision, p. 3, Finding 1.A. The rear yard is thus already non-compliant with Section 134 and again, as shown above, the 2/26/26 updated plans would make things materially worse for Appellants' adjacent and near-adjacent properties. The Kwees

[4] Following the December 3, 2025 hearing, SF Planning wrote to Mr. Tunny, "He [ZA] did ask early this morning if you've tried bringing the third story forward to not need the variance and I was unaware of your team ever mentioning that. Did he make any comments to you at the hearing?" Exhibit 6 at p. 39. Mr. Tunny replied, "[H]e did ask about bringing it forward so no Variance is required. It would mean 5 feet, which Mark English [the Kwees' architect] showed is probably not possible." *Id*. at p. 38.

attempt to downplay if not hide this problem because their drawings do not show the required rear yard, how much space is in the existing non-compliant rear yard, and how much the new, non-compliant proposed addition would diminish that rear yard further.

Government Code §69506 provides that a variance "shall be granted *only when*, because of *special circumstances applicable to the property*, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance *deprives* such property *of privileges enjoyed by other property in the vicinity and under identical zoning classification*." No such special circumstances are present here. The proposed expansion is a desire, not a need.

None of the surrounding properties (those owned by Appellants) has a third story as would be enabled by granting the Kwees the requested variance from the Section 134 rear yard requirement. Other variances in the neighborhood are on north-facing properties (at the northern ends of their blocks) that do not negatively impact neighbors. Those others cast shadows north onto the street, not onto neighbors (because in the northern hemisphere, the sun's location in the sky is never to the north; it's either to the south, east or west, casting shadows in the respective opposite directions). The addition to the Kwees' property located at the southern end of the block, by contrast, would cast shadows on neighboring properties adjacent and to their north, not on empty streets like northernly-situated properties. Such a difference is illustrated by the letter of support by owners of a north-facing property located to the south of the Kwees across the street at 2825 Lake, whose property would not be affected by any light and shadow impingement caused by the Kwees' proposed addition. *See* Exhibit 6 at p. 41 (the Yee/Dorf letter).

Thus, allowing the Kwees the requested variance in accordance with their plans for expansion would grant them "*special privileges inconsistent with the limitations upon other properties in*

the vicinity and zone in which such property is situated," in contravention of Government Code §69506.

Conclusion

For all of the above reasons and those that may be presented at the hearing, the variance should have been denied. This Board should reverse the decision and reject the subject variance.

Respectfully submitted,

/s/

Appellants Marc & Alison Chaput, Suzy Cronholm, Julia &Taylor Moore, Katherine Scangos & Jeffrey Willis, and Darryl & Celeste Woo

EXHIBITS 1-5

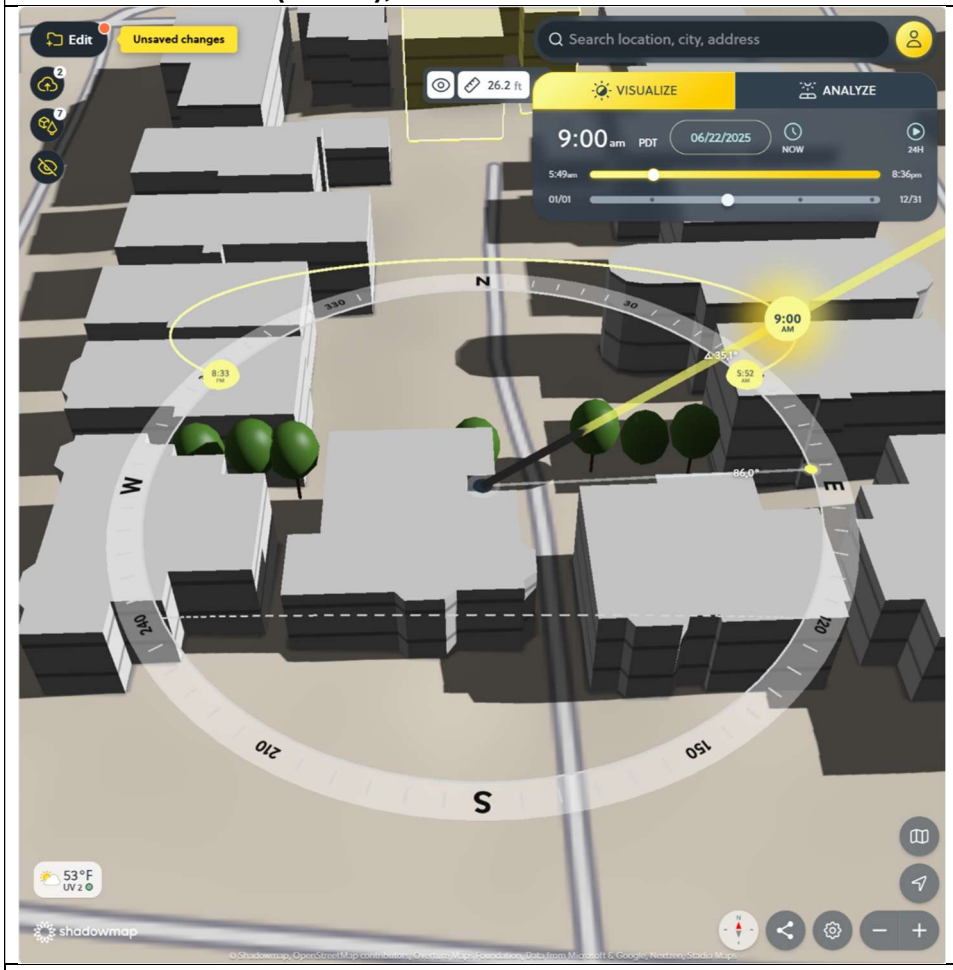
To Brief of Appellants

No. 26-021

EXHIBIT 1

To Brief of Appellants

No. 26-021

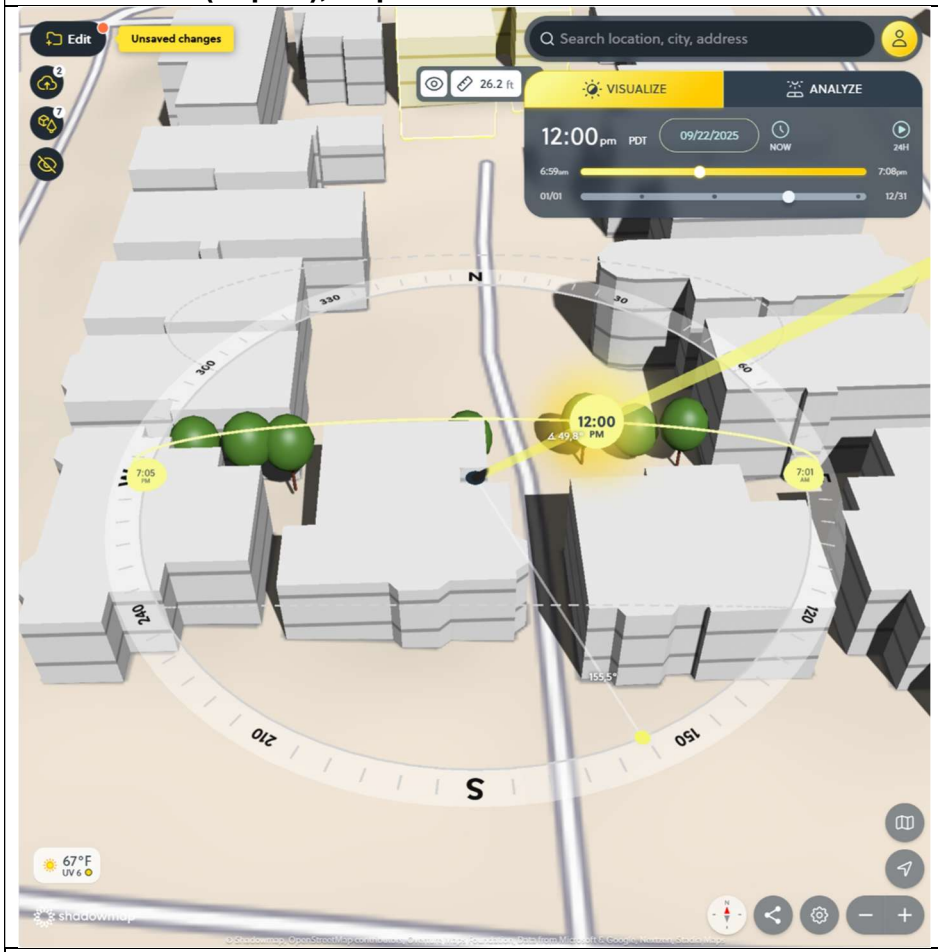
Current House	Proposed Project
Summer Solstice (Jun 22), 9am	
	
Comments: Shade from 2840 Lake onto 2850 Lake in both scenarios. Shade from 2820 Lake onto 2840 Lake in both scenarios.	

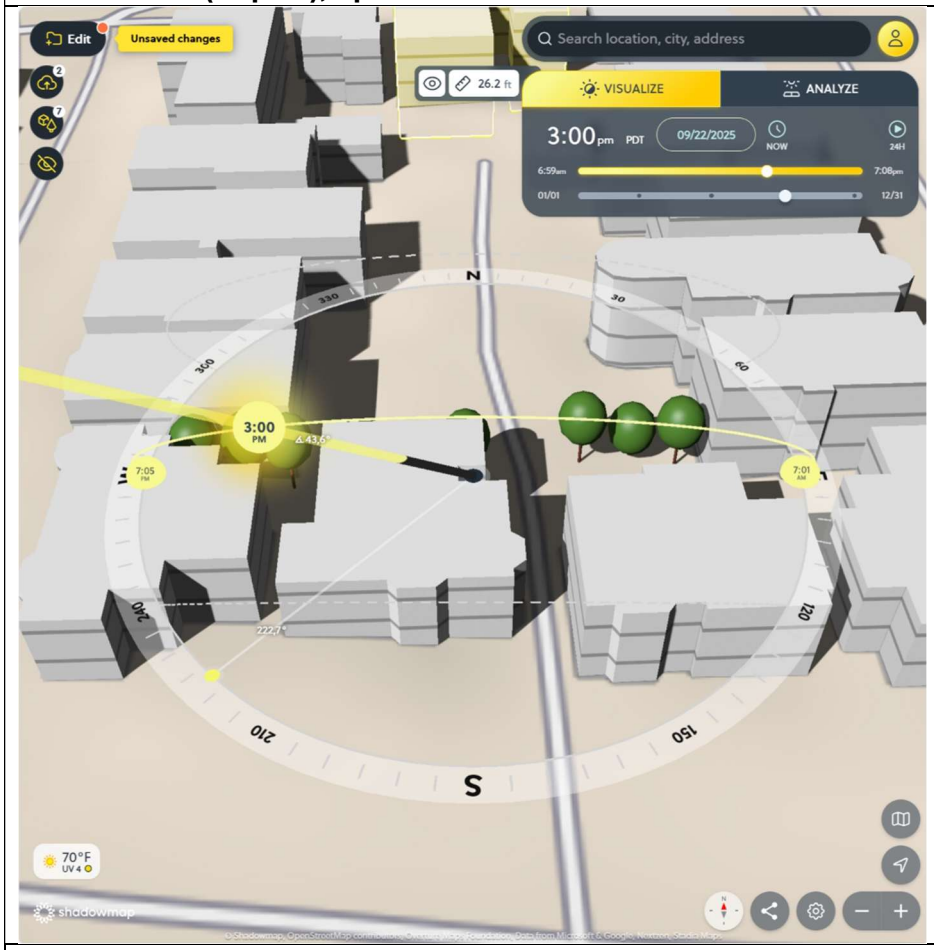
Current House	Proposed Project
Summer Solstice (Jun 22), 12pm	
	
Comments: No light impact from 2840 in current or proposed project scenarios.	

Current House	Proposed Project
Summer Solstice (Jun 22), 3pm	
	
Comments: No light impact from 2840 in current or proposed project scenarios.	

Current House	Proposed Project
Summer Solstice (Jun 22), 6pm	
	
Comments: Shadows from 2840 on the side of 2820 Lake in both current and Proposed project. Shadows from 2850 Lake onto 2840 Lake in both scenarios.	

Current House	Proposed Project
Fall Solstice (Sep 22), 9 am (note, this is the same as the Spring Solstice, Mar 22)	
	
Comments: No shade from 2840 in current scenario. Proposed project adds partial shade on the balcony of 180 30th Ave. 2820 Lake cast shadows on 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Fall Solstice (Sep 22), 12 pm	
	
Comments: No light impact from 2840 in current or proposed project scenarios.	

Current House	Proposed Project
Fall Solstice (Sep 22), 3pm	
	
Comments: Some shade from 2840 Lake onto the driveway of 180 30th Ave and the side of 2820 Lake St in both scenarios	

Current House	Proposed Project
Fall Solstice (Sep 22), 6pm	
	
Comments: 2840 Lake casts shadows across the driveway of 185 29th Ave and the side of 2820 Lake St in both scenarios. Existing trees on 185 29th Ave cast shadows on 185 29th Ave in both scenarios	

Current House	Proposed Project
Winter Solstice (Dec 22), 9am	
	
Comments: 2840 Lake and 2820 Lake cast shadows on 180 30th Ave house and driveway in both scenarios. 2820 Lake St casts shadows on the side of 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Winter Solstice (Dec 22), 12pm	
	
Comments: 2840 Lake casts shadows across 180 30th Ave driveway in both scenarios. 2820 Lake and trees on 185 29th St cast shadows on 185 29th St driveway in both scenarios.	

Current House	Proposed Project
Winter Solstice (Dec 22), 3pm	
	
Comments: Trees on 185 29th St cast shadows on 185 29th St's driveway and 185 29th St house in both scenarios. 2840 casts shadows on part of 2820 Lake St in both scenarios. 2840 casts shadows on 185 29th St's driveway and 185 29th St house in both scenarios.	

Current House	Proposed Project
Winter Solstice (Dec 22), 6pm	
	
Comments: None	

EXHIBIT 2

To Brief of Appellants

No. 26-021

CHAPUT

Marc and Alison Chaput
175 29th Avenue
San Francisco, CA 94121
December 1, 2025

To: San Francisco Planning Department
Re: Objections to the 2840 Lake Street Variance Proposal

Christy:
My name is Marc Chaput (I am writing with my wife, Alison), we are reaching out as concerned neighbors of 2840 Lake Street regarding their new variance request for the proposed third story and roof deck addition and other modifications. We are the homeowners and live at 175 29th Avenue with our four children. I am a 27 year resident of San Francisco and our family moved into our current house over 14 years ago to raise our children when we outgrew our prior San Francisco residence.

We live one house down / one house across from 2840 Lake Street across a shared alley. We were not aware of the historical variance request and were only made aware of the 2024 variance request when our neighbors (not the Kwee's) alerted us in the fall of 2024, despite having lived at our address since 2011. Once made aware of the situation, given the proposed projects direct impact on our residence, we attended the October 2024 neighbor meeting as well as the May 30, 2025 neighbor zoom hosted by the Kwee's and their attorneys.

At the May 30th meeting the Kwee's promised to share a light study with the neighbors so that everyone would have a better understanding of the impact that their proposed project would have on the houses around them. After several emailed requests to them over the ensuing months following up to receive the light study, the study was finally shared on November 18th, only after the variance meeting announcement signs were placed in their front yard. Furthermore, the light study confirms that the proposed 3rd floor will meaningfully increase shadows on the neighbors.

Based on the information that we have, we strongly object to the proposed variance. We have serious concerns about the **loss of light and air** for the adjacent homes. It appears that the third story will directly block our southwestern afternoon light into our living room and kitchen, where we spend most of our family time in our house. We are also very concerned about:

- **Privacy intrusions** caused by new sightlines into our yard and living spaces – our now teen-aged children's bedrooms (as well as our kitchen / living room area) will be directly in the sightline of the proposed third story and the elevated outdoor roof deck space;
- **Zoning precedent concerns**, as approval of this variance could facilitate similar third-story proposals on our alley and block and throughout the Sea Cliff neighborhood – if any of our next door neighbors took on a similar project it would have additional significant adverse impacts on our light, sightlines, privacy and value of our house. None of the homes on our block / shared alley (so both 29th and 30th Avenues) have a 3rd story.

We moved to this neighborhood from another part of the city in part because it was much more family friendly and the houses here were all originally constructed 75+ years ago and are uniform in size and height. We are surprised that allowing this type of alteration (significantly higher than any of the neighbors with the 3rd story addition and a roof deck space) on a block where neither of those have ever existed can even be contemplated.

Sincerely,

Marc and Alison Chaput

MOORE

Julia and Taylor Moore
2820 Lake Street
San Francisco, CA 94121

December 1, 2025

To: Zoning Administrator, San Francisco Planning Department
Re: Opposition to Variance Request - 2840 Lake Street
Hearing Date: December 3, 2025

Zoning Administrator and Planning Staff,

We are writing to express our strong opposition to the variance request submitted by the owners of 2840 Lake Street for a proposed third-story addition and structural remodel. As a next-door neighbor, we have serious concerns about the direct impact this project would have on our home and family, as well as the way this process has been stretched out for more than ten years without any clear intent to move forward.

We respect that people want to improve their homes, and we would support our neighbors at 2840 Lake Street in renovating and maintaining their property. But we ask that any improvements be made in a way that fits within the Planning Code and respects the surrounding neighborhood and the rights of adjacent homeowners.

Our understanding is a variance is an exception that is meant for rare situations where a property has truly unusual constraints and there is no reasonable way to renovate without relief. We do not believe that is the case here.

The lot is not unusual on this block

The previous variance for this property was granted years ago based on a claim that the lot was unusually shallow. We took the time to compare lot depths on the immediate block because that claim seemed inconsistent with our experience. (See Exhibit A.)

The depths of the six lots closest to 2840 Lake (three on each side) show an average depth of about 81.6 feet. The subject lot is about 84.4 feet. In other words, the subject lot looks typical for the block and is actually *above* average compared to its immediate neighbors. For that reason alone, we do not see a basis for an exception.

There is no real hardship driving this request

From what the applicants have shared with neighbors, they say they *need* this expansion for additional bedrooms. However, the plans show five bedrooms today and five bedrooms after construction. Our understanding is that the original justification ten years ago, which was well before we bought our home in 2023, was to add room for their two children and aging parents. Their children are now away at school, and no aging family members have since moved in.

What appears to be driving this variance instead is a preference for a larger, more luxurious third-floor primary suite and a roof deck, not a real constraint of the property. We would not imagine that is the kind of hardship a variance is meant for, especially when a compliant renovation of the existing structure is possible.

The project will materially harm neighbors

This is the main issue for those of us who live here. Because 2840 Lake is south of several homes, a third story extended into the rear yard will materially block existing light throughout the year. Neighbors have already documented current sun coming into their kitchens and yards that will be cut off by the added height and rear depth, especially in the darker months.

The roof deck and third-floor windows would also look directly into our bedrooms and back of our home. In our case, this includes our two children's second-floor bedrooms and the kitchen most directly (see Exhibit B). We would lose significant privacy and sky, affecting our family's day-to-day enjoyment of our home, and likely reducing the value of our property.

There is also a shared alley behind these houses that neighbors use daily to access garages. If this multi-year construction goes forward, access and safety on that alley will be disrupted. For our home specifically, we will not be able to access our garage if staging blocks the turning area we rely on.

The applicants have not provided credible answers to persuade neighbors that these impacts are not real. They have also not been transparent with neighbors and have repeatedly avoided giving clear, direct answers to reasonable questions. For example, when this permit resurfaced last year to much confusion, we hosted the applicants and several neighbors at our home in October 2024 to give them a chance to explain what had changed after they previously let their permit and variance lapse. At that meeting, they did not address key concerns and promised to provide a light study before resubmitting a variance. They then resubmitted months later without providing the light study or notifying neighbors, and we only learned about the new filing when we saw the hearing notice posted on their lawn. They only produced a shadow study just a couple of weeks before the hearing, more than a year after the initial ask.

Request to deny variance

This project started in 2015, received a variance under older rules, let multiple extension and due dates lapse and sat for almost a decade without construction. We do not believe an outdated exception should follow a property indefinitely, especially when the code – and neighbors - have changed and the applicants have not demonstrated real preparation to carry out the project during the many years they have already had.

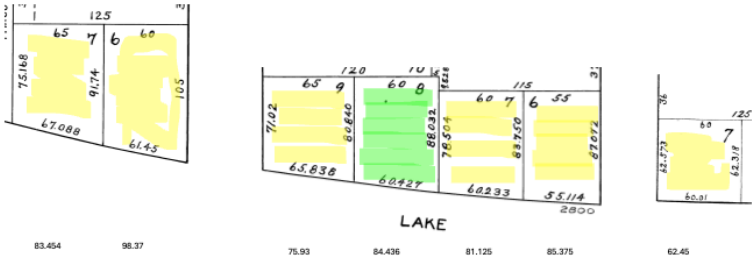
For the reasons above, we ask that the variance be denied. Given the long lapse since the original consideration and the lack of follow-through over many years, any future proposal should be treated as a truly new application, fully re-evaluated under today's standards and with a fresh, transparent process that gives neighbors a fair opportunity to understand and respond to what is being proposed.

Thank you for your time and consideration.

Sincerely,
Julia and Taylor Moore
2820 Lake Street
San Francisco, CA 94121

Exhibit A

2840 Lake Street Lot Depth is NOT Shallow When Compared to It's Immediate Three Neighbors on Either Side



2910 lake	83.5	
2900 Lake	98.4	
2850 Lake	75.9	
2840 Lake	84.4	*above average*
2820 Lake	81.1	
2800 Lake	85.4	
2750 Lake	62.5	
Average	81.59	

Exhibit B



View from kitchen



View from daughter's bedroom



View from son's bedroom

WILLIS

November 22, 2025

Objections to Request for Variance re 2840 Lake Street
Agenda Item 2015-013369VAR-02
December 3, 2025 Hearing

We, Jeff Willis and Katherine Scangos, are homeowners at 2850 Lake St, directly adjacent to the property at 2840 Lake Street (Kwee residence). We are writing today to object to the Kwee's requested variance given that the proposal is: 1) an invasion into our privacy while significantly impacting the light and air to our property; 2) inequitably impacts the housing value in the neighborhood; and 3) inconsistent with the neighborhood architectural style. On top of this, the prolonged process of this proposed variance (ongoing for close to 10 years) plus the Kwee's lack of communication around their project makes us significantly concerned that they are unable to execute on their proposal, prolonging the project, and thus affecting our quality of life.

For context, as owners of 2850 Lake St., the Kwee's house is directly in front of our kitchen, breakfast room, work office, and our daughter's bedroom. Hence, if a third story is constructed at 2840 Lake St, this will significantly impact the light and air space that we enjoy from these various rooms. Examples of how this will affect my work office and daugher's room is attched. The Kwee's argue that their proposed third story addition will not impact the light and airspace that 2850 Lake St will enjoy. However, based on the new information that was provided by the Kwee's, the "light study" (Slide , 3, and 4 of attached document) show that 2850 Lake St will largely be in a shadow with the addition of the third story. Thus, the Kwee's perspective is biased and incorrect. Furthermore, the conlcusion they reach in their light study does not seem to be certified by any individual, but a complete subjective and overgeneralized view based on the owner's of 2840 Lake St.

In terms of privacy, a third story will look down into several rooms that we have. We were particularly struck by the potential intrusion into our privacy when we noticed an individual working on the roof of the Kwee's on the date of November 22. As seen in the picture, a third story will lead to individuals directly looking into my daughter's bedroom and my work office. Given the lack of such precedent in the neighborhood, it is our opinion that this should not be permitted.

From an architectural perspective, this is inconsistent with the neighborhood block. From our perspective, there is no justification despite what the Kwee's claim. When we moved ten years ago, the Kwees claimed that the variance was to enable their parents to live with them. At the time, they told us they lacked space to accommodate their parents because their two school-age boys lived at home. They said the only way to bring their parents into the house was

to build an additional third story above the existing house structure. The two boys are now out of the house away at school and their bedrooms vacant, such that the purported need-justification no longer exists. Significantly, the currently proposed addition does
not appear to add another bedroom to 2840 Lake – it currently has five bedrooms, and the submitted plans show that the resulting addition will still leave the building with five bedrooms. Hence, the principal purpose of the addition thus appears solely aimed at improving the value of the subject property at the expense of adjacent neighbors' enjoyment of their properties.

Finally. we are significantly concerned about the Kwee's ability to execute on this project. The proposal itself has been in the works for close to ten years now. This reflects the Kwee's lack of organization and ability to follow through on their projects. This translates into a high likelihood that the execution of the proposed variance could take several years, impacting our daily quality of life.

In summary, we object to the Kwees' requested variance. Granting the requested variance would permanently diminish the value of our home and quality of life. In contrast, this will grant an inequitable increase in the value of 2840 Lake St, as it would then exist as the only house on our block with a third story picture-book view. The proposed added third story would significantly reduce light and air to our property, as well as add invasion to privacy. Given their inability to execute on this project for over ten years and the Kwee's inability to be transparent about their plans, this variance could potentially lead to a prolonged construction process that will impact our daily lives and quality of life. While the Kwees have been good neighbors, given the above reasons, we must object to the proposed variance.

Best,

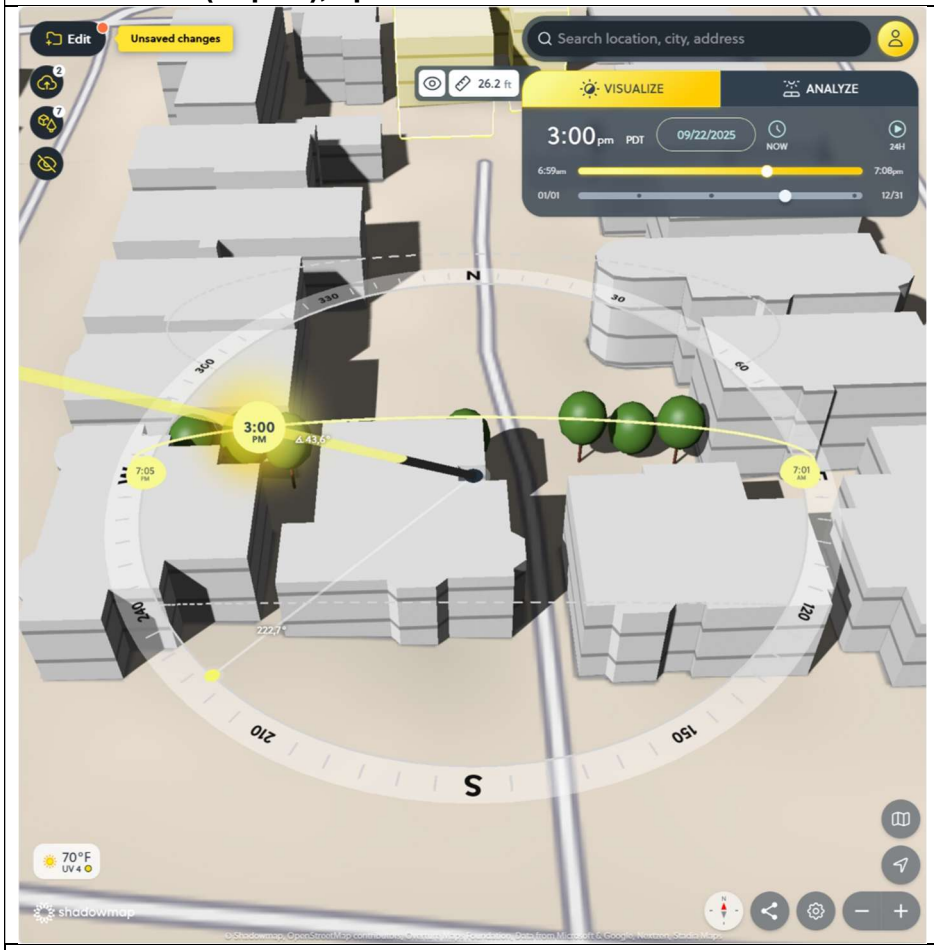
Jeffrey Willis
Katherine Scangos







Current House	Proposed Project
Fall Solstice (Sep 22), 9 am (note, this is the same as the Spring Solstice, Mar 22)	
	
Comments: No shade from 2840 in current scenario. Proposed project adds partial shade on the balcony of 180 30th Ave. 2820 Lake cast shadows on 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Fall Solstice (Sep 22), 3pm	
	
Comments: Some shade from 2840 Lake onto the driveway of 180 30th Ave and the side of 2820 Lake St in both scenarios	

Current House	Proposed Project
Winter Solstice (Dec 22), 9am	
	
Comments: 2840 Lake and 2820 Lake cast shadows on 180 30th Ave house and driveway in both scenarios. 2820 Lake St casts shadows on the side of 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Winter Solstice (Dec 22), 12pm	
	
Comments: 2840 Lake casts shadows across 180 30th Ave driveway in both scenarios. 2820 Lake and trees on 185 29th St cast shadows on 185 29th St driveway in both scenarios.	

WOO

November 17, 2025

Objections to Request for Variance re 2840 Lake Street

Agenda Item 2015-013369VAR-02

December 3, 2025 Hearing

We, Darryl and Celeste Woo, are homeowners at 180 30th Avenue, adjacent to the subject property at 2840 Lake Street. We can see the Kwees' house from our kitchen and deck at the back of our house on the first floor, and from the bedroom at the back on the second. That east and southeast-facing part of the house overlooking our garden enjoys significant light and air from the morning sun. Even in the afternoon it is light and airy, regardless of the time of year, but particularly during the fall, winter and spring months (more on that below).

The proposed variance to allow the Kwees to build an additional third story on top of the subject property will significantly degrade that light and airiness permanently. While the third story addition to the subject property will significantly enhance its value to the Kwees, providing them or subsequent owners with stunning views of the Golden Gate Bridge, it would come at a significant burden and diminution in value to the properties and neighbors around that property, including ours.

The proposed added story will not only deprive surrounding properties, including ours, of light and air, it will constitute a significant additional privacy invasion to neighbors, as the towering structure will have direct lines of sight into our back bedroom and nearby neighbors' bedrooms.

There is no justification for the third story addition. None of the homes on our block has a third story. It would be out-of-character as well as intrusions into our light, air, and privacy.

Nearly ten years ago, the Kwees implored neighbors to allow this variance to enable aged parents to move in with them. At the time, they told us they lacked space to accommodate their parents because their two school-age boys lived at home. They said the only way to bring their parents into the house was to build an additional third story above the existing house structure. The Kwees did not proceed with the project.

The two boys are now out of the house away at school and their bedrooms vacant, such that the purported need-justification no longer exists. Significantly, the currently proposed addition does not appear to add another bedroom to 2840 Lake – it currently has five bedrooms, and the submitted plans show that the resulting addition will still leave the building with five bedrooms. The principal purpose of the addition thus appears solely aimed at improving the value of the subject property at the expense of adjacent neighbors' enjoyment of their properties.

For months, since at least May 2025 when the Kwees met personally with neighbors including us, but even before that, we and other neighbors had asked the Kwees for a light impact and shadow study using modern 3-D modeling that could demonstrate the applicants' argued minimal intrusion on our and surrounding properties. None was provided despite our repeated requests and the Kwees' promises to provide such a study.

In an email sent by Richard Kwee dated July 13, 2025, for example, he wrote: "I spoke with the architect this past week, and he's finalizing the submittal to planning, and he's working on the light study. I'm hoping we can finalize soon." About a month later, after nothing had been received, our neighbor Julia Moore wrote to Mr. Kwee on August 10, 2025, copying us among others, wanting to "check in to see if you were able to coordinate the light study? I think the plan was to see the light study before the submission? Thanks for any updates." We received no light impact study or further responses from the Kwees.

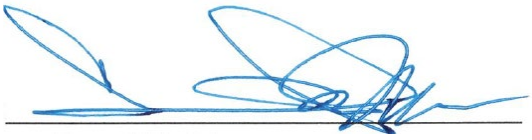
Instead, much to our surprise, and evidently timed to occur in the middle of the holidays when people may be expected to be out of town, the Kwees went forward with their variance application without providing us or our neighbors with the promised light impact study. We initially found out about the December 3 hearing by seeing a posted notice outside the Kwees' property. The Kwees only later sent it via mail despite their having been included in neighbors' email communications regarding the light impact study they had promised.

We can only conclude that the Kwees never had the light impact study done, in breach of their promises, or that such a study was done, but showed material negative impact on our property and surrounding properties.

Indeed, it was our sense at that time back in May that the impact of the third floor added structure during the fall to the spring would be particularly great, because of the sun's more southerly path across the sky during those months. That turned out to be correct, as shown by the picture submitted with this objection, taken on November 15, 2025 at approximately 9:20 a.m. PST from our kitchen window (an additional copy of the picture is provided, marked with the position of the incoming stream of sunlight). As one can see from these pictures, the Kwees' proposed third floor structural addition would be directly in the path of the sunlight coming into our kitchen window.

In sum, we strenuously object to the Kwees' requested variance. Granting the requested variance would permanently diminish the value of our home, where we have resided for over 30 years, while inequitably granting a huge increase in the value of the subject property, as it would then exist as the only house on our block with a third story picture-book view. The proposed added third story would significantly reduce light and air to our property, as well as add invasion to privacy. The Kwees have been good neighbors, but regrettably they have not been entirely transparent about this project, and we must object to the proposed variance.

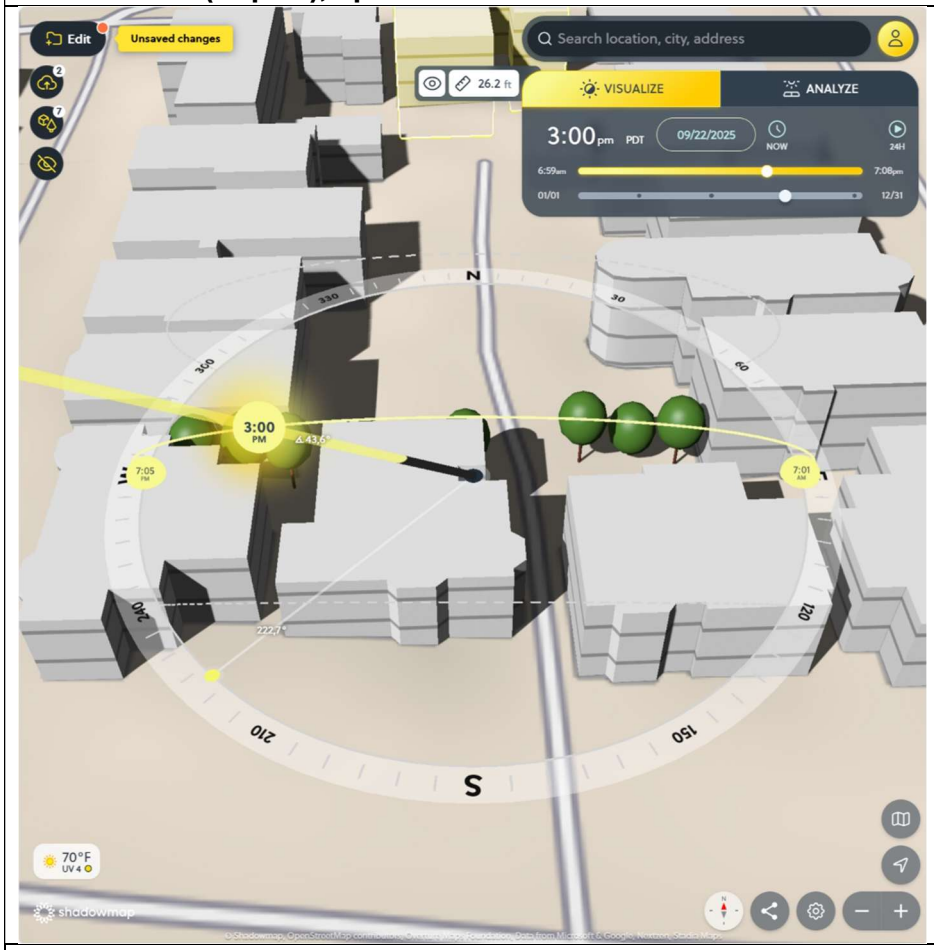
Darryl and Celeste Woo
180 30th Avenue
San Francisco, CA 94121



Darryl M. Woo

Attachments

Current House	Proposed Project
Fall Solstice (Sep 22), 9 am (note, this is the same as the Spring Solstice, Mar 22)	
	
Comments: No shade from 2840 in current scenario. Proposed project adds partial shade on the balcony of 180 30th Ave. 2820 Lake cast shadows on 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Fall Solstice (Sep 22), 3pm	
	
Comments: Some shade from 2840 Lake onto the driveway of 180 30th Ave and the side of 2820 Lake St in both scenarios	

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Winter Solstice (Dec 22), 9am	
	
Comments: 2840 Lake and 2820 Lake cast shadows on 180 30th Ave house and driveway in both scenarios. 2820 Lake St casts shadows on the side of 2840 Lake in both scenarios. 2840 Lake casts shadows on 2850 Lake in both scenarios.	

Current House	Proposed Project
Winter Solstice (Dec 22), 12pm	
	
Comments: 2840 Lake casts shadows across 180 30th Ave driveway in both scenarios. 2820 Lake and trees on 185 29th St cast shadows on 185 29th St driveway in both scenarios.	

EXHIBIT 3

To Brief of Appellants

No. 26-021

Ja AA <jaastart@gmail.com> 7/13/2025 10:37 AM

Re: 2840 Lake Street

To DARRYL WOO <dddddah@comcast.net> Copy tmalone11@mac.com • marcchaput@gmail.com • crnhlm@aol.com • Jeff Willis <jwillis108@gmail.com> • Jack Stein <jstein@boccardo.com> • Julia Moore <jctmoore@gmail.com> • winetskylaw@aol.com

---

Hi Daryl,

I spoke with the architect this past week, and he's finalizing the submittal to planning and he's working on the light study.

I'm hoping we can finalize soon.

Richard

> On Jul 12, 2025, at 5:11 PM, DARRYL WOO <dddddah@comcast.net> wrote:
>
> Hi, Richard, any update from your architect? It's almost been another month.
>
> Have you submitted anything to the City since the last meeting?
>
> Darryl
>
> > On 06/20/2025 1:17 PM PDT Ja AA <jaastart@gmail.com> wrote:
> >
> > Hi everyone,
> >
> > Here is the summary from the meeting and a link to the plans
> > https://reubenlaw.egnyte.com/fl/xFV3KtpM8qjy
> >
> > Darryl, my architect has started work on the shadow scenario report, though he is pretty busy, so he has not given me a timeline on a completion date.

EXHIBIT 4

To Brief of Appellants

No. 26-021

EXHIBIT 4

San Francisco Planning

49 South Van Ness Avenue, Suite 1400
San Francisco, CA 94103
628.652.7600
www.sfplanning.org

REQUEST TO VIEW PUBLIC RECORD

Date of Request: April 1, 2026 **Block / Lot:** 1329/008

Name of Requestor: Darryl M. Woo

Phone # or Email of requestor: dwoo@goodwinlaw.com

Subject Property Address: 2840 Lake St., San Francisco

Project Record Number: 2015-013369VAR-02

Description:

- ☐ **PLANNING CASE FILE**
- ☒ **PLANNING CASE FILE -ALL (DOCUMENTS INCL. ENVIRONMENTAL)**
- ☐ **ENVIRONMENTAL DETERMINATION**
- ☐ **HISTORICAL FILE**
- ☐ **MOTION**
- ☒ **VARIANCE DECISION LETTER**
- ☐ **GA SIGN FILE**
- ☐ **NEIGHBORHOOD NOTIFICATION (SEC. 311)**
- ☐ **CODE ENFORCEMENT FILE**
- ☒ **OTHER**
- ☒ **ALL (THIS INCLUDES ALL DOCUMENTS RELATED TO THE ADDRESS LISTED ABOVE, NOT A SPECIFIC PROJECT)**

If other, please describe: All documents and communications (including notes of oral conversations) between the applicants and their attorneys, on the one hand, and the Zoning Administrator and his office, on the other, occuring after the hearing held in this matter on December 3, 2025.

STAFF NAME AND PHONE # : Christy Alexander, 628.652.7334
Corey Teague, 628.652.7328

Rules for Reviewing public records:

Records retrieved from offsite may take up to two weeks. Records placed for public viewing will remain accessible for ten business days after which they will be returned to storage or be re-filed. All persons wishing to view original records of the Department must show adequate personal identification. Upon completion of the review, requestor must sign above indicating that s/he has reviewed the file. Neither the docket nor its contents shall leave the reception area or reviewing room unless accompanied by an employee of the Department. Copies of any public record may be photocopied in the Department for the price established by ordinance. **Records must be returned intact to the receptionist.**

Please initial that you understand the rules for viewing: DMW

DATE OF REVIEW: _____

TYPE OF IDENTIFICATION PROVIDED: _____

Name of reviewer (If different from Requestor)**:** _____

Reviewer's Signature _____

OFFSITE DOCKET ORDER INFORMATION:

File I.D.:_____ Box Number: _____

_____ _____

_____ _____

Per Planning Code Section 350 (h) Document Retrieval, the Planning Department will charge a fee for the actual costs for printing the file(s) for files stored on-site. Payment is required before order is placed.

DUPLICATION FEES AND PAYMENT INFORMATION

Costs for print, copying, and scanning are the same as the SF Permit Center at 49 South Van Ness Avenue.
$.52 per page is charged for all b/w copies.

Number of copies made by reviewer _____x $ .52 = $_____Total

(NOTE: Staff has 10 business days to respond to request for duplication of records)

Payment received by:_____$_____Total Paid

Cash:_____ or Check # _____Receipt Number:_____

Files Not Found, Amount of refund:_____

Cash: √ or Check #: _____Date of refund:_____

CHECK OFF BY RECEPTION STAFF AFTER REVIEW:

When review is complete, file should be returned to the Reception Staff and identification returned to reviewer.

Initial:_____Records Returned to Reception Staff by Reviewer.

Initial:_____Notify Planning Staff (name):_____ by email to pick up file(s)

EXHIBIT 5

To Brief of Appellants

No. 26-021

Woo, Darryl M

From: CPC-RecordRequest <CPC-RecordRequest@sfgov.org>
Sent: Wednesday, April 8, 2026 4:19 PM
To: Woo, Darryl M; CPC-RecordRequest
Subject: RE: Records Request

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL
Darryl,

Thank you for contacting the Planning Department.

We received your record request dated April 1, 2026.
You requested records for the property at 2840 Lake St. We had endeavored to complete your request on or before April 13, 2026 (Cal. Govt Code 7922.535(a) and Admin Code 67.21(b)).

However, pursuant to California Government Code Section 7922.535(b), we are invoking an extension of up to 14 days (until April 27, 2026) because of the need to compile or extract electronic data. We will endeavor to complete our response before that date.

Thank you,
Chan Son, Executive Secretary
Record Request
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7346 | www.sfplanning.org
San Francisco Property Information Map

From: Woo, Darryl M <DWoo@goodwinlaw.com>
Sent: Wednesday, April 01, 2026 2:42 PM
To: CPC-RecordRequest <CPC-RecordRequest@sfgov.org>
Cc: Alexander, Christy (CPC) <christy.alexander@sfgov.org>; Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: Records Request

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please see attached request and advise when I may come in to review and/or select copies of the requested documents.

EXHIBIT 6

To Brief of Appellants

No. 26-021

From:	Longaway, Alec (BOA)
To:	DPH - ttunny; dwoo@goodwinlaw.com; Julia Moore; Jeff Willis; marcchaput@gmail.com; Susan Cronholm
Cc:	Birmingham, Kevin (DBI); Blackshear, Czarina (DBI); CROSSMAN, BRIAN (CAT); Greene, Matthew (DBI); Hannan, Patrick (DBI); Hasbun, Carmen (DBI); Kane, David (DBI); Lamarre, Julie (BOA); Longaway, Alec (BOA); MAINARDI, JESSE (CAT); McElroy, Carey (DBI); Mejia, Xiomara (BOA); Parinas, Suzette (CPC); Perry, Andrew (CPC); CPC.Intake; Samarasinghe, Giles (DBI); Sider, Dan (CPC); Teague, Corey (CPC); Watty, Elizabeth (CPC); Wong, Kelly (CPC)
Subject:	APPEAL FILED NO. 26-021 @ 2840 LAKE STREET
Date:	Wednesday, April 15, 2026 3:05:45 PM
Attachments:	APPEAL FILED NO. 26-021 @ 2840 LAKE STREET.pdf Special Instructions for Parties (11-3-25).pdf

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Alec Longaway
Legal Assistant, San Francisco Board of Appeals
49 South Van Ness, Suite 1475
San Francisco, CA 94103
Work PH: 1-628-652-1152
Cell: 1-415-746-0119

The Board's physical office is open to the public by appointment only. Please email boardofappeals@sfgov.org or call 628-652-1150 if you would like to meet with a staff member.

All documents and emails submitted to the Board Office are public records. You are advised to redact information if you want it to remain confidential. Please contact the Board Office if you need assistance.

From:	Lamarre, Julie (BOA)
To:	Woo, Darryl M; BoardofAppeals (PAB)
Cc:	Julia Moore (jctmoore@gmail.com); Jeff Willis (jwillis108@gmail.com); Marc Chaput (marcchaput@gmail.com); Suzy Cronholm (crnhlm@aol.com); Alexander, Christy (CPC)
Subject:	RE: Appeal of Variance - Case No. 2015-013369VAR-02 - 2840 Lake Street
Date:	Wednesday, April 15, 2026 11:25:56 AM

Hi Darryl: Since all the appellants will be listed on one appeal. The total time is 7 minutes to present and 3 minutes for rebuttal. The appellants will need to share this time since only one appeal is being filed.

Anyone not listed on the appeal will have three minutes to address the Board during the public comment portion (no rebuttal). Written public comment may also be submitted.

Regards,

Julie

Julie Lamarre, Executive Director
San Francisco Board of Appeals
49 South Van Ness Avenue, Suite 1475
San Francisco, CA 94103
Julie.lamarre@sfgov.org
628-652-1151

From: Woo, Darryl M <DWoo@goodwinlaw.com>
Sent: Wednesday, April 15, 2026 10:21 AM
To: BoardofAppeals (PAB) <boardofappeals@sfgov.org>; Lamarre, Julie (BOA) <julie.lamarre@sfgov.org>
Cc: Julia Moore (jctmoore@gmail.com) <jctmoore@gmail.com>; Jeff Willis (jwillis108@gmail.com) <jwillis108@gmail.com>; Marc Chaput (marcchaput@gmail.com) <marcchaput@gmail.com>; Suzy Cronholm (crnhlm@aol.com) <crnhlm@aol.com>; Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: Appeal of Variance - Case No. 2015-013369VAR-02 - 2840 Lake Street

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the San Francisco Board of Appeals:

We, the undersigned neighbors and owners of the properties surrounding the subject

property at 2840 Lake St. (“Appellants”), hereby appeal the April 6, 2026 decision of the Zoning Administrator in Case No. 2015-013369VAR-02, which granted a variance to Richard & Fiona Kwee (“Applicants”) that included permission to add a third story to their existing two-story property at 2840 Lake Street.

Appellants’ one-page Preliminary Statement of Reasons for Appeal is attached, as well as a copy of the Variance Decision being appealed.

Please let us know if there is anything further you need from us, the timing of the appeal brief and any other submissions or hearing, and how to pay the applicable filing fee.

Respectfully,

Darryl & Celeste Woo, 180 30th Ave. (dwoo@goodwinlaw.com), 415.733.6068
Julia & Taylor Moore, 2820 Lake St. (jctmoore@gmail.com)
Jeffrey Willis & Katherine Scangos, 2850 Lake St. (jwillis108@gmail.com)
Marc & Alison Chaput, 175 29th Ave. (marcchaput@gmail.com)
Suzy Cronholm, 185 29th Ave (crnhlm@aol.com)

****
This message was sent from Goodwin Procter LLP and is intended only for the designated recipient(s). It may contain confidential or proprietary information and may be subject to the attorney-client privilege or other confidentiality protections. If you are not a designated recipient, you may not review, copy or distribute this message. If you receive this in error, please notify the sender by reply e-mail and delete this message. Thank you.
****

From: Parinas, Suzette (CPC)
To: Ja AA
Subject: RE: Final Variance Decision Letter for 2840 Lake Street - 2015-013369VAR-02
Date: Monday, April 06, 2026 3:08:00 PM

Hello Richard,

Thank you for acknowledging receipt of this email.

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
San Francisco Property Information Map

From: Ja AA <jaastart@gmail.com>
Sent: Monday, April 6, 2026 3:06 PM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>; Mark English <mark@markenglisharchitects.com>
Subject: Re: Final Variance Decision Letter for 2840 Lake Street - 2015-013369VAR-02

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Suzette,

Thanks for your email, I confirm receipt.

Best,
Richard

> On Apr 6, 2026, at 1:39 PM, Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org> wrote:
>
> Good Afternoon,

Please find attached the signed Variance Decision Letter, the corresponding Notice of Special Restrictions (NSR), and the Recordation Instructions for **2840 Lake Street, Record Number 2015-013369VAR-02.**

Kindly review the documents for accuracy prior to recording the NSR with the San Francisco Assessor-Recorder's Office.

A hard copy of the decision letter will also be mailed via USPS to the applicant at the address on file.

Kindly acknowledge receipt of this email once you have received it. Thank you.

Best,

Suzette E. Parinas

Zoning Administrator's Office/Current Planning Division

San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7398 | | www.sfplanning.org
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<Signed VD - 2840 Lake Street - 2015-013369VAR-02.pdf>
<NSR Variance - 2840 Lake Street - 2015-013369VAR-02.pdf>
<NSR Instructions.pdf>

From: Alexander, Christy (CPC)
To: Parinas, Suzette (CPC)
Subject: RE: 2840 Lake St - VDL
Date: Monday, April 06, 2026 10:19:13 AM

Hi Suzy,

Just those neighbors that we discussed previously...

dwoo@goodwinlaw.com Darryl Woo 180 30th Ave
jwillis108@gmail.com Jeff Willis 2850 Lake St
marcchaput@gmail.com Marc Chaput 175 29th Ave
jctmoore@gmail.com Julia Moore 2820 Lake St
crnhlm@aol.com Susan Cronholm 185 29th Ave

Thanks!
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Monday, April 6, 2026 8:02 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: 2840 Lake St - VDL

Good Morning Christy,

Happy Monday!

Are there any other interested parties who should receive the VDL?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Teague, Corey (CPC) <corey.teague@sfgov.org>
Sent: Saturday, April 4, 2026 8:35 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>; Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: 2840 Lake St - VDL

The final letter is attached and dated for Monday. Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628-652-7328 | sfplanning.org
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From: Woo, Darryl M
To: CPC-RecordRequest
Cc: Alexander, Christy (CPC); Teague, Corey (CPC)
Subject: Records Request
Date: Wednesday, April 01, 2026 2:43:14 PM
Attachments: PublicRecordRequest_Form_DWOO.pdf

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please see attached request and advise when I may come in to review and/or select copies of the requested documents.

Thank you.

Darryl Woo

****

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****

From:	Teague, Corey (CPC)
To:	Woo, Darryl M
Cc:	Jeff Willis; Alison Kiley Marc Chaput; Julia Moore; Susan Cronholm; Alexander, Christy (CPC)
Subject:	RE: 2840 Lake St Plan Revisions
Date:	Wednesday, April 01, 2026 7:14:58 AM

Darryl,
Thanks for your feedback. I'm not sure if Christy responded, but she is out the rest of this week. If you'd like to receive certain communications and records, please submit a records request per the instructions on our website: https://sfplanning.org/resource/sunshine-ordinance-public-record-request

Regarding the process and communications, I want to clarify that it is common for the Zoning Administrator to continue coordination with a project sponsor when a variance is taken under advisement, such as in this case. Such communications are necessary for the ZA to provide additional feedback/questions/concerns they determine necessary before making a final decision, and to coordinate potential project revisions. Members of the public are provided an opportunity to provide comment in writing and orally at the hearing, and that input is considered before a final decision is made.

Regarding next steps, the final decision letter will likely be issued this Friday or next Monday, and all the neighbors that signed up to be noticed (including those on this email) will receive a copy. That decision will be appealable to the Board of Appeals.

I hope that helps. Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628-652-7328 | sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, March 31, 2026 12:52 PM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: FW: 2840 Lake St Plan Revisions

Hi Corey,

I just received the email below from one of the concerned neighbors. This is the first I've heard from about the revisions…

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
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From: Woo, Darryl M <DWoo@goodwinlaw.com>
Sent: Tuesday, March 31, 2026 11:47 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Jeff Willis <jwillis108@gmail.com>; Alison Kiley Marc Chaput <MarcChaput@gmail.com>; Julia Moore <jctmoore@gmail.com>; Susan Cronholm <crnhlm@aol.com>
Subject: Fwd: Plan Revisions

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Dear Ms. Alexander,

We received the email below yesterday. The email came as a bit of a surprise, in that we had expected to receive a written ruling after the last hearing on this matter last year. Instead, it seems that the applicants and their attorneys were having ex parte communications with the Zoning Administrator and others at the Department.
Please forward copies of any and all communications (including notes of discussions) with the Zoning Administrator, as referred to in the applicants' email below.
While we consider our response to the updated plans, please also let us know what the next steps in the process are, and the timing of any deadlines for any further objections and any hearings.
While we appreciate the applicants' efforts to try to address neighbors' concerns previously expressed in writing and at that hearing, they appear to fall quite short of ameliorating them. The plans still include the addition of an imposing third story addition, and were unaccompanied by any light or shadow studies showing the impact on surrounding neighbors' buildings. This remains a significant issue given the negative impact shown by the prior study, and the subject property's location to the south of impacted neighbors. This is unlike buildings located on the northern edges of a block, which block light or cast shadows primarily onto streets instead of onto neighbors' decks, windows and/or yards.
In addition to impacting privacy, quality of life, and enjoyment of our properties, the shadows may impact the feasibility and efficacy of solar panels on impacted properties.

Given today's skyrocketing oil prices, this is an additional significant concern.

Thank you.

Darryl M. Woo

Begin forwarded message:

> From: Ja AA <jaastart@gmail.com>
> Date: March 30, 2026 at 1:17:17 PM PDT
> To: "Woo, Darryl M" <DWoo@goodwinlaw.com>, Jeff Willis <jwillis108@gmail.com>, Alison Kiley Marc Chaput <MarcChaput@gmail.com>, Julia Moore <jctmoore@gmail.com>, Susan Cronholm <crnhlm@aol.com>
> Subject: Plan Revisions
>
> ***EXTERNAL***
> Dear neighbors,
>
> After discussions with the Zoning Administrator following our Variance hearing, we have made additional changes to our renovation plan to address the concerns raised at the hearing, as follows:
>
> - We switched to a flat roof, which lowered the overall building height by +/- 42";
> - We pulled back the third-floor bedroom mass by 1'-0";
> - We eliminated 2 windows on the west elevation; and
> - We removed the additional garage door/parking at the ground level behind the garage.
>
> These changes reduce the overall mass of our top floor and also remove two of the three windows we had originally planned on the west side of the new top floor.
>
> We've attached the updates to our plans.
>
> We have made a number of revisions over the life of our project in the spirit of compromise, and we hope these latest ones will help address your concerns.

Best,

Fiona and Richard

****
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****

From:	Thomas Tunny
To:	Teague, Corey (CPC); Alexander, Christy (CPC)
Cc:	DPH - ttunny
Subject:	RE: 2840 Lake St.
Date:	Monday, March 30, 2026 1:22:17 PM
Attachments:	image001.png

Hi Corey, this took us a little time to put together and we just sent it out earlier this afternoon. Will let you know what responses we get.

Thanks,

Tom

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7036
C: (415) 517-2973
ttunny@reubenlaw.com
www.reubenlaw.com

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From: Teague, Corey (CPC) <corey.teague@sfgov.org>
Sent: Monday, March 30, 2026 1:15 PM
To: Thomas Tunny <ttunny@reubenlaw.com>; Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: 2840 Lake St.

Tom,
Will you please confirm when the revised plans were sent to the neighbors and if you've received any responses? Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628-652-7328 | sfplanning.org
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Monday, March 23, 2026 2:07 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>

Cc: Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: RE: 2840 Lake St.

Thank you Christy.

Tom

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7036
C: (415) 517-2973
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Monday, March 23, 2026 1:36 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>; Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: RE: 2840 Lake St.

Hi Tom,

I checked with Suzette for the top three people on the sign-in sheet along with someone that told me they forgot to sign-in (Julia) and one other that sent me an opposition letter (Susan):

dwoo@goodwinlaw.com Darryl Woo 180 30th Ave
jwillis108@gmail.com Jeff Willis 2850 Lake St
marcchaput@gmail.com Marc Chaput 175 29th Ave
jctmoore@gmail.com Julia Moore 2820 Lake St
crnhlm@aol.com Susan Cronholm 185 29th Ave

Hope that helps!
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Monday, March 23, 2026 12:31 PM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>; Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: 2840 Lake St.

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Hi Christy and Corey, could you send me a copy of the sign-in sheet from the Variance hearing for 2840 Lake St.? We would like to send those who signed in an email and drawings showing the changes we've made to the project since the hearing.

Thank you,

Tom

REUBEN JUNIUS & ROSE LLP

Thomas Tunny
Partner
Office: (415) 567-9000
Direct: (415) 291-7036
Cell: (415) 517-2973
Email: ttunny@reubenlaw.com

San Francisco
One Bush St., Ste. 600
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456 8th St.
Oakland, CA 94607

San Jose
30 E. Santa Clara St., Ste 360
San Jose, CA 95113

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From: Microsoft Outlook Reactions
To: Teague, Corey (CPC)
Subject: Reaction Daily Digest - Thursday, March 19, 2026
Date: Thursday, March 19, 2026 7:47:24 AM

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Microsoft Outlook

Parinas Suzette (CPC) reacted to your message
Wed 3/18/2026 1:07:00 PM

RE: Draft VDL for 2840 Lake St for Corey's Review and Finalization

The revised plans will definitely be the Exhibit A plans when the VDL is issued. I had talked to Christy about the project sponsor sharing those plans with the concerned neighbors before the VDL is issued so that they would be aware. I'll reach out to her

Go to message

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

From:	Thomas Tunny
To:	Teague, Corey (CPC)
Subject:	RE: 2840 Lake St
Date:	Wednesday, March 18, 2026 2:25:45 PM

Sounds good. Thank you.

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7036
C: (415) 517-2973
ttunny@reubenlaw.com
www.reubenlaw.com

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From: Teague, Corey (CPC) <corey.teague@sfgov.org>
Sent: Wednesday, March 18, 2026 2:22 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: 2840 Lake St

Great. I'll call you at 4 or a little after.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628-652-7328 | sfplanning.org
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Wednesday, March 18, 2026 1:37 PM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: Re: 2840 Lake St

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Yes - any time other than 3-3:30. Happy to call you or please call my cell: 415.517.2973

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7036
C: (415) 517-2973
ttunny@reubenlaw.com
www.reubenlaw.com

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From: Teague, Corey (CPC) <corey.teague@sfgov.org>
Sent: Wednesday, March 18, 2026 1:29:09 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Subject: 2840 Lake St

Tom,

Do you have any time this afternoon available for a call? Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Teague, Corey (CPC)
To: Parinas, Suzette (CPC)
Subject: RE: Draft VDL for 2840 Lake St for Corey"s Review and Finalization
Date: Wednesday, March 18, 2026 12:07:54 PM

The revised plans will definitely be the Exhibit A plans when the VDL is issued. I had talked to Christy about the project sponsor sharing those plans with the concerned neighbors before the VDL is issued so that they would be aware. I'll reach out to her separately about that. Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Tuesday, March 17, 2026 9:11 AM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: RE: Draft VDL for 2840 Lake St for Corey's Review and Finalization

Hi Corey,

Just to clarify, should Christy send the revised plans to the neighbors separately or should I wait and include them when I send the VDL?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, March 17, 2026 8:34 AM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: Re: Draft VDL for 2840 Lake St for Corey's Review and Finalization

Hi Suzy,

No other parties, and you may want to double check with Corey about it. He had only mentioned to me about us sending them the revised plans so I'm not sure if he wants to send them the VDL too. If you have email addresses for all of them I could send them an email with an update. Otherwise we better check with him whether to wait for the VDL.

Thanks,
Christy

Get Outlook for iOS

From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Tuesday, March 17, 2026 8:09:41 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: Draft VDL for 2840 Lake St for Corey's Review and Finalization

Good Morning Christy,

Are there any other interested parties aside from those who signed up at the hearing who should receive the VDL?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
San Francisco Property Information Map

From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Monday, March 16, 2026 7:26 PM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: Draft VDL for 2840 Lake St for Corey's Review and Finalization

Hi Suzy,

Here is the draft VDL for 2840 Lake St with the corresponding revised plans. Corey has asked that you please send this revised plan set to all neighbors who attended the Variance hearing and were in opposition. Please let me know if you have any questions!

VDL DRAFT - 2840 Lake Street - 2015-013369VAR-02.docx

Ex A Final Variance Plans - 2840 Lake St Revised Plans submitted 2.26.26.pdf

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Parinas, Suzette (CPC)
To: Alexander, Christy (CPC)
Subject: RE: 2840 Lake St. Variance Revisions
Date: Monday, March 16, 2026 9:15:35 AM
Attachments: image001.png

Good Morning Christy,

Happy Monday!

I'm checking the draft VDL for 2840 Lake.

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Parinas, Suzette (CPC)
Sent: Friday, March 13, 2026 9:52 AM
To: Alexander, Christy (CPC) <Christy.Alexander@sfgov.org>
Subject: RE: 2840 Lake St. Variance Revisions

Hi Christy,

Please send me the draft VDL once it's ready.

Thanks,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Monday, March 9, 2026 10:46 AM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: RE: 2840 Lake St. Variance Revisions

Hi Suzy,

Thanks for the reminder. I'm out of office today but will get that to you sometime tomorrow.

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Monday, March 9, 2026 9:00 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: 2840 Lake St. Variance Revisions

Good Morning Christy,

Happy Monday!

Just checking the VDL draft for 2840 Lake St.

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Teague, Corey (CPC) <corey.teague@sfgov.org>

Sent: Tuesday, March 3, 2026 1:47 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: RE: 2840 Lake St. Variance Revisions

Please go ahead and draft the VDL based on these revised plans. Given the nuance and background of this case, you can go light on the findings and I'll fill them out. Please also let the applicant know that we will share the revised plans with the neighbors so that they are aware, and then please share with the neighbors. If you don't already have access, Suzy can provide the names and email addresses of the neighbors that singed the form at the hearing.

Please let me know if you have any questions. Thanks.

Corey A. Teague, AICP, LEED AP
Zoning Administrator

Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628-652-7328 | sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Thursday, February 26, 2026 4:46 PM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: FW: 2840 Lake St. Variance Revisions

Hi Corey,

Attached are the revised drawings the Sponsor submitted for the 2840 Lake St Variance. I reviewed these with preservation staff today for their flat roof proposal and all looks ok to preservation staff now. You can see in two emails below the revisions you had requested of the Sponsor and their responses as well as the changes now showing in the drawings attached. Please let me know if you still have any issues or would like me to upload the draft VDL for your review.
2840 Lake St Variance Revised Plans submitted 2.26.26.pdf

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

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prior to hearings. Please be aware that any request for payment will **only** come from a **sfgov.org** email.

From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Thursday, February 26, 2026 4:24 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: 2840 Lake St.

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Hi Christy, here is a revised set with a reduced cornice and a sight line drawing. Please let me know if you need any other changes.

Thank you,

Tom

REUBEN JUNIUS & ROSE LLP

Thomas Tunny
Partner
Office: (415) 567-9000
Direct: (415) 291-7036
Cell: (415) 517-2973
Email: ttunny@reubenlaw.com

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San Francisco, CA 94104

Oakland
456 8th St.
Oakland, CA 94607

San Jose
30 E. Santa Clara St., Ste 360
San Jose, CA 95113

www.reubenlaw.com

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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Wednesday, February 18, 2026 11:13 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>

Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Christy, attached are the revised drawings per our last call with you. For your convenience, below are your original requests followed by a description (in orange) of how we've addressed each.

- Shift the massing from the rear of the third story addition as much as possible. I understand it would be nearly impossible to move the elevator, so we recommend carving space out of the rear portion of the bedroom and closet as much as possible and maneuvering the hallway. We pulled back the third-floor bedroom mass by 1'-0". This was the max we could pull back to allow space for a dedicated door into the bedroom. We also switched to a flat roof (described below), which reduces massing and shadows.
- We also would like to see you reduce the glazing a bit on the west elevation of the third level. This could be accomplished by eliminating a window or reducing the size. We eliminated 2 windows on the west elevation.
- We also request that you reduce the slope of the third level roof to be half the height of the current proposed slope. So as to reduce the massing and associated impacts. We switched to a flat roof, which lowered the overall building height by +/- 42"
- Beyond the third level addition, we also noticed that there is a new covered patio with three parking spaces. The maximum number of parking spaces is two for this lot so please remove a parking space and that new garage door that was added. We removed the additional garage door/parking as requested.

Thomas Tunny
Partner

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From:	Thomas Tunny
To:	Alexander, Christy (CPC)
Subject:	RE: 2840 Lake St.
Date:	Tuesday, March 03, 2026 4:52:13 PM
Attachments:	image001.png

Thank you Christy!

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
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D: (415) 291-7036
C: (415) 517-2973
ttunny@reubenlaw.com
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, March 3, 2026 2:50 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: 2840 Lake St.

Hi Tom,

Good news, I wanted to let you know that the ZA has decided to approve the variance with the latest revisions you submitted. We'll be drafting and finalizing the decision letter in the next couple weeks and sending the plans to the neighbors in opposition at the hearing. Let me know if you have any questions in the meantime.

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
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From: Thomas Tunny <ttunny@reubenlaw.com>

Sent: Thursday, February 26, 2026 5:05 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: Re: 2840 Lake St.

Thank you Christy. The one other question we had was about the 311 notice given the permit history. The project already had a DR request and this is the same permit. It was just the Variance that expired.

Tom

Thomas Tunny
Partner

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Thursday, February 26, 2026 4:36:40 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: 2840 Lake St.

Hi Tom,

Thanks for the quick turnaround. Preservation staff is ok with that revised cornice, and the sight line looks good. I'll forward this on to the ZA now to get his read and let you know if he's comfortable to finalize the decision letter.

Best,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
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From: Alexander, Christy (CPC)
To: Thomas Tunny
Cc: DPH - ttunny
Subject: RE: Support for 2840 Lake Street Variance
Date: Thursday, February 26, 2026 2:41:00 PM
Attachments: image001.png

Hi Tom,

Thanks for reaching out, I have been out of office and just catching up on emails. After reviewing this new proposal with our preservation staff, they have two questions before we send it over to the ZA:

- The cornice on the new flat roof looks off (unusually large), is that just a really big gutter? Any way to reduce that?
- Do you have a sight line diagram to show if it's minimally visible from the public right of way?

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
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Subject: RE: Support for 2840 Lake Street Variance

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- We also request that you reduce the slope of the third level roof to be half the height of the current proposed slope. So as to reduce the massing and associated impacts. We switched to a flat roof, which lowered the overall building height by +/- 42”
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Thomas Tunny
Partner

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Monday, February 2, 2026 7:42 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom,

For Thursday I’m available from 3:30-4 or earlier in the day from 10:30-2. Does 3:30 work?

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

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Sent: Monday, February 2, 2026 5:24 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Christy, could you do a call with us on Thursday (2/5) at 2p? The rest of the afternoon is available is that's better for you.

Thanks,

Tom

Thomas Tunny
Partner

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, January 27, 2026 3:39 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Ok sounds good, 1 it is!

Christy J. Alexander, AICP, Senior Planner (she/her)
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Tuesday, January 27, 2026 3:37 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: Support for 2840 Lake Street Variance

How about 1?

Thomas Tunny
Partner

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, January 27, 2026 3:36 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Sorry I have a meeting then. I'm free from 12-5 though. Does 12 work?

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
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Sent: Tuesday, January 27, 2026 3:22 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: Support for 2840 Lake Street Variance

11a?

Thomas Tunny

Partner

Reuben, Junius & Rose, LLP
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, January 27, 2026 3:20 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom,

Sure, that works!

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Tuesday, January 27, 2026 3:18 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Christy, we just met this morning to discuss this. Can I call you tomorrow morning?

Tom

Thomas Tunny
Partner

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ttunny@reubenlaw.com
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Tuesday, January 27, 2026 2:28 PM
To: Thomas Tunny <ttunny@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom,

I wanted to follow up on this and see if your client is amenable to making the requested revisions we requested below to proceed or if they would like to withdraw the Variance application?

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
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From: Alexander, Christy (CPC)
Sent: Monday, January 12, 2026 5:22 PM
To: 'Thomas Tunny' <ttunny@reubenlaw.com>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom,

Thanks for reaching out. Corey and I did meet, and I met with preservation staff as well. Unanimous agreement between us all would be for you to have your client:

- Shift the massing from the rear of the third story addition as much as possible. I understand it

would be nearly impossible to move the elevator, so we recommend carving space out of the rear portion of the bedroom and closet as much as possible and maneuvering the hallway.

- We also would like to see you reduce the glazing a bit on the west elevation of the third level. This could be accomplished by eliminating a window or reducing the size.
- We also request that you reduce the slope of the third level roof to be half the height of the current proposed slope. So as to reduce the massing and associated impacts.
- Beyond the third level addition, we also noticed that there is a new covered patio with three parking spaces. The maximum number of parking spaces is two for this lot so please remove a parking space and that new garage door that was added.

Please let me know if you have any questions.

Thanks,
Christy

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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Monday, January 12, 2026 3:26 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Christy, did you have a chance to meet with Corey about this project?

Thanks,

Tom

Thomas Tunny
Partner

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Wednesday, December 3, 2025 5:38 PM
To: Thomas Tunny <ttunny@reubenlaw.com>; Kaitlin Sheber <ksheber@reubenlaw.com>
Cc: Thomas Tunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom,

Thanks for summarizing that so well, I appreciate it. Ok I'll review all the neighbor comments too and let you know after we meet on the 17th how Corey wishes to proceed.

Best,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
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From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Wednesday, December 03, 2025 5:27 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>; Kaitlin Sheber <ksheber@reubenlaw.com>
Cc: DPH - ttunny <ttunny@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Christy, he did ask about bringing it forward so no Variance is required. It would mean 5 feet, which Mark English showed is probably not possible. Corey also said he wanted to look further at the late neighbor comments that came in. Generally speaking I thought the neighbors really didn't raise anything new about potential impacts. Trying to be objective I don't see how this is any different than when it was last approved. The neighbor who would be served by pulling it forward, 180 30th Ave., wrote a letter of support last time based on the reductions made at that time. I feel like the neighbors were all over the place. I think it would make sense to give Corey time to review their comments in more detail and see what he thinks on December 17.

Tom

Thomas Tunny
Partner

Reuben, Junius & Rose, LLP
O: (415) 567-9000

D: (415) 291-7036
C: (415) 517-2973
ttunny@reubenlaw.com
www.reubenlaw.com

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Wednesday, December 3, 2025 2:07 PM
To: Thomas Tunny <ttunny@reubenlaw.com>; Kaitlin Sheber <ksheber@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

Hi Tom and Kaitlin,

How did the Variance hearing go this morning? Corey mentioned he took the item under advisement but can't meet with me to discuss until December 17th. He did ask early this morning if you've tried bringing the third story forward to not need the variance and I was unaware of your team ever mentioning that. Did he make any comments to you at the hearing?

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

From: Thomas Tunny <ttunny@reubenlaw.com>
Sent: Tuesday, December 02, 2025 3:48 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>; Kaitlin Sheber <ksheber@reubenlaw.com>
Subject: RE: Support for 2840 Lake Street Variance

One for the good guys! Thanks Christy.

Thomas Tunny
Partner
Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7036

C: (415) 517-2973
ttunny@reubenlaw.com
https://url.avanan.click/v2/r01/___www.reubenlaw.com___.YXAzOnNmZHQyOmE6bzpmODYyYWIwMTFiM2Q3MGJkZTM5YmFiMjRhNGI0OTlkMzo3OmFmMTk6NWNjMjBmMTdjNzQxMzc4NmFiNTA2ODM4OTE4MDAzMzM2NWM5NDkyZTU1MmFkNGYxZTRlZThlYzk2ZWE1YmMwMTp0OlQ6Tg

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REUBEN JUNIUS & ROSE LLP

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www.reubenlaw.com

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-----Original Message-----
From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>

Sent: Tuesday, December 2, 2025 1:07 PM
To: Thomas Tunny <ttunny@reubenlaw.com>; Kaitlin Sheber <ksheber@reubenlaw.com>
Subject: FW: Support for 2840 Lake Street Variance

Please see the Support letter below…

Christy J. Alexander, AICP, Senior Planner (she/her) Districts 1 & 2, Current Planning Division San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334
| https://url.avanan.click/v2/r01/___www.sfplanning.org___.YXAzOnNmZHQyOmE6bzpmODYyYWIwMTFiM2Q3MGJkZTM5YmFiMjRhNGI0OTlkMzo3OjI1Zjg6MzcwYWJkNGFiZmRiNGMxZWI2OGJmZGU4OGY5MzA0NDQxY2E5NjUxMGIxY2U3ZDdmNWQzNTFiNGI3OWUxZjJhYjp0OlQ6Tg San Francisco Property Information Map

-----Original Message-----
From: Elizabeth Yee <elizabeth.yee@comcast.net>
Sent: Tuesday, December 02, 2025 11:13 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: 2840 Lake Street

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Dear Ms. Alexander,

We are homeowners at 2825 Lake Street, which is directly across the street from the Richard and Fiona Kwee at 2840 Lake Street.

We have reviewed the Kwee's plans for their home and we completely support their plan, including their requested variance, with no reservations.

Please let us know if you have any questions! Thank you!

Elizabeth Yee and Michael Dorf

From: Parinas, Suzette (CPC) on behalf of Teague, Corey (CPC)
To: Alexander, Christy (CPC)
Subject: 2840 Lake Street and Premailing for 1909 Broderick Street

---

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/23008217867725?p=RYgciuVhzwgav9fd5k
Meeting ID: 230 082 178 677 25
Passcode: 53Hb2LH6
Help: https://aka.ms/JoinTeamsMeeting?omkt=en-US
System reference: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRkYjIyMDEtYzY3My00MjU2LTlmZDMtNzczN2U0NjBmODNh%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc238efe-0cc5-4972-85e5-4abd90781993%22%7d

---

Dial in by phone
+1 415-906-4659,,716084866# United States, San Francisco

Find a local number: https://dialin.teams.microsoft.com/6ab5bcf2-34a3-4844-8511-4e51fb43f358?id=716084866
Phone conference ID: 716 084 866#

For organisers
Meeting options: https://teams.microsoft.com/meetingOptions/?organizerId=cc238efe-0cc5-4972-85e5-4abd90781993&tenantId=22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f&threadId=19_meeting_YWRkYjIyMDEtYzY3My00MjU2LTlmZDMtNzczN2U0NjBmODNh@thread.v2&messageId=0&language=en-US
Reset dial-in PIN: https://dialin.teams.microsoft.com/usp/pstnconferencing

From: Alexander, Christy (CPC)
To: Teague, Corey (CPC)
Subject: Accepted: 2840 Lake Street

From: Parinas, Suzette (CPC) on behalf of Teague, Corey (CPC)
To: Alexander, Christy (CPC)
Subject: 2840 Lake Street

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/23008217867725?p=RYgciuVhzwgav9fd5k
Meeting ID: 230 082 178 677 25
Passcode: 53Hb2LH6
Help: https://aka.ms/JoinTeamsMeeting?omkt=en-US
System reference: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRkYjIyMDEtYzY3My00MjU2LTlmZDMtNzczN2U0NjBmODNh%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc238efe-0cc5-4972-85e5-4abd90781993%22%7d

---

Dial in by phone
+1 415-906-4659,,716084866# United States, San Francisco

Find a local number: https://dialin.teams.microsoft.com/6ab5bcf2-34a3-4844-8511-4e51fb43f358?id=716084866
Phone conference ID: 716 084 866#

For organisers
Meeting options: https://teams.microsoft.com/meetingOptions/?organizerId=cc238efe-0cc5-4972-85e5-4abd90781993&tenantId=22d5c2cf-ce3e-443d-9a7f-dfcc0231f73f&threadId=19_meeting_YWRkYjIyMDEtYzY3My00MjU2LTlmZDMtNzczN2U0NjBmODNh@thread.v2&messageId=0&language=en-US
Reset dial-in PIN: https://dialin.teams.microsoft.com/usp/pstnconferencing

From: Parinas, Suzette (CPC)
To: Alexander, Christy (CPC)
Subject: RE: Premailing Meeting for March 25 Variance Hearing
Date: Friday, February 13, 2026 2:16:28 PM

Case added to the March 25 Variance Hearing Calendar. After your 2840 Lake meeting, you will discuss your case for 1909 Broderick.

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Friday, February 13, 2026 12:24 PM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: RE: Premailing Meeting for March 25 Variance Hearing

Yes that would be wonderful if we can discuss it later today, thank you! I just placed all the case info in the Prehearing Documents. It's for a rear yard.

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Friday, February 13, 2026 8:56 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: Re: Premailing Meeting for March 25 Variance Hearing

Hi Christy,

Yes, we can still add your case to the March hearing. What's the variance sought? Since you'll be out for next week's Premailing, I can ask Corey if you can also discuss your case at your 2:45 pm meeting today. If so, would your case information be ready by then in the Variance Workspace?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Thursday, February 12, 2026 7:06 PM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: RE: Premailing Meeting for March 25 Variance Hearing

Hi Suzy,

Do you still have room for the March 25th Variance hearing? If so can I add 1909 Broderick St please? 2025-010936VAR

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Tuesday, February 10, 2026 1:30 PM
To: CTYPLN - CP TEAM 1-2 <CPC.CPTEAM-1-2@sfgov.org>; CTYPLN - CP TEAM 3 <CPC.CPTEAM-3@sfgov.org>; CTYPLN - CP TEAM 5-8 <CPC.CPTEAM-5-8@sfgov.org>; CTYPLN - CP TEAM 6

<CPC.CPTEAM-6@sfgov.org>; CTYPLN - CP TEAM 4-7-11 <CPC.CPTEAM-7-11@sfgov.org>; CTYPLN - CP TEAM 9-10 <CPC.CPTEAM-9-10@sfgov.org>
Subject: RE: Premailing Meeting for March 25 Variance Hearing

Hello All,

The Premailing meeting has been moved to next week, Wednesday, February 18 at 9:30 am to allow additional time for any cases you may want to include.

Please email me if you have any cases you would like to add for the March 25 Variance Hearing.

Thanks,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Parinas, Suzette (CPC)
Sent: Wednesday, February 4, 2026 11:43 AM
To: CTYPLN - CP TEAM 1-2 <CPC.CPTEAM-1-2@sfgov.org>; CTYPLN - CP TEAM 3 <CPC.CPTEAM-3@sfgov.org>; CTYPLN - CP TEAM 5-8 <CPC.CPTEAM-5-8@sfgov.org>; CTYPLN - CP TEAM 6 <CPC.CPTEAM-6@sfgov.org>; CTYPLN - CP TEAM 7-11 <CPC.CPTEAM-7-11@sfgov.org>; CTYPLN - CP TEAM 9-10 <CPC.CPTEAM-9-10@sfgov.org>
Subject: Premailing Meeting for March 25 Variance Hearing

Hello,

Please email me if you have any cases you would like to add for the March 25 Variance Hearing. The Premailing meeting for this hearing is scheduled for Wednesday, February 11at 11 am.

Thanks,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC)
To: Parinas, Suzette (CPC)
Subject: Re: 15 minutes on Corey"s calendar for 2840 Lake St Variance
Date: Thursday, February 12, 2026 12:25:15 PM

Yes that's great, I appreciate it!

Thanks,
Christy

Get Outlook for iOS

From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Thursday, February 12, 2026 12:07:30 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: 15 minutes on Corey's calendar for 2840 Lake St Variance

Does 2:45 pm work for you?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Thursday, February 12, 2026 12:00 PM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: RE: 15 minutes on Corey's calendar for 2840 Lake St Variance

I think Teams should work fine, do you have anything after 10 am please?

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Thursday, February 12, 2026 11:59 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: RE: 15 minutes on Corey's calendar for 2840 Lake St Variance

Hi Christy,

Corey is available tomorrow, but he'll be working remotely. Did he mention that it should be an in-person meeting?

Best,
Suzette E. Parinas
Zoning Administrator's Office/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org
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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Thursday, February 12, 2026 11:53 AM
To: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Subject: 15 minutes on Corey's calendar for 2840 Lake St Variance

Hi Suzy,

Does Corey have 15 minutes today or tomorrow available by chance? He asked me to schedule something in person to follow up on my 2840 Lake St variance. If this week doesn't work I am out next week and back the 25th.

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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From: Thomas Tunny
To: Alexander, Christy (CPC)
Subject: Accepted: 2840 Lake St Discussion

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From: Alexander, Christy (CPC)
To: Parinas, Suzette (CPC)
Subject: RE: 2840 Lake St - 2015-013369VAR-02
Date: Monday, January 12, 2026 12:08:00 PM

Hi Suzy,

The Sponsor is still working on a redesign based on the ZA's direction.

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
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-----Original Message-----
From: Parinas, Suzette (CPC) <Suzette.Parinas@sfgov.org>
Sent: Monday, January 12, 2026 9:22 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: 2840 Lake St - 2015-013369VAR-02

Good Morning Christy,

Happy Monday!

I'm checking if there's an update for 2840 Lake St.

Best,
Suzette E. Parinas
Zoning Administrator’s Office/Current Planning Division San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7398 | | www.sfplanning.org San Francisco Property Information Map

From: Julia Moore
To: Alexander, Christy (CPC)
Cc: Taylor Moore
Subject: RE: 2840 Lake - Objection to Variance - Item 2015-013369VAR-02 - 12/3 hearing
Date: Tuesday, December 30, 2025 1:27:15 PM

Hi Christy,
Thanks for update. Probably my misunderstanding. Previously it had had the feb date and "reinstated" once they were asked to get a new variance but the "NOD dates 12/21/2025" was new so just assumed that meant there was an update. Snapshot below. Referring to bottom line. Thank you and if that isn't the case, we will await a real update!
Julia

Welcome to our Permit / Complaint Tracking System!

Permit Details Report

Report Date: **12/26/2025 4:00:29 PM**

Application Number:	201509167124
Form Number:	3
Address(es):	1329 / 008 / 0 2840 LAKE ST
Description:	REMODEL & ADDITION TO (E) 3070 SF 2 STORY SFM WITH 2 CAR GARAGE. SCOPE INCLUDES CONVERSION OF BASEMENT INTO HABITABLE SPACE, INTERIOR REMODEL, MINOR HORIZONTAL ADDITION @ 1ST & 2ND FLOORS & MINOR ADDITION @ ALL LEVELS TO ACCOMMODATE NEW ELEVATOR. SCOPE ALSO INCLUDES 2 CAR LIFTS IN (E) GARAGE.
Cost:	$850,000.00
Occupancy Code:	R-3
Building Use:	27 - 1 FAMILY DWELLING

Disposition / Stage:

Action Date	Stage	Comments
9/16/2015	TRIAGE	
9/16/2015	FILING	
9/16/2015	FILED	
3/8/2018	APPROVED	
10/3/2024	ISSUED	
10/15/2024	SUSPEND	Per BOA Appeal No. 24-057
10/15/2024	SUSPEND	Per BOA Appeal No. 24-058
10/18/2024	SUSPEND	Per BOA Appeal No. 24-059
2/21/2025	REINSTATED	Per BOA NOD dated 12/21/25

Julia Thies Moore
m: 415.246.7567

Sent via Superhuman

On Tue, Dec 30, 2025 at 11:50 AM, Christy <christy.alexander@sfgov.org> wrote:

> Hi Julia,
>
> I'm not sure what you are referring to as no decision has been made on our part with the variance project. We are still working with the applicant to redesign the addition to be less impactful before the ZA will approve anything. Did you take a screenshot you can please send me?

Thanks,

Christy

Christy J. Alexander, AICP, Senior Planner (she/her)

Districts 1 & 2, Current Planning Division

San Francisco Planning

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7334 | www.sfplanning.org

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From: Julia Moore <jctmoore@gmail.com>
Sent: Friday, December 26, 2025 4:27 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Taylor Moore <tizzate@gmail.com>
Subject: RE: 2840 Lake - Objection to Variance - Item 2015-013369VAR-02 - 12/3 hearing

Hi Christy,

Nothing urgent but I happen to check the SFPlanning site for this today and noticed a note that implies there was a notice of decision on 12/21/2025. I can't for the life of me figure out if that is something I could find online. Can you please let us know if there is somewhere on the planning website to download the notice of decision or request a copy?

Thank you! Hope you had a nice holiday.

Julia

Julia Thies Moore

m: 415.246.7567

Sent via Superhuman

On Wed, Dec 03, 2025 at 12:07 PM, Julia Moore <jctmoore@gmail.com> wrote:

> Wonderful. Thank you!
>
> Julia Thies Moore
>
> m: 415.246.7567
>
> Sent via Superhuman
>
> On Wed, Dec 3, 2025 at 12:04 PM, Christy <christy.alexander@sfgov.org> wrote:
>
> > Hi Julia,
> >
> > Thanks for letting me know, I'll forward this on to the ZA's assistant for record keeping.
> >
> > Best,
> >
> > Christy
> >
> > **Christy J. Alexander, AICP, Senior Planner (she/her)**
> >
> > **Districts 1 & 2, Current Planning Division**
> >
> > San Francisco Planning
> >
> > 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
> >
> > Direct: 628.652.7334 | www.sfplanning.org

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From: Julia Moore <jctmoore@gmail.com>
Sent: Wednesday, December 03, 2025 11:15 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Taylor Moore <tizzate@gmail.com>
Subject: RE: 2840 Lake - Objection to Variance - Item 2015-013369VAR-02 - 12/3 hearing

Hi Christy,

Thank you to your team for the time for the hearing this morning. My neighbor flagged for me that I missed the physical sign in page when I was at City Hall this morning that puts our email on a list to be notified of any updates to the variance decision. May I request that my email - jctmoore@gmail.com - be added to the notifications for 2840 Lake Street?

Thank you!

Julia

Julia Thies Moore

m: 415.246.7567

Sent via Superhuman

On Tue, Dec 02, 2025 at 8:04 AM, Christy <christy.alexander@sfgov.org> wrote:

> Hi Julie and Taylor,
>
> Thank you for sharing your concerns. I'll submit this into the record, and you have the

opportunity to show up to the hearing on December 3rd as well. Please let me know if you have any questions.

Best,

Christy

Christy J. Alexander, AICP, Senior Planner (she/her)

Districts 1 & 2, Current Planning Division

San Francisco Planning

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7334 | www.sfplanning.org

San Francisco Property Information Map

From: Julia Moore <jctmoore@gmail.com>
Sent: Tuesday, December 2, 2025 7:17 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Taylor Moore <tizzate@gmail.com>
Subject: Re: 2840 Lake - Objection to Variance - Item 2015-013369VAR-02 - 12/3 hearing

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Hi Christy,

With fresh eyes, caught a typo/double negative. Reattaching for the record with that connected. Thank you!

Julia

Julia Thies Moore

m: 415.246.7567

Sent via Superhuman

On Mon, Dec 01, 2025 at 9:51 PM, Julia Moore <jctmoore@gmail.com> wrote:

> Hi Christy,
>
> We emailed earlier this year a bit on this but wanted to officially submit our objection to the 2840 Lake St variance here. I plan on being in attendance for Wednesday's meeting. Please feel free to call or email with any questions or clarifications.
>
> Julia
>
> Julia Thies Moore
>
> m: 415.246.7567
>
> Sent via Superhuman

From: Alexander, Christy (CPC)
To: Mccallum, William (CPC)
Subject: 2840 Lake St Pres Review after Variance
Attachments: 2840 LAKE STREET REVISED VARIANCE SET submitted 10.31.25 (ID 1541912).pdf

---

Hi, here are the plans (attached) to review. Corey's comments after the Variance hearing are to shift the massing of third story addition further out of the rear yard by possibly reducing the master bedroom and walk in closet while maintaining the elevator and bathroom as proposed. He also suggested to reduce the glazing on the West Elevation. He also suggested reducing the slope of the roof by cutting the height of that third story roof in half. Corey wants me to confirm if Preservation agrees with his direction. Thanks!

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Join the meeting now <https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWNmNTNmYjItZGJmNC00MmRlLTliNTctNWVhYWY3Yjk4Y2M2%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22a5df5793-d2aa-4345-b837-71327c69957b%22%7d>

Meeting ID: 242 835 238 025 33

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From: Julia Moore
To: Teague, Corey (CPC)
Cc: Jimenez, Sylvia (CPC)
Subject: RE: 2840 Lake - Notes from Pre-Application meeting
Date: Friday, December 05, 2025 8:46:43 AM

That is a great recommendation! We have some visiting family soon and the friday tours look perfect. Have a wonderful holiday!

Julia Thies Moore
m: 415.246.7567

Sent via Superhuman

On Wed, Dec 03, 2025 at 12:17 PM, Corey <corey.teague@sfgov.org> wrote:

> I'm glad you think the process was reasonable and balanced. And you are correct that City Hall is an amazing building. I highly recommend doing one of the free, docent-led tours sometime. The history and details are great.
>
> **Corey A. Teague, AICP, LEED AP**
>
> **Zoning Administrator**
>
> **Current Planning Division**
>
> San Francisco Planning
>
> 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
>
> Direct: 628-652-7328 | sfplanning.org
>
> San Francisco Property Information Map
>
> ---
>
> **From:** Julia Moore <jctmoore@gmail.com>
> **Sent:** Wednesday, December 3, 2025 11:20 AM
> **To:** Teague, Corey (CPC) <corey.teague@sfgov.org>
> **Cc:** Jimenez, Sylvia (CPC) <sylvia.jimenez@sfgov.org>
> **Subject:** RE: 2840 Lake - Notes from Pre-Application meeting
>
> Hi Corey,

Just a note to say thank you for the time at the hearing this morning. I've never been to one of those so interesting to see how it all works. I appreciate that you walked us through this confusing process earlier in the year as well given this permit was from back in 2015/approved in 2017. Christy has our objection in writing, as well as those of the other neighbors, so nothing to add. Just wanted to say thank you for a balanced process - and frankly an excuse to visit city hall. I forget how beautiful that building is!

Happy holidays,

Julia

Julia Thies Moore

m: 415.246.7567

Sent via Superhuman

On Mon, Jun 16, 2025 at 4:57 PM, Corey <corey.teague@sfgov.org> wrote:

> Julia,
>
> Thanks for providing this information. I'm also copying Sylvia Jimenez, the development review manager for this district, so that she can also provide this information to the project planner once the new variance application is submitted and assigned. Thanks.
>
> **Corey A. Teague, AICP, LEED AP**
>
> **Zoning Administrator**
>
> **Current Planning Division**
>
> San Francisco Planning
>
> 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
>
> Direct: 628-652-7328 | sfplanning.org
>
> San Francisco Property Information Map

From: Julia Moore <jctmoore@gmail.com>
Sent: Tuesday, June 10, 2025 3:45 PM
To: Teague, Corey (CPC) <corey.teague@sfgov.org>
Subject: 2840 Lake - Notes from Pre-Application meeting

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Hi Corey,

Thank you again for clarifying the variance process to me by phone recently, or I guess specifically the process to start again after one had expired. It was helpful context of why the neighbors were being invited to join a pre-application meeting.

The 5/30 meeting was in good attendance by the neighbors and owner's counsel mentioned they would be submitting their notes to your office from the zoom meeting. If helpful, I have attached a version of the notes on behalf of the neighbors on the call as well. Everyone will separately follow protocol and respond to the public hearing notice when appropriate.

Thanks again for your help understanding the process and our role in it as neighbors. Let me know if you have any questions for any of us as this moves forward.

Julia

Julia Thies Moore

m: 415.246.7567

Sent via Superhuman

From: Alexander, Christy (CPC)
To: Teague, Corey (CPC)
Subject: Accepted: 2840 Lake Street

From: Alexander, Christy (CPC)
To: Parinas, Suzette (CPC)
Subject: FW: 2840 Lake - Item 2015-013369VAR-02 - 12/3 hearing
Date: Wednesday, December 03, 2025 12:05:00 PM

Hi Suzy,

Are you the correct person to send the email below to? Any way to please add her name?

Thanks,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

From: Julia Moore <jctmoore@gmail.com>
Sent: Wednesday, December 03, 2025 11:15 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: Taylor Moore <tizzate@gmail.com>
Subject: RE: 2840 Lake - Objection to Variance - Item 2015-013369VAR-02 - 12/3 hearing

Hi Christy,
Thank you to your team for the time for the hearing this morning. My neighbor flagged for me that I missed the physical sign in page when I was at City Hall this morning that puts our email on a list to be notified of any updates to the variance decision. May I request that my email - jctmoore@gmail.com - be added to the notifications for 2840 Lake Street?

Thank you!

Julia

Julia Thies Moore
m: 415.246.7567

Sent via Superhuman

From:	Alexander, Christy (CPC)
To:	Maria Velasquez
Cc:	DPH - ttunny; Kaitlin Sheber
Subject:	RE: Poster and Posting Instructions for 2840 Lake Street - 2015-013369VAR-02
Date:	Wednesday, December 03, 2025 12:03:00 PM

Thank you!

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

From: Maria Velasquez <mvelasquez@reubenlaw.com>
Sent: Wednesday, December 03, 2025 9:33 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Cc: DPH - ttunny <ttunny@reubenlaw.com>; Kaitlin Sheber <ksheber@reubenlaw.com>
Subject: RE: Poster and Posting Instructions for 2840 Lake Street - 2015-013369VAR-02

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning, Christy,

Please find attached Declaration of Hearing posting for 2840 Lake Street, 2015-013369VAR-02 hearing set for this morning.

Please let me know if you have any questions.

Kind regards,

Maria Velasquez
Research Consultant

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7049
C: (415) 571-4962
mvelasquez@reubenlaw.com
www.reubenlaw.com

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From: Maria Velasquez
Sent: Wednesday, November 12, 2025 5:05 PM
To: 'Alexander, Christy (CPC)' <christy.alexander@sfgov.org>
Cc: Thomas Tunny <ttunny@reubenlaw.com>; Kaitlin Sheber <ksheber@reubenlaw.com>
Subject: RE: Poster and Posting Instructions for 2840 Lake Street - 2015-013369VAR-02

Thank you, Christy. We will send photos of the posting tomorrow.

Kind regards,

Maria Velasquez
Research Consultant

Reuben, Junius & Rose, LLP
O: (415) 567-9000
D: (415) 291-7049
C: (415) 571-4962
mvelasquez@reubenlaw.com
www.reubenlaw.com

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From: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Sent: Wednesday, November 12, 2025 12:47 PM
To: Maria Velasquez <mvelasquez@reubenlaw.com>
Subject: FW: Poster and Posting Instructions for 2840 Lake Street - 2015-013369VAR-02

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

From: Green, Mary (CPC) <mary.j.green@sfgov.org>
Sent: Wednesday, November 12, 2025 7:44 AM
To: DPH - ttunny <ttunny@reubenlaw.com>
Cc: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: Poster and Posting Instructions for 2840 Lake Street - 2015-013369VAR-02

Good Morning,

Two - 11 x 17 posters of the attached PDF have been mailed to the address listed below in preparation for your item scheduled to be heard by the **Zoning Administrator on**

December 3, 2025. Once received, please follow the posting instructions provided in the link below and post no later than **Thursday, November 13, 2025.**

Thank you.

Posting instructions and affidavit

Mailing address:
Thomas P. Tunny
Reuben, Junius, & Rose, LLP
One Bush Street, Suite 600
San Francisco, CA 94104

~Best

Mary Jane Green
Intake Team/Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7399 | sfplanning.org
San Francisco Property Information Map

From: Alexander, Christy (CPC)
To: Elizabeth Yee
Subject: RE: 2840 Lake Street
Date: Tuesday, December 02, 2025 1:07:00 PM

Hi Elizabeth,

Thank you for sharing your support. I'll submit this into the record, and you have the opportunity to show up to the hearing on December 3rd as well. Please let me know if you have any questions.

Best,
Christy

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

-----Original Message-----
From: Elizabeth Yee <elizabeth.yee@comcast.net>
Sent: Tuesday, December 02, 2025 11:13 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: 2840 Lake Street

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Ms. Alexander,

We are homeowners at 2825 Lake Street, which is directly across the street from the Richard and Fiona Kwee at 2840 Lake Street.

We have reviewed the Kwee's plans for their home and we completely support their plan, including their requested variance, with no reservations.

Please let us know if you have any questions! Thank you!

Elizabeth Yee and Michael Dorf

From: Alexander, Christy (CPC)
To: Teague, Corey (CPC)
Cc: Parinas, Suzette (CPC)
Subject: FW: Support for 2840 Lake Street Variance
Date: Tuesday, December 02, 2025 1:06:19 PM

Please see the below Support letter from the neighbor across the street...

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

-----Original Message-----
From: Elizabeth Yee <elizabeth.yee@comcast.net>
Sent: Tuesday, December 02, 2025 11:13 AM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>
Subject: 2840 Lake Street

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Ms. Alexander,

We are homeowners at 2825 Lake Street, which is directly across the street from the Richard and Fiona Kwee at 2840 Lake Street.

We have reviewed the Kwee's plans for their home and we completely support their plan, including their requested variance, with no reservations.

Please let us know if you have any questions! Thank you!

Elizabeth Yee and Michael Dorf

From:	Alexander, Christy (CPC)
To:	Teague, Corey (CPC)
Cc:	Parinas, Suzette (CPC)
Subject:	FW: 2840 Lake Street - Objections to Variance Application - Agenda Item 2015-013369VAR-02 - December 3 Hearing Calendar
Date:	Tuesday, December 02, 2025 8:07:19 AM

Christy J. Alexander, AICP, Senior Planner (she/her)
Districts 1 & 2, Current Planning Division
San Francisco Planning
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7334 | www.sfplanning.org
San Francisco Property Information Map

From: Jeff Willis <jwillis108@gmail.com>
Sent: Monday, December 1, 2025 4:26 PM
To: Alexander, Christy (CPC) <christy.alexander@sfgov.org>; Katherine Scangos <kscango1@gmail.com>
Subject: Re: 2840 Lake Street - Objections to Variance Application - Agenda Item 2015-013369VAR-02 - December 3 Hearing Calendar

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Christy,

I am adding other evidence/photos that highlight the light/space/air that we have from my daughter's room and one of our other bedrooms on the second floor. A third story by the Kwee's will significantly diminish what we currently have. Also, thisshows how a third story will look into our bedrooms.

Jeff

On Sat, Nov 22, 2025 at 7:55 PM Jeff Willis <jwillis108@gmail.com> wrote:

> Dear Christy,
>
> We, Jeffrey Willis and Katherine Scangos, are the homeowners at 2850 Lake Street, directly adjacent to the property at 2840 Lake Street (Kwee residence). We are writing to formally object to the requested variance for the Kwee residence.

Our objections are based on the following critical points:

1. Significant Impact on Light, Air, and Privacy
The proposed third-story addition directly faces our kitchen, breakfast room, work office, and our daughter's bedroom.

- Light and Air: The addition will significantly diminish the light and air reaching our property. The Kwee's own "light study," as shown on slides 1, 3 and 4 of the attached document, appears to confirm that 2850 Lake Street will be largely shadowed by the proposed third story. The Kwees contended that their third story will not affect the lighting, but based on this study, we believe their conclusion is subjective and inaccurate. Of note, the study does not appear to be certified by an impartial party.
- Privacy: A third story will allow direct sightlines into multiple rooms, including my work office and our daughter's bedroom. The invasion of privacy was underscored when we observed an individual working on the Kwee's roof (where the third story will be) on November 22nd and directly looking into our rooms, as shown in the attached picture.

2. Inconsistency with Neighborhood Architectural Style and Purpose
The proposed construction is inconsistent with the architectural style of our immediate neighborhood block. Furthermore, the stated justification for the variance appears to be outdated and unsubstantiated.

- When this project began ten years ago, the Kwees stated the need for a third story was to accommodate their elderly parents, as their school-age children were occupying the existing bedrooms. Since their sons are now away at school, the purported lack of space no longer exists.
- The current plans do not add a bedroom, retaining the existing five-bedroom count. Therefore, the primary purpose of the addition appears to be solely aimed at improving the value of 2840 Lake Street at the expense of adjacent neighbors' property enjoyment and value.

3. Concerns Regarding Project Execution and Duration
The fact that this variance proposal has been ongoing for nearly ten years raises serious concerns about the Kwees' ability to competently execute the project. This lack of organization and follow-through suggests a high likelihood that construction will be prolonged, severely impacting our daily quality of life for an extended period.

In summary, granting this variance would permanently diminish the value of our home and our quality of life while inequitably increasing the value of 2840 Lake Street. For these reasons, including the reduction of light and air, the invasion of privacy, and the proven inability of the Kwees to efficiently execute this long-running project, we strongly object to the requested variance.

Best,

Jeffrey Willis (410-262-9597)
Katherine Scangos

BRIEF SUBMITTED BY THE PERMIT HOLDER(S)

Thomas Tunny
ttunny@reubenlaw.com

May 21, 2026

Delivered Via Email

President John Trasviña
San Francisco Board of Appeals
49 South Van Ness Avenue
Suite 1475 (14th Floor)
San Francisco, CA 94103

Re: 2840 Lake Street
Appeal No. 26-021; *Woo, et al v. ZA*
Determination Type: Variance
Case No.: 2015-013369VAR-02
Permit Holder's Brief

Dear President Trasviña and Members of the Board:

This firm is working with Fiona and Richard Kwee, owners of 2840 Lake Street (the "Property"). The Kwees are applicants for a Variance allowing a new third story and other improvements designed to make their home more functional and livable, and to accommodate their aging parents, their own aging in place, and their sons moving back into the home (the "Project"). As you know, the City as a matter of public policy strongly encourages home modifications to facilitate aging in place. (See *e.g.* Aging and Disability Affordable Housing Implementation Plan, Objective 5: "Enable aging in place by stabilizing older adults and adults with disabilities who already are housed.") The Appellants are convinced the purpose of the renovation is to "boost the value of the property to enhance its sales value" (Appellants' Brief at p. 7; see also pp. 3 and 6), but no one seeking to maximize square footage and profit would give up valuable space by adding an elevator.

This Project originally was approved in late 2017, including the same Variance before the Board. The neighbors did not object to the Variance at that time. Covid hit before the Kwees could begin construction and while they thought they had extended their entitlements, they had not, and thus they were required to apply again for the Variance and are now going through the process a second time.

The Project has not changed since it was approved in 2017, nor have the homes of the Appellants. The Kwees revised the Project at that time to gain the support of their neighbors. Nevertheless, the Zoning Administrator required further modifications in connection with the present application to address neighbors' concerns and potential impacts, which the Kwees again have made[1]. Based on those additional modifications, the Zoning Administrator approved the Variance. The revised plans approved by the Variance are attached as Exhibit A. The Variance approval is attached as Exhibit B. The Appellants then filed this appeal.

For the reasons described more fully below, we submit that the Variance was properly granted and respectfully request the Board of Appeals deny the appeal.

I. The Five Findings Required for a Variance Are Clearly Met

Under Planning Code Section 305(c), five findings must be met for the Zoning Administrator to approve a Variance. For the subject Variance, the Zoning Administrator found as follows:

[1] The Appellants make much of what they call "*ex parte*" communications that occurred as the Kwees were addressing the Zoning Administrator's concerns. These were not *ex parte* communications because they were communications with Planning Department staff, not the Zoning Administrator. Nor did the communications prejudice the Appellants; to the contrary, they benefited the Appellants because they concerned modifications addressing the neighbors' concerns, proving true the old adage that no good deed shall go unpunished.

FINDING 1.

That there are exceptional or extraordinary circumstances applying to the property involved or to the intended use of the property that do not apply generally to other properties or uses in the same class of district.

Requirement Met.

As noted in the variance granted in 2017 per Case No. 2015-013369VAR, the subject property has an average lot depth of approximately 85 feet, which is shallower than the typical San Francisco lot. The existing building is set back more than 26 feet from the front property line and situated closer to the rear lot line, such that the existing rear yard is deficient by between 2 to 18 feet. The subject building was constructed in 1921 and is a contributor to the Sea Cliff Historic District. Therefore, any additions are limited to the rear where they are minimally visible from the street.

The Appellants claim that the exceptional or extraordinary circumstances must be safety or seismic reasons (Appellants' brief at pp. 6, 8), but that is incorrect. A long history of Variance precedent has found that the circumstances here – the shallow lot, the location of the home in the rear of the lot, the historic status of the home – are exceptional and extraordinary.

FINDING 2.

That owing to such exceptional and extraordinary circumstances the literal enforcement of specified provisions of this Code would result in a practical difficulty or unnecessary hardship not created by or attributed to the applicant or the owner of the property.

Requirement Met.

A. As noted in the variance granted in 2017 per Case No. 2015-013369VAR, due to the shallower lot depth, the existing building's rear location on the lot, and the historic nature of the subject building, none of which are created by or attributable to the property owner, it is more challenging to expand the existing building in conformance with the required rear yard. The proposed 3rd story addition is required to be set back from the front façade to meet historic preservation design guidance. Literal enforcement of the Planning Code would represent an unnecessary hardship

> towards a reasonable addition that includes a minor extension into the required rear yard that was revised from the approved 2017 project to better accommodate its surroundings.
>
> FINDING 3.
>
> *That such variance is necessary for preservation and enjoyment of a substantial property right of the subject property, possessed by other property in the same class of district.*
>
> Requirement Met.
>
> A. Granting this variance will allow the subject property to improve and increase habitable space for the existing dwelling unit by constructing a modest third floor addition, including an elevator, with a design that respects the historic district and better responds to its surroundings than the 2017 project, which is a substantial property right possessed by other properties in the RH-1(D) Zoning District.

Findings 2 and 3 are closely related. First, it isn't challenged that the Kwees did not create the exceptional or extraordinary circumstances identified in Finding 1. Second, the Appellants argue that the Kwees have no right to their expansion because their house is already big enough and they don't need the additional space. (Appellants' brief at p. 7.) The Appellants miss the point of this finding. The question is whether or not granting the Variance would prevent the Kwees from expanding their home the way others in the neighborhood can, and the answer is yes. Everyone in the neighborhood is allowed to add a third story. The height limit is 40 feet. There are ten third stories within one block of the Kwees (see Exhibit C), and one directly across the street at 2825 Lake Street has a third story and received the same rear yard Variance for it that the Kwees seek. Moreover, this is a neighborhood of large homes. (See Exhibit D)

FINDING 4.

That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity.

Requirement Met.

A. Granting the variance will improve the livability of the subject property and will not be materially detrimental to the public welfare or materially injurious to the neighboring properties. The revised plans slightly reduce the depth of the third story, reduce the western-facing windows, and reduce the height of the addition by replacing the pitched roof with a flat roof to minimize the additional massing and shadow.

B. The Planning Department determined the project to be consistent with the Residential Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The Department received six letters of concern and neighbors raised concerns at the public hearing. While not addressing all the neighbors' concerns, the plans were revised from those originally approved in 2017 to respond to neighbors' concerns in a manner deemed sufficient to grant the variance.

The Appellants complain about impacts to privacy and access to light caused by the Project. But impacts on privacy and light are to be expected in a dense urban environment. The City's Residential Design Guidelines ("RDGs", See Exhibit E) allow for such impacts: "In areas with a dense building pattern, some reduction of light to neighboring buildings can be expected with a building expansion" (RDGs at p. 16); also: "As with light, some loss of privacy to existing neighboring buildings can be expected with a building expansion" (RDGs at p. 17). This is a dense neighborhood of large homes located very close to each other (See Exhibit D).

The Zoning Administrator required additional modifications to the Project (beyond those made in 2017) to further address light and privacy (See Exhibit F). Those changes were as follows:

- The Kwees pulled back the third-floor north wall (for the portion facing the Woos at 180 30th Ave.) by 1'-0". This was the maximum we could pull back and still allow space for a dedicated door into the bedroom;
- The Kwees switched to a flat roof, which lowered the overall building height by approximately 3.5 feet (the roof is now 6.5 feet higher than the peak of the existing roof); and
- The Kwees eliminated 2 windows on the west elevation.

With that, the Zoning Administrator found that the Project was consistent with the Residential Design Guidelines and any impacts on neighbors were acceptable.

The Project's shadow studies show a minimal amount of increased shadow on neighbors, only during certain times of year and early and late in the day. (See Exhibit G)

As to privacy, the Appellants are concerned that the Project will allow the Kwees to "peer from above into neighbors' bedrooms and onto their decks" (Appellants' Brief at p. 3), making the Kwees sound like some sort of peeping voyeur. But the reality is that all three of the Appellants adjacent to the Kwees currently have windows that face the Kwees' home, and the Kwees have windows that face the Appellants' homes. Both the Kwees and the Woos currently have rear decks that are visible to neighbors from above. This is just the nature of urban living. Privacy is a two-way street and respecting each other's privacy is simply being a good neighbor. As noted above, the Kwees removed two windows from the west façade with their most recent modifications to lessen privacy impacts. The Project doesn't create any greater privacy impact than already exists.

The Appellants' last complaint is that the Project will lower their property values, but it's a truism of real estate that one property's improvement raises the values of others in the

neighborhood – that is, assuming for the sake of argument this is even a consideration for the Section 305(c) findings.

FINDING 5.

The granting of such variance will be in harmony with the general purpose and intent of this Code and will not adversely affect the General Plan.

Requirement Met.

A. This development is consistent with the generally stated intent and purpose of the Planning Code to promote orderly and beneficial development. Planning Code Section 101.1 establishes eight priority planning policies and requires review of variance applications for consistency with said policies. The project meets all relevant policies, including conserving neighborhood character, and maintaining housing stock.

In sum, the Project is consistent with the Planning Code and General Plan, and qualifies for the rear yard Variance because:

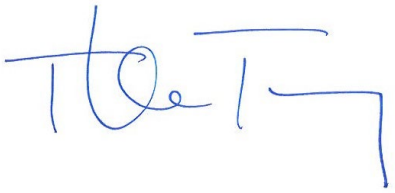
- There are exceptional or extraordinary circumstances applying to the Property;
- Those exceptional and extraordinary circumstances were not caused by the Kwees and create a practical difficulty or unnecessary hardship for the Kwees (the inability to add a functional and code-complying third floor);
- The Variance is necessary for the preservation and enjoyment of a substantial property right that all of the neighbors possess (all can add third stories); and

- The Project will not be materially detrimental to the public welfare or materially injurious to the neighbors.

For all of these reasons, we respectfully request the Board uphold the Variance approval and deny the appeal. Thank you for your consideration.

Very truly yours,

REUBEN, JUNIUS & ROSE, LLP



Thomas Tunny

Enclosures: Exhibits as stated

cc: Corey Teague, Zoning Administrator
Matthew Greene, DBI Deputy Director
Carey McElroy, DBI Senior Inspector
Marc & Alison Chaput
Suzy Cronholm
Julia &Taylor Moore
Katherine Scangos & Jeffrey Willis
Darryl & Celeste Woo

Exhibit A

EXHIBIT A

AGENCY STAMPS:

ABBREVIATIONS

&	and	MET. or MTL.	Metal
@	at	MF.	Metal Frame
ABV.	Above	MFR.	Manufacturer
A.F.F.	Above finish floor	MIN.	Minimum
A.B.	Anchor Bolt	MIR.	Mirror
A.C.	Asphalt Concrete	MISC.	Miscellaneous
A.D.	Area Drain	MS.	Manufacturer Supplied
A.F.	Aluminum Storefront	MUL.	Mullion
A.S.	As Specified	MULT.	Multiple
A.S.W.	Aluminum Sash Window		
A.T.	Acoustical Tile	(N)	New
A.V.	Audio/Visual	N.	North
APPROX.	Approximate	N.E.	Northeast
ARCH.	Architectural or Arched	N.I.C.	Not In Contract
		N.T.S.	Not To Scale
B.	Base or Bottom	N.W.	Northwest
B.O.BM.	Bottom of Beam	NO. or #	Number
B.O.C.	Bottom of Concrete	NOM.	Nominal
B.O.S.	Bottom of Steel		
BLKG.	Blocking	O/	Over
BLW.	Below	O.C.	On Center
B.F.F.	Below finish floor	O.D.	Outside Diameter
BM.	Beam	O.S.B.	Oriented Strand Board
BTM.	Bottom	OFF.	Office
		OH.	Overhang
C. or C.W.	Cold Water	OPNG.	Opening
CON. JT.	Construction Joint or Control Joint	OPP.	Opposite
C.J.	Ceiling Joist		
C.L.	Center Line	P.	Pole
C.M.U.	Concrete Masonry Unit	P.A.	Public Address
C.P.	Cement Plaster	P.C.	Precast Concrete or Pipe Column
C.T.	Ceramic Tile	P.F.T.	Pre-fabricated Truss
CAB.	Cabinet	P.H.	Panel Hardware
CANT.	Cantilever	P.L.	Property Line
CLG.	Ceiling	P. LAM.	Plastic Laminate
CLG. HGT.	Ceiling height	P.T.	Pressure Treated
CLO.	Closet	P.T.D.F.	Pressure Treated Douglas Fir
CLR.	Clear	PERF.	Perforated
COL.	Column	PERP.	Perpendicular
CONC.	Concrete	PL. or P.	Plate
COND.	Condenser	PL. HGT.	Plate height
CONT.	Continuous	PLN.	Plan
CORR.	Corridor	PLYWD.	Plywood
CPT.	Carpet	PNL.	Panel
CSMT.	Casement	PNT.	Paint
CTR(D)	Center(ed)	POL.	Polished
CW	Curtain Wall	PR.	Pair
		PREFAB.	Prefabricated
	Penny (nails)	PT.	Point
D.F.	Drinking Fountain or Douglas Fir		
D.H.	Double Hung	QT.	Quart
DBL.	Double		
DEG.	Degree	R.	Riser or Right
DEPT.	Department	R.H.	Right Hand
DET.	Detail	R.J.	Roof Joist
DIA.	Diameter	R.O.	Rough Opening
DIAG.	Diagonal	R.T.	Rubber Tile
DIM.	Dimension	R.W.L.	Rain Water Leader
DISP.	Disposal	RAD. or R.	Radius
DN.	Down	RD.	Round or Road
DR.	Door or Drain	RECP.	Receptacle
DRY.	Dryer	REF.	Reference
DS.	Downspout	REFR.	Refrigerator(tion)(ant)
DW.	Dishwasher	RESIL.	Resilient
DWG(S)	Drawing(s)	REV.	Revision
DWR. D.	Drawer	RF. or R.	Roof
		RFT.	Rafter
E.B.	Expansion Bolt	RM.	Room
E.N.	Edge Nail	RS.	Resawn (Rough Sawn)
E.W.	Each Way	RUB.	Rubber
EA.	Each	RWD.	Redwood
ELEC.	Electrical		
ELEV.	Elevation	(")	Second
EQ.	Equal	S.	South
EQUIP.	Equipment	S. or SH.	Shelf
ETC.	Et cetera	S.A.	Supply Air
EXIST. (E)	Existing	S.A.G.	Supply Air Grill
EXP. JT.or E.J.	Expansion Joint	S.C.	Solid Core
EXT.	Exterior	S.E.	Southeast
		S.C.D.	See Civil Drawings
F.A.U.	Forced Air Unit	S.E.D.	See Electrical Drawings
F.D.	Floor Drain	S.G.	Single Glazed
F.E.	Fire Extinguisher	S.H.	Single Hung
F.F.	Finish Floor	S.K.D.	See Kitchen Drawings
F.H.S.	Flat Head Screw	S.L.D.	See Landscape Drawings
F.J.	Floor Joist	S.M.	Sheet Metal
F.M.	Foam Moldings	S.M.D.	See Mechanical Drawings
F.O.C.	Face of Concrete	S.M.S.	Sheet Metal Screw
F.O.F.	Face of Finish	S.P.D.	See Plumbing Drawings
F.O.M.	Face of Masonry	S.S.D.	See Structural Drawings
F.O. PLYWD.	Face of Plywood	S.S.	Sanitary Sewer or Select Structural
F.O.S.	Face of Studs	S.V.	Sheet Vinyl
F.S.	Floor Sink	S.W.	Southwest, Shear Wall, or Stem Wall
FAB.	Fabricate	SHR.	Shower
FNDN.	Foundation	SHT.	Sheet
FIN.	Finish	SHTNG.	Sheathing
FIX.	Fixture or Fixed	SIM.	Similar
FLR.	Floor	SK.	Sink
FLUOR.	Fluorescent	SKLT.	Skylight
FRT.	Fire-Retardant Treated	SL.	Sliding
FTG.	Footing	S.O.G.	Slab on grade
FURR.	Furring	SPECS.	Specifications
		SPKR.	Speaker
G.D.	Garbage Disposal	SQ.	Square
G.F.I.	Ground Fault Interrupter	SQ. FT. or S.F.	Square Foot/Feet
G. RAIL.	Guard Railing	SQ. YD.	Square Yard
G.S.M.	Galvanized Sheet Metal	SST.	Street or Stone
GA.	Gage, Gauge	ST.	Stainless Steel
GAL.	Gallon	STA.	Stationary
GALV.	Galvanized	STL.	Steel
GAR.	Garage	STOR.	Storage
GL. B.	Glass Block	SUSP.	Suspended
GLULAM. or G.L.	Glue Laminated	SYM.	Symmetrical
GYP. BD.or G.W.B.	Gypsum Board		
		T.	Tread, Top or Tempered
H. or H.W.	Hot Water	T. & B.	Top and Bottom
H., HT. or HGT.	Height	T. & G.	Tongue and Groove
H.C.	Hollow Core	T.B.	Towel Bar or Telephone Board
H.M.	Hollow Metal	T.C.	Trash Compactor
H. RAIL.	Handrail	T.B.D.	To be determined
H.V.A.C.	Heating, Ventilation and Air Conditioning	T.B.S.	To be selected
		T.O.BM.	Top of Beam
HB.	Hose bib	T.O.C.	Top of Curb or Concrete
HDR.	Header	T.O.F.F.	Top of Finish Floor
HDWD.	Hardwood	T.O.P.	Top of Plate or Top of Pavement
HOR.	Horizontal	T.O.R.	Top of Roof Sheathing
		T.O.S.	Top of Steel
I.C.	In Contract	T.O.S.F.	Top of Subfloor
I.D.	Inside Diameter	T.O.S.W.	Top of Stem Wall
IN. or "	Inch	T.O.W.	Top of Wall
INCAD.	Incandescent	T.N.	Toe Nail
INFO.	Information	T.R.A.	Toilet Room Accessories
INSUL.	Insulation	T.S.	Tube Steel
INT.	Interior	TEL.	Telephone
		TEMP.	Temporary
J.B.	Junction Box	TER.	Terrazzo
JAN.	Janitor	THK.	Thick
JT. or J.	Joint	TLT.	Toilet
JST. or J.	Joist	TYP.	Typical
K.D.	Kiln Dried	U.B.C.	Uniform Building Code
KIT.	Kitchen	U.L.	
KP.	Kickplate or King Post	U.O.N.	Unless Otherwise Noted
		UC.	Undercut
L.F.	Linear Foot	UR.	Urinal
L.S.	Lag Screw		
LAM.	Laminate	V.C.T.	Vinyl Composition Tile
LAV.	Lavatory	V.I.F.	Verify In Field
LB. or #	Pound	V.S.W.	Vinyl Sash Window
LKR.	Locker	V.T.	Vinyl Tile
LNDY.	Laundry	VERT.	Vertical
LVR.	Louver	VYL.	Vinyl
(')	Minute	W	West, Watt or Width
M.B.	Machine Bolt	W/	With
M.C.	Medicine Cabinet	W/O	Without
M.D.O.	Medium Density Overlay	W.C.	Water Closet or Wall Coverings
M.R.	Moisture Resistant	W.F.	Wood Frame or Wide Flange
M.S.	Machine Screw	W.P.	Waterproof or Work Point
MATL.	Material	W.P.M.	Waterproof Membrane
MAX.	Maximum	W.R.	Water Resistant
MECH.	Mechanical	W.S.	Weather-stripping
MEMB.	Membrane	W.S.W.	Wood Sash Window
		W.W.M.	Welded Wire Mesh
		WASH.	Washer
		WD.	Wood
		WDW.	Window
		WT.	Weight
		YD.	Yard

GENERAL NOTES:

1. ALL WORK SHALL COMPLY WITH THE 2022 CALIFORNIA BUILDING STANDARDS CODE (CAL. CODE REGS., TITLE 24). 2022 CALIFORNIA ELECTRICAL CODE, 2022 CALIFORNIA PLUMBING CODE, 2019 CALIFORNIA MECHANICAL CODE AND 2022 CALIFORNIA ENERGY CODE. CONTRACTOR SHALL COMPLY WITH ANY OTHER STANDARD OR CODE IN EFFECT AS OF DATE OF CONTRACT DOCUMENTS.CONTRACTOR SHALL COMPLY WITH ANY OTHER STANDARD OR CODE IN EFFECT AS OF DATE OF CONTRACT DOCUMENTS.
2. DO NOT SCALE DRAWINGS. FIGURED DIMENSIONS SHALL BE FOLLOWED. LARGE SCALE DRAWINGS OR DETAILS TAKE PRECEDENCE OVER SMALL SCALE ONES. SPECIFIC NOTES AND DETAILS TAKE PRECEDENCE OVER TYPICAL NOTES AND DETAILS. NOTIFY ARCHITECT IMMEDIATELY OF ANY DIMENSIONAL DISCREPANCIES.
3. BEFORE STARTING ANY PORTION OF WORK, THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VISIT THE SITE AND BE KNOWLEDGABLE OF CONDITIONS THERIN. ALL EXISTING CONDITIONS THAT HAVE BEARING ON HIS WORK. ARCHITECT IS TO BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES BETWEEN FIELD CONDITIONS, DRAWINGS SPECIFICATIONS, OR OTHER CONTRACT DOCUMENTS. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR CORRECTING ANY WORK THAT WAS KNOWINGLY COMMENCED WITHOUT FIRST NOTIFYING THE ARCHITECT AND THE OWNER. THEY SHALL INVESTIGATE, VERIFY AND BE RESPONSIBLE FOR ALL CONDITIONS OF THE PROJECT AND SHALL NOTIFY THE ARCHITECT OF ANY CONDITION REQUIRING MODIFICATION BEFORE PROCEEDING WITH WORK.
4. CONTRACTOR SHALL COORDINATE ALL MECHANICAL, PLUMBING, ELECTRICAL CIVIL, STRUCTURAL AND ARCHITECTURAL WORK. CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO PROCEEDING WITH WORK. NO EXTRA COMPENSATION SHALL BE ALLOWED FOR EXTRA WORK RESULTING FROM LACK OF COORDINATION BETWEEN TRADES.
5. CONTRACTOR SHALL PROVIDE PUBLIC PROTECTION AS REQUIRED BY CITY AND COUNTY REQUIREMENTS. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ANY TEMPORARY BRACING TO INSURE THE SAFETY OF THE WORK.
6. THE CONTRACTOR IS RESPONSIBLE FOR CUTTING, FITTING AND PATCHING AS REQUIRED TO MAKE THE SEVERAL PARTS FIT TOGETHER PROPERLY.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING SEPARATE PERMITS FOR ELECTRICAL, MECHANICAL, PLUMBING, GRADING OR OTHER PERMITS AS MAY BE REQUIRED BY LOCAL AUTHORITIES. ISSUANCE OF A BUILDING PERMIT BASED ON THESE DRAWINGS DOES NOT CONSTITUTE GRANTING OF THESE SEPARATE PERMITS.
8. THE CONTRACTOR SHALL FURNISH ALL MATERIALS, LABOR AND EQUIPMENT REQUIRED FOR THE FULL PERFORMANCE OF THE WORK HEREIN, UNLESS SPECIFICALLY NOTED OTHERWISE. ALL WORK SHALL BE PERFORMED IN A GOOD AND WORKMAN-LIKE MANNER AND CONFORM TO ALL PERTINENT REGULATIONS AND INSTRUCTIONS.
9. ALL WORK SHOWN IS TO BE CONSTRUCTED OF NEW MATERIAL U.O.N. INSTALLATION AND/OR MAINTENANCE DIRECTIONS PROVIDED BYTHE MANUFACTURER SHALL BE FOLLOWED FOR ALL MATERIALS U.O.N.
10. ALL ITEMS MARKED (E) ARE EXISTING AND (N) ARE NEW.
11. ALL WALLS AND CEILINGS SHALL BE 5/8" GYPSUM WALL BOARD (GWB) UNLESS OTHERWISE NOTED. AT WALLS SEPARATING GARAGE FROM HOUSE AND ENCLOSED USABLE SPACE BENEATH STAIRS SHALL BE ONE-HOUR FIRE RESISTANT 5/8" TYPE 'X' GWB. AT WET AREAS SHALL BE WATER RESISTANT GWB (GREEN BOARD). SEE FINISH SCHEDULE FOR GYP. BRD. FINISH LEVELS.
12. NO EXTRA COMPENSATION SHALL BE ALLOWED FOR EXTRA WORK RESULTING FROM LACK OF COORDINATION BETWEEN TRADES.
13. ALL KNOWN UNDERGROUND CONDITIONS HAVE BEEN SHOWN, THE CONTRACTOR SHOULD EXERCISE CAUTION WHEN EXCAVATING TO AVOID DAMAGE TO (E) UNDERGROUND PIPE, CONDUITS, ETC.,WHICH ARE TO REMAIN.
14. OWNER'S RESPONSIBILITY FOR MAINTENANCE TO ENSURE VIABILITY OF MATERIALS AND WATERPROOFING SYSTEM.

GRAPHIC SYMBOLS LEGEND:

- (E) WALL TO REMAIN
- (E) WALL TO DEMOLISH
- (N) WALL
- (N) 1-HR FIRE WALL
- (N) DOOR, (E) TO REMAIN WITHOUT TAG
- (N) WINDOW, (E) TO REMAIN WITHOUT TAG
- #'-##" DIMENSION
- # / A##.# ELEVATION
- # / A##.# SECTION
- # / A##.# DETAIL MARKER
- # REVISION

APPLICABLE CODES:

2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA RESIDENTIAL CODE:
WITH 2022 SAN FRANCISCO AMENDMENTS



VICINITY MAP
NTS

N

PROJECT DIRECTORY

OWNER: RICHARD AND FIONA KWEE
2840 LAKE STREET
SAN FRANCISCO, CA 94121

ARCHITECT: MARK ENGLISH
MARK ENGLISH ARCHITECTS
1501 MARIPOSA STREET, SUITE 312
SAN FRANCISCO CA 94107
TEL: 415.391.0186
EMAIL : mark@markenglisharchitects.com

PROJECT DESCRIPTION

REMODEL AND ADDITION TO EXISTING 3,204.75 SQ FT TWO STORY SINGLE-FAMILY RESIDENCE WITH TWO-CAR GARAGE. PROJECT SCOPE INCLUDES CONVERSION OF BASEMENT INTO HABITABLE SPACE, INTERIOR REMODEL, MINOR HORIZONTAL ADDITIONS AT FIRST AND SECOND FLOORS AND MINOR ADDITION AT ALL LEVELS TO ACCOMMODATE NEW ELEVATOR. SCOPE ALSO INCLUDES ONE CAR LIFT IN (E) GARAGE, THIRD STORY ADDITION AND NEW 236.70 SQ FT ROOF DECK OVER EXISTING BUILDING FOOTPRINT.

PROJECT DATA:

LOCATION:	2840 LAKE STREET SAN FRANCISCO, CA 94121
BLOCK / LOT:	1329/008
YEAR BUILT:	1921
ZONE:	RH-1(D)
HEIGHT & BULK DISTRICT:	40-X
ARCHEOLOGICAL SENSITIVITY ZONE:	ZONE 2

	EXISTING	PROPOSED
MAX. BUILDING HEIGHT:	25'-4"	35'-0"
NUMBER OF STORIES:	2	3
NUMBER OF BASEMENTS:	1 (UNCONDITIONED)	1 (CONDITIONED)
CONSTRUCTION TYPE:	VB	VB
OCCUPANCY GROUP:	R3	R3
LOT AREA:	5066.4 SQ FT	NO CHANGE
SEISMIC UPGRADE:	NO	NO
FIRE SPRINKLERING:	NO	YES
DWELLING UNITS:	1 SINGLE FAMILY DWELLING UNIT	1 SINGLE FAMILY DWELLING UNIT
NUMBER OF BEDROOMS	5	5
NUMBER OF BATHROOMS:	3	6.5
PARKING SPACES:	2	3

GROSS AREA CALCULATION (FROM OUTSIDE FACE EXTERIOR WALL) (USED FOR T-24)

	EXISTING	PROPOSED ADDITION	TOTAL
GARAGE (UNCONDITIONED)	340.60 SQ FT	0 SQ FT	340.60 SQ FT
BASEMENT (UNCONDITIONED)	1,540.59 SQ FT	-1,540.59 SQ FT	0 SQ FT
BASEMENT (CONDITIONED)	0 SQ FT	+1,635.01 SQ FT	1,635.01 SQ FT
FIRST FLOOR (CONDITIONED)	1,454.43 SQ FT	+98.57 SQ FT	1,553.00 SQ FT
SECOND FLOOR (CONDITIONED)	1,750.32 SQ FT	+81.09 SQ FT	1,831.41 SQ FT
THIRD FLOOR (CONDITIONED)	N/A	+681.79 SQ FT	681.79 SQ FT
TOTAL (UNCONDITIONED)	1,881.19 SQ FT	-1,540.59 SQ FT	340.60 SQ FT
TOTAL (CONDITIONED)	3,204.75 SQ FT	2,496.46 SQ FT	5,701.21 SQ FT
TOTAL	5,085.94 SQ FT	955.87 SQ FT	6,041.81 SQ FT

OCCUPANT LOAD CALCULATION

TOTAL OCCUPANT LOAD :

(THIRD FLOOR SQ FT + SECOND FLOOR SQ FT) / CBC TABLE 1004.1.2 OCCUPANT LOAD FACTOR =

(681.79 SQ FT + 1,831.41 SQ FT) / 200 SQ FT = 12.57 OCCUPANTS

PER CBC 1006.2.1 EXCEPTIONS, IN GROUP R-2 AND R-3 OCCUPANIES, ONE MEANS OF EGRESS IS PERMITTED WITHIN AND FROM INDIVIUDAL DWELLING UNITS WITH A MAXIMUM OCCUPANT LOAD OF 20 WHERE THE DWELLING UNIT IS EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM IN ACCORDANCE WITH SECTION 903.3.1.1 OR 903.3.1.2.

12.57 OCCUPANTS < 20 OCCUPANTS

DEFFERED SUBMITTAL

FIRE SPRINKLER PLAN

1

SHEET INDEX

TOTAL SHEET COUNT:

ARCHITECTURAL

A0.0 PROJECT DATA, VICINITY MAP
A0.1 EXISTING SITE PLAN
A0.2 PROPOSED SITE PLAN
A0.3 GS1:SF GREEN BUILDING SITE PERMIT SUBMITTAL FORM

A1.1 EXISTING/ DEMOLITION BASEMENT PLAN
A1.2 EXISTING/ DEMOLITION FIRST FLOOR PLAN
A1.3 EXISTING/ DEMOLITION SECOND FLOOR PLAN
A1.4 EXISTING/ DEMOLITION ROOF PLAN
A1.5 EXISTING EXTERIOR ELEVATIONS
A1.6 EXISTING EXTERIOR ELEVATIONS
A1.7 EXISTING BUILDING SECTIONS

A2.1 PROPOSED BASEMENT FLOOR PLAN
A2.2 PROPOSED FIRST FLOOR PLAN
A2.3 PROPOSED SECOND FLOOR PLAN
A2.4 PROPOSED THIRD FLOOR PLAN
A2.5 PROPOSED ROOF PLAN

A3.1 PROPOSED EXTERIOR ELEVATIONS
A3.2 PROPOSED EXTERIOR ELEVATIONS
A3.3 PROPOSED EXTERIOR ELEVATIONS
A3.4 PROPOSED EXTERIOR ELEVATIONS
A3.6 PROPOSED BUILDING SECTION
A3.7 PROPOSED BUILDING SECTION

A4.1 PROPOSED INTERIOR ELEVATIONS
A4.2 PROPOSED INTERIOR ELEVATIONS
A4.3 PROPOSED INTERIOR ELEVATIONS

A5.1 DETAILS
A5.2 DETAILS
A5.3 FINISH DETAILS

A6.1 DOOR SCHEDULE
A6.2 WINDOW SCHEDULE

E1.1 TITLE-24
E1.2 TITLE-24
E1.3 TITLE-24
E2.1 ELECTRICAL/MECH PLAN
E2.2 ELECTRICAL/MECH PLAN
E2.3 ELECTRICAL/MECH PLAN
E2.4 ELECTRICAL/MECH PLAN

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KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

DISCLAIMER:

ALL NEW AND EXISTING DIMENSIONS SHOWN ARE BASED ON FIELD MEASUREMENTS TAKEN BY THE ARCHITECT'S OFFICE. THE ARCHITECT DOES NOT MAKE ANY WARRANTY, EXPRESSED OR IMPLIED OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THE EXISTING DIMENSIONS.

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES
mrl + cta		ME

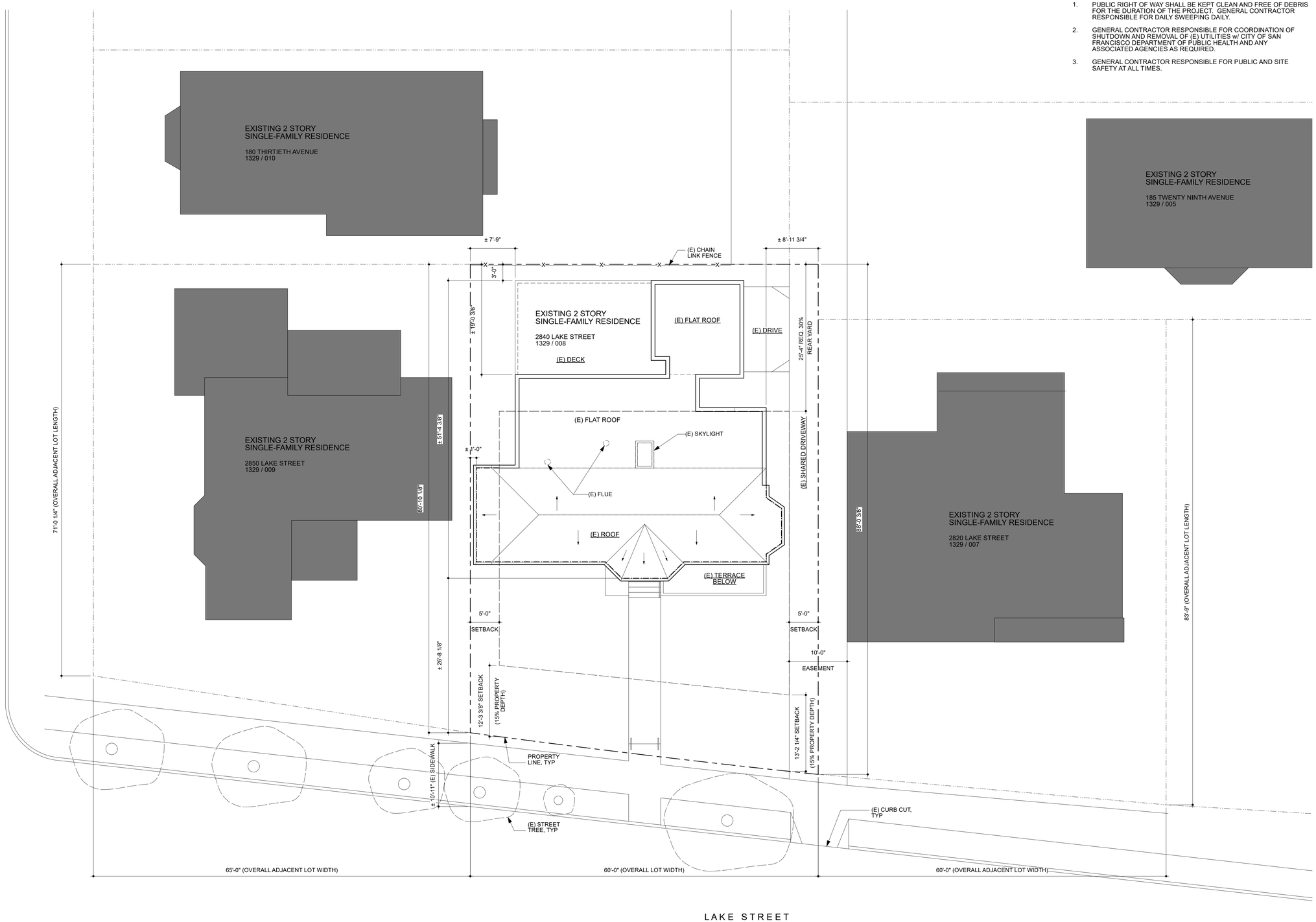
DRAWING:
PROJECT DATA, VICINITY MAP, & SHEET INDEX

A0.0

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SITE NOTES:

1. PUBLIC RIGHT OF WAY SHALL BE KEPT CLEAN AND FREE OF DEBRIS FOR THE DURATION OF THE PROJECT. GENERAL CONTRACTOR RESPONSIBLE FOR DAILY SWEEPING DAILY.
2. GENERAL CONTRACTOR RESPONSIBLE FOR COORDINATION OF SHUTDOWN AND REMOVAL OF (E) UTILITIES w/ CITY OF SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH AND ANY ASSOCIATED AGENCIES AS REQUIRED.
3. GENERAL CONTRACTOR RESPONSIBLE FOR PUBLIC AND SITE SAFETY AT ALL TIMES.



1 A0.1 EXISTING SITE PLAN
Scale: 1/8" = 1'-0"

N

0 4 8FT

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

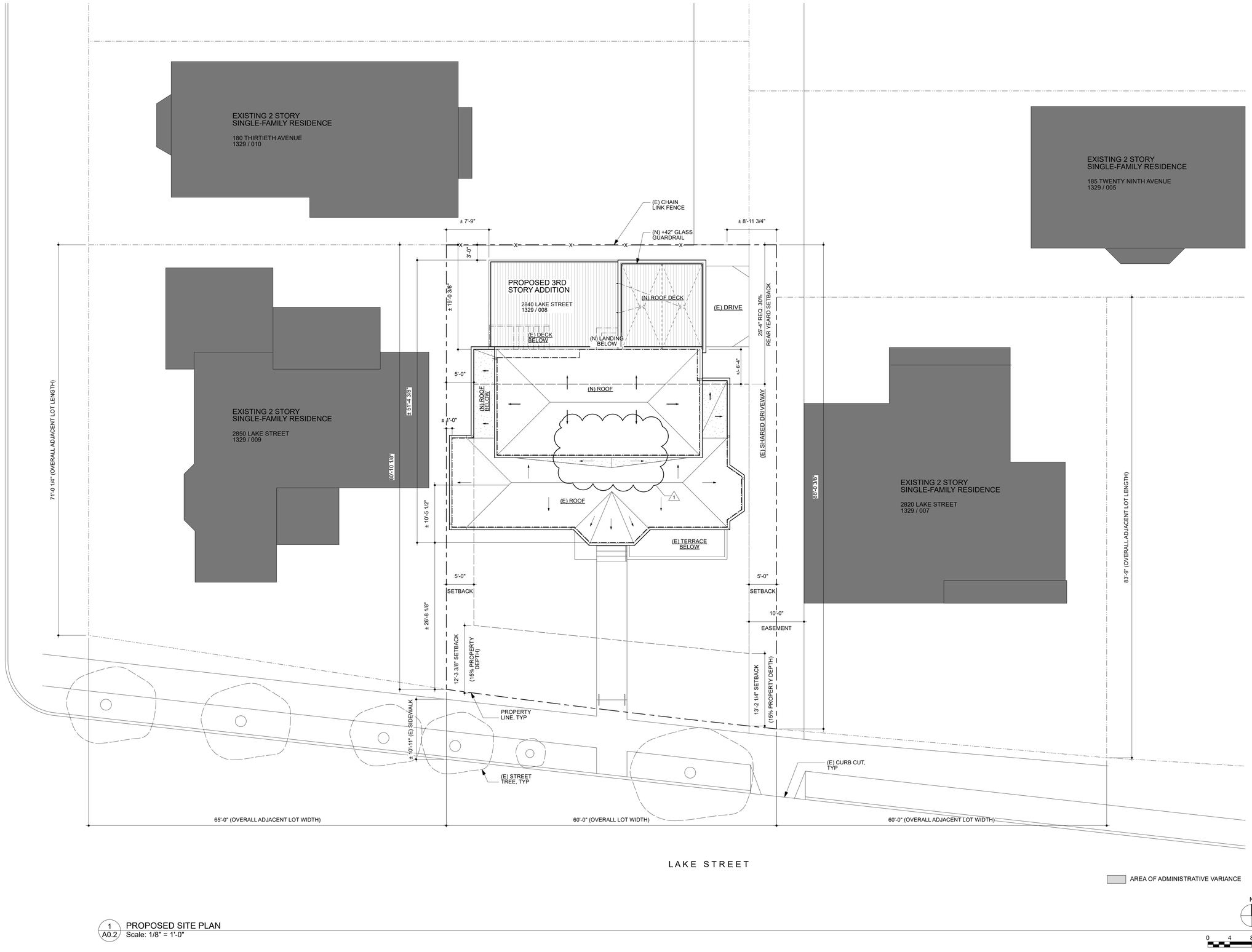
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: EXISTING SITE PLAN

A0.1

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1 A0.2 PROPOSED SITE PLAN
Scale: 1/8" = 1'-0"

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KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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PRINT DATE: 02.26.2026

SCALE: AS NOTED

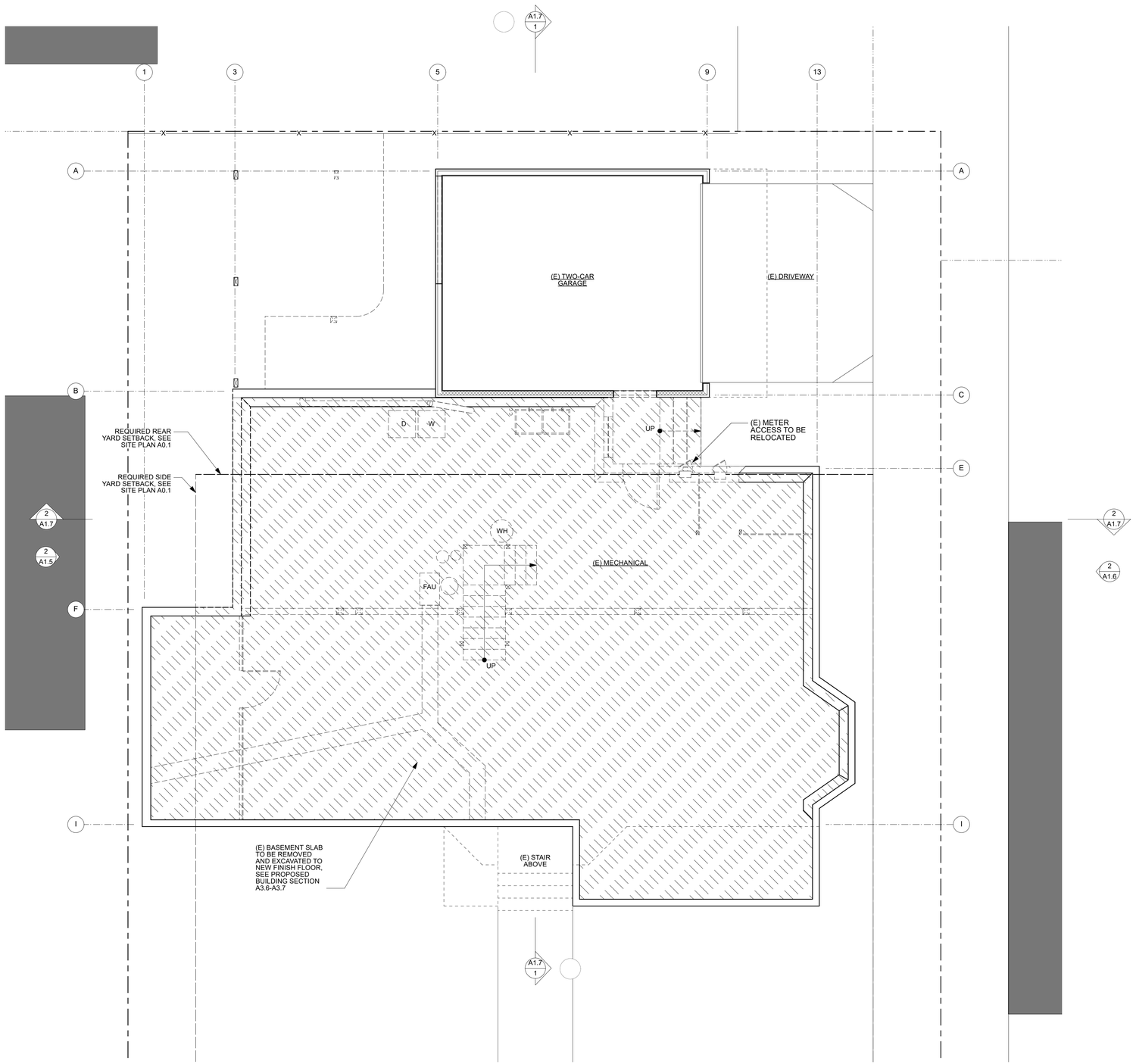
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: PROPOSED SITE PLAN

A0.2

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1 A1.1 EXISTING/ DEMOLITION BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN FROM DAMAGE DURING DEMOLITION.
2. CONTRACTOR SHALL PATCH AND / OR REPAIR ALL EXISTING ADJACENT CONSTRUCTION AS REQUIRED AFTER DEMOLITION TO PROVIDE A COMPLETE AND FINISHED INSTALLATION.
3. CONTRACTOR TO PROVIDE TEMPORARY SHORING AS NECESSARY DURING DEMOLITION. CONTRACTOR RESPONSIBLE FOR SITE SAFETY AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION. SAFETY ON SITE INCLUDES PREVENTING ACCESS TO SITE WHEN AND IF IT CONSTITUTES A PUBLIC NUISANCE OR HAZARD.
4. CONTRACTOR TO PROPERLY CAP ALL EXISTING SANITARY SEWER AND / OR FILLING SEPTIC SYSTEM TO HEALTH DEPARTMENT STANDARDS.
5. CONTRACTOR SHALL DEMOLISH AND / OR REMOVE ALL ITEMS AS INDICATED ON THE DRAWINGS.
6. CONTRACTOR RESPONSIBLE FOR REMOVING ALL DEBRIS CAUSED BY DEMOLITION AND OTHER DEBRIS IN THE BUILDING. CONTRACTOR SHALL CLEAN UP DAILY AND SHALL NOT ALLOW AN EXCESSIVE AMOUNT OF DEBRIS TO ACCUMULATE AT ANY TIME.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND LEGAL DISPOSAL OF ALL ITEMS, MATERIALS, ETC. DEMOLISHED FROM PROPERTY.
8. WHERE EXISTING LIGHT FIXTURES, ELECTRICAL OUTLETS, ETC. ARE TO BE REMOVED, ALL SERVICE TO SAME SHALL BE CAPPED OR REMOVED IN ACCORDANCE WITH ALL APPLICABLE CODES.
9. EXISTING GAS AND ELECTRICAL METERS ARE TO BE REMOVED BY PG&E PRIOR TO ANY DEMOLITION OR CONSTRUCTION ACTIVITY.

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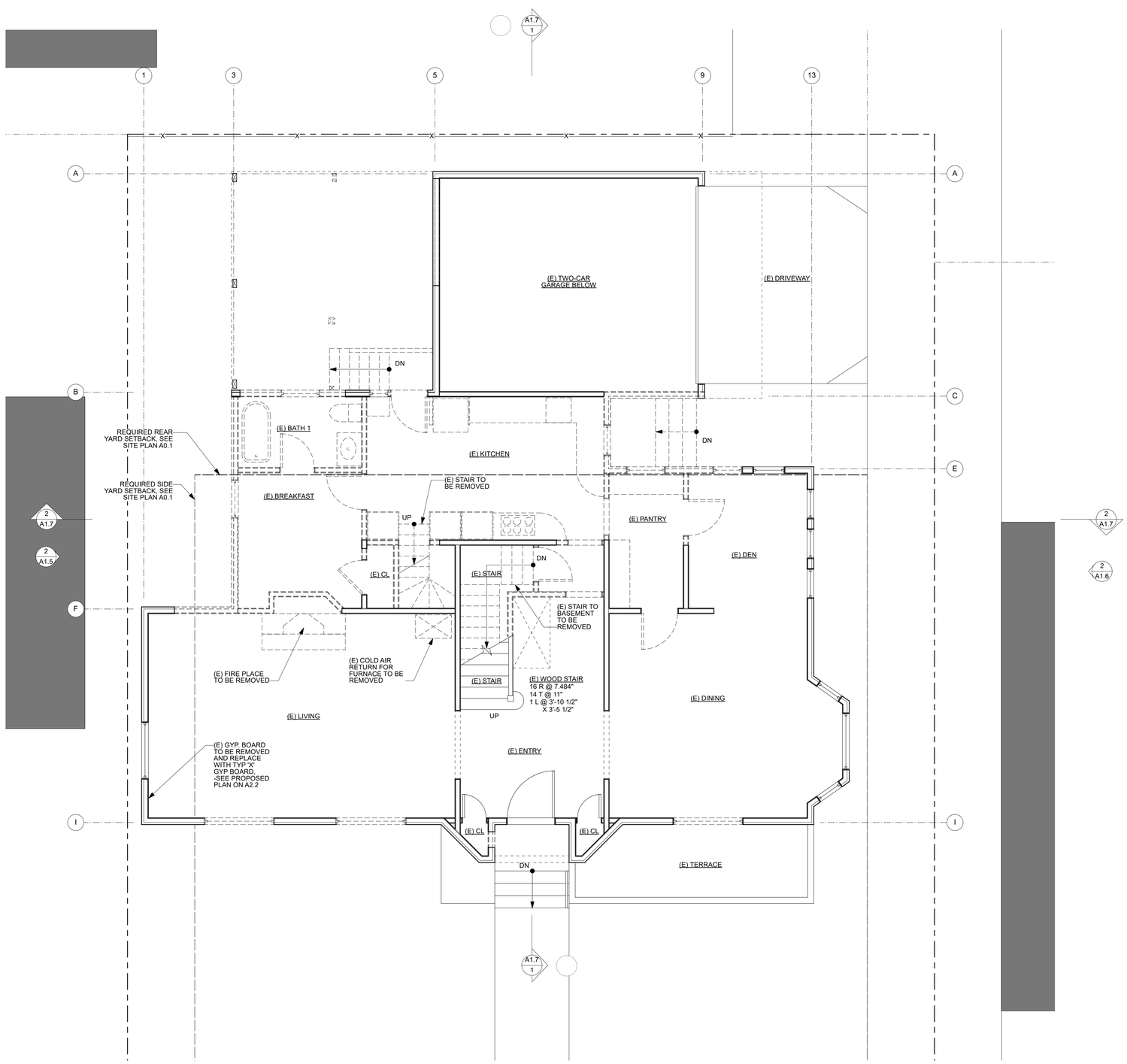
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING:
EXISTING/ DEMOLITION BASEMENT FLOOR PLAN

A1.1

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1 A1.2 EXISTING/ DEMOLITION FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

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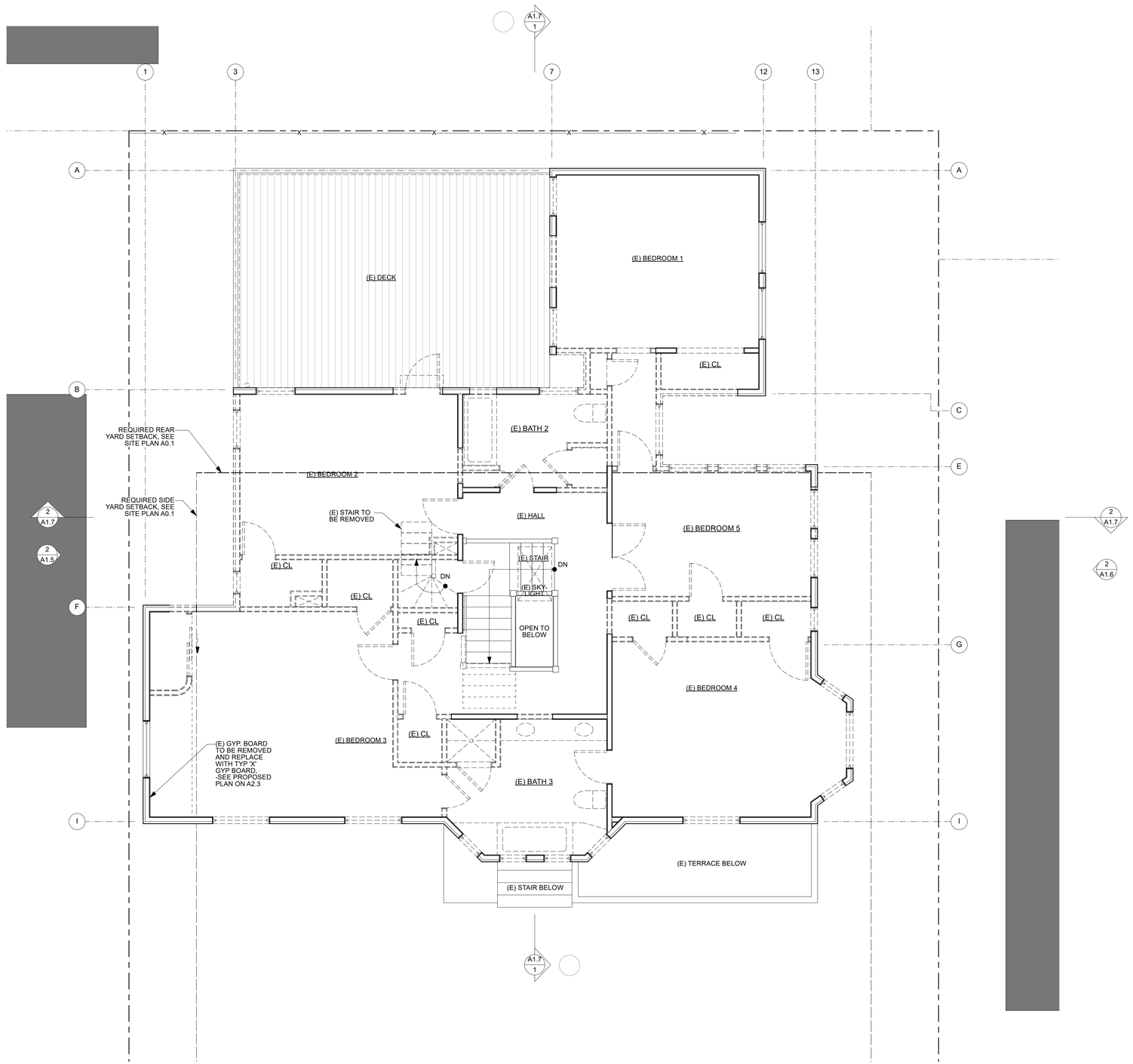
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING:
EXISTING/ DEMOLITION FIRST FLOOR PLAN

A1.2

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1 A1.3 EXISTING/ DEMOLITION SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

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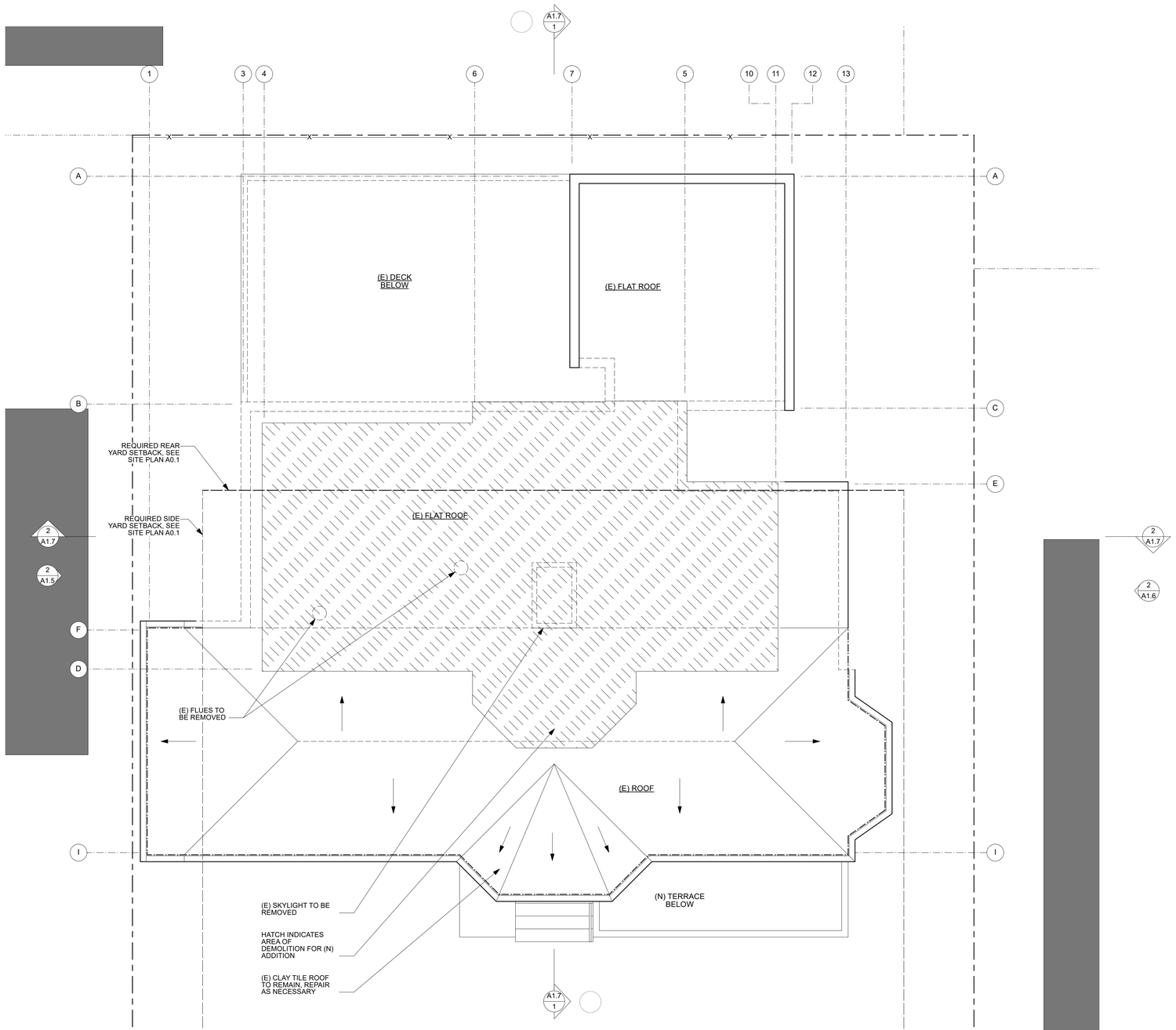
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES
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DRAWING:
EXISTING/ DEMOLITION SECOND FLOOR PLAN

A1.3

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1 A1.4 EXISTING/ DEMOLITION ROOF PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

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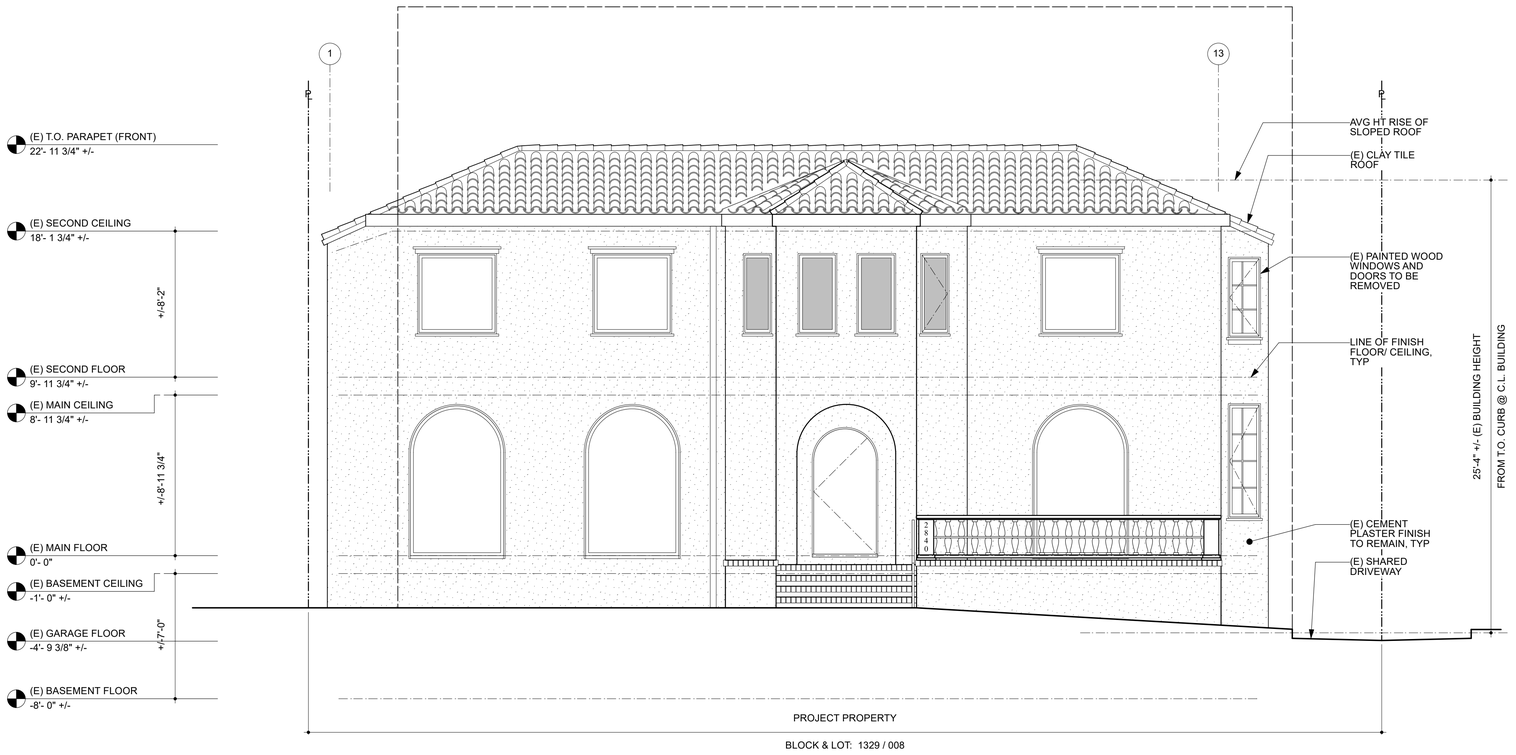
DRAWING:
EXISTING/ DEMOLITION ROOF PLAN

A1.4

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2 A1.5 EXISTING WEST ELEVATION
Scale: 1/4" = 1'-0"



1 A1.5 EXISTING SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

0 4 8 FT

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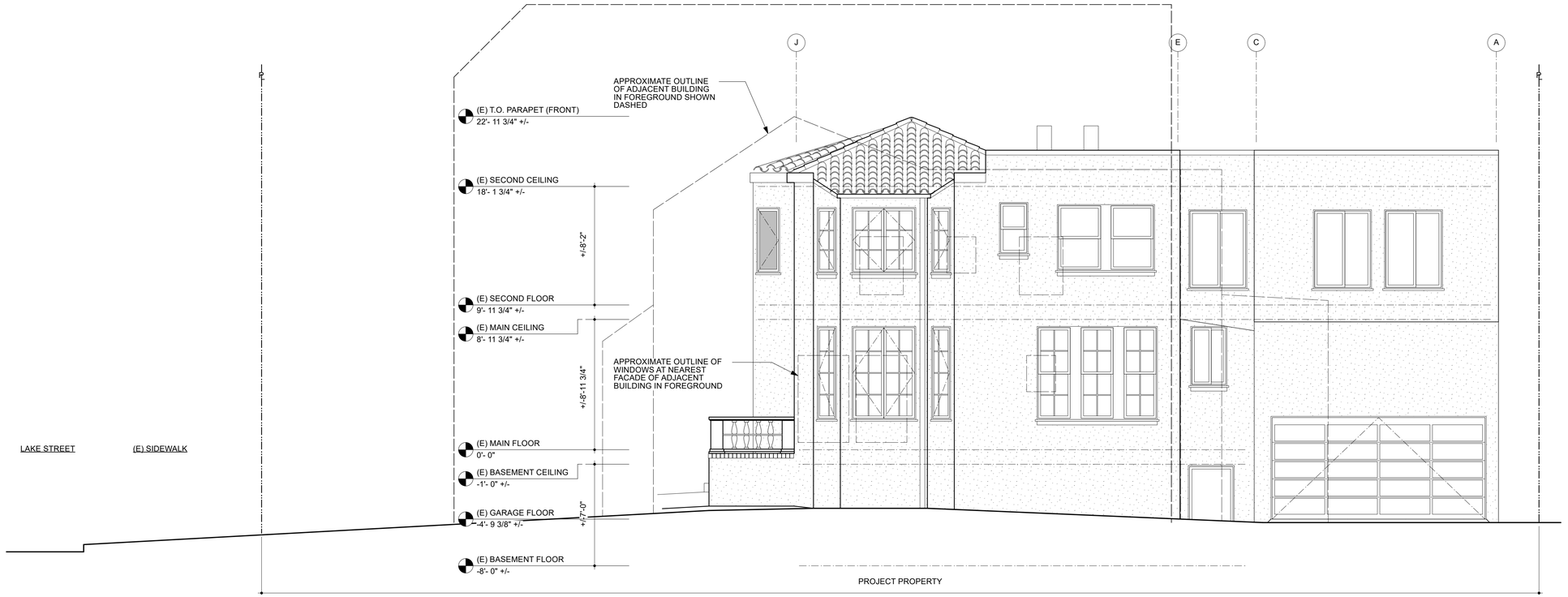
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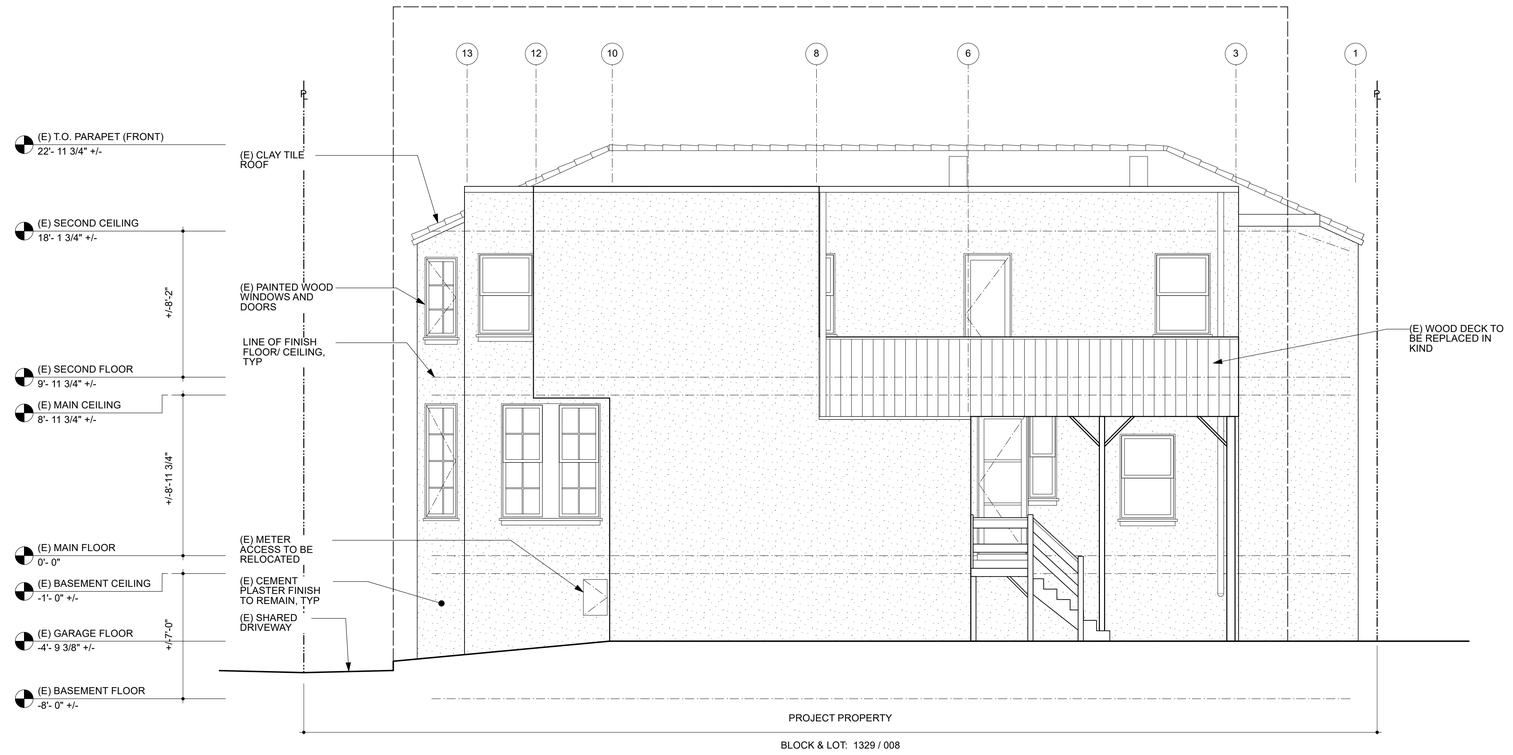
DRAWING:
EXISTING ELEVATIONS

A1.5

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2 A1.6 EXISTING EAST ELEVATION
Scale: 1/4" = 1'-0"



1 A1.6 EXISTING NORTH ELEVATION
Scale: 1/4" = 1'-0"

0 4 8 FT

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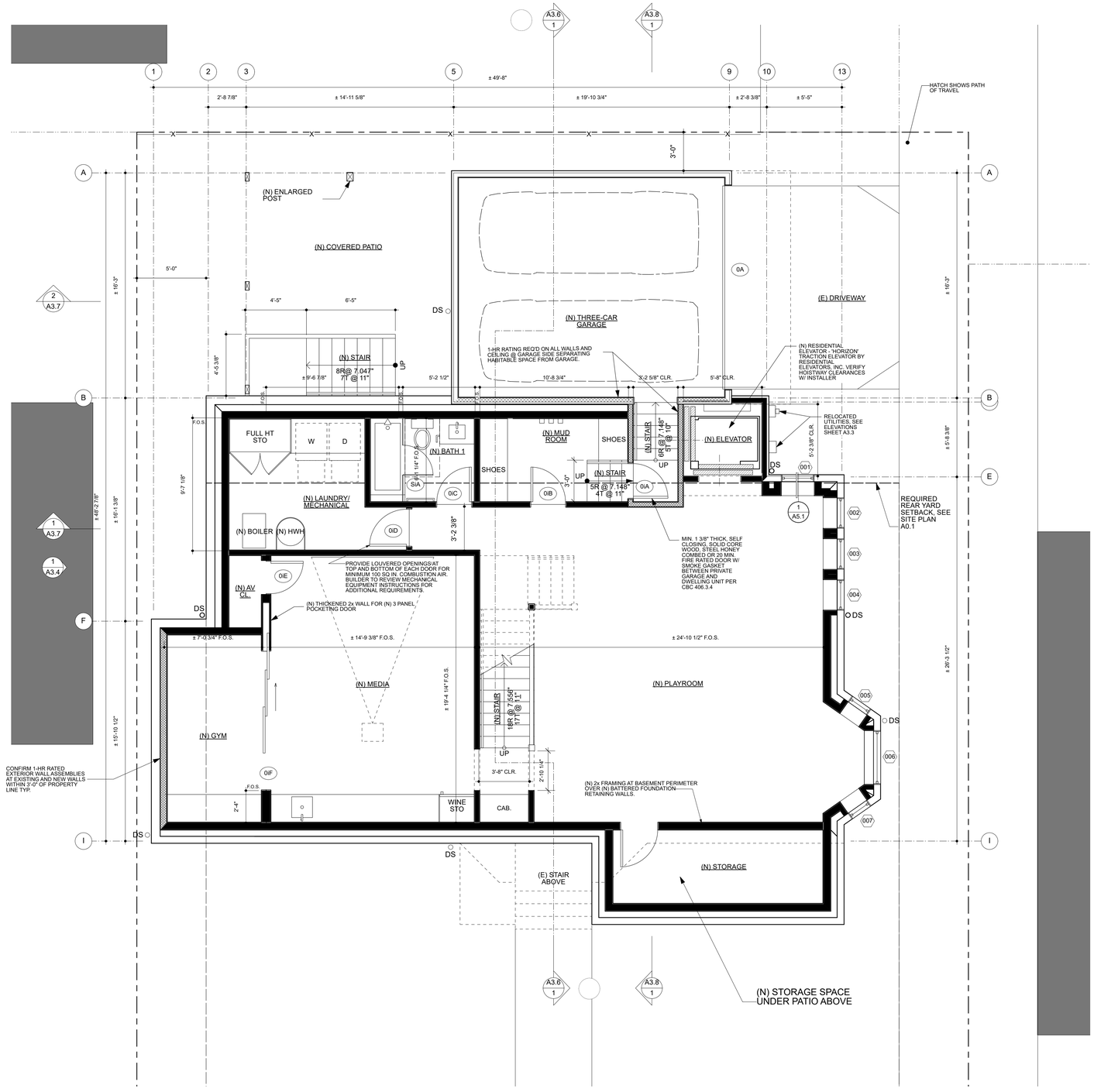
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DRAWING:
EXISTING ELEVATIONS

A1.6

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1 A2.1 PROPOSED BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER CBC SECTION 2406.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET ALL THE FOLLOWING CONDITIONS:

1. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
2. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

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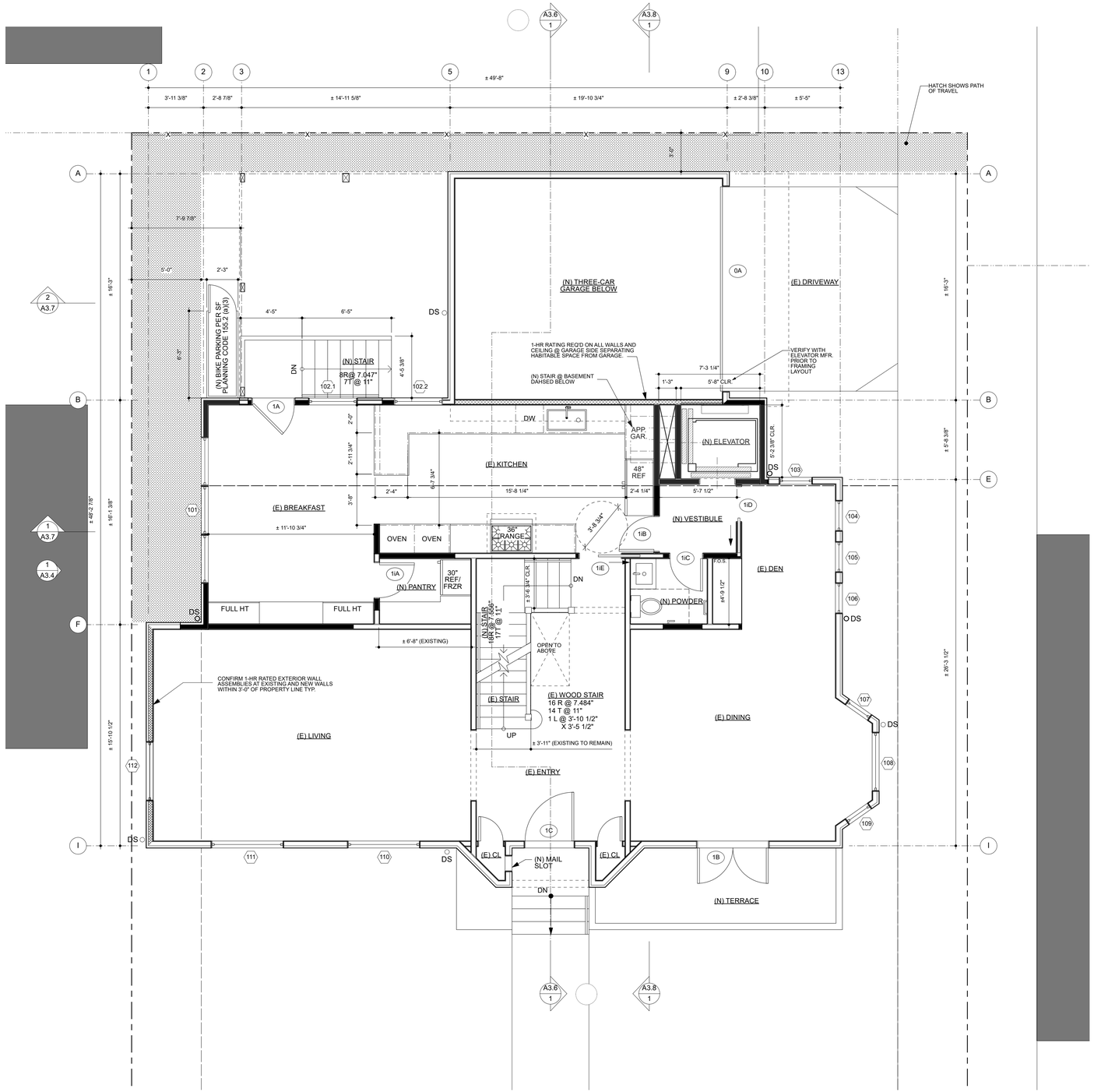
REVISIONS:

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DRAWING: PROPOSED BASEMENT FLOOR PLAN

A2.1

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8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.0 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 1.5 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER CBC SECTION 2406.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET ALL THE FOLLOWING CONDITIONS:

1. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
2. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
3. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
4. WINDOWS 36" OR LESS FROM ANY HORIZONTAL WALKING SURFACE

OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

1 A2.2 PROPOSED FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N
0 4 8 FT

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MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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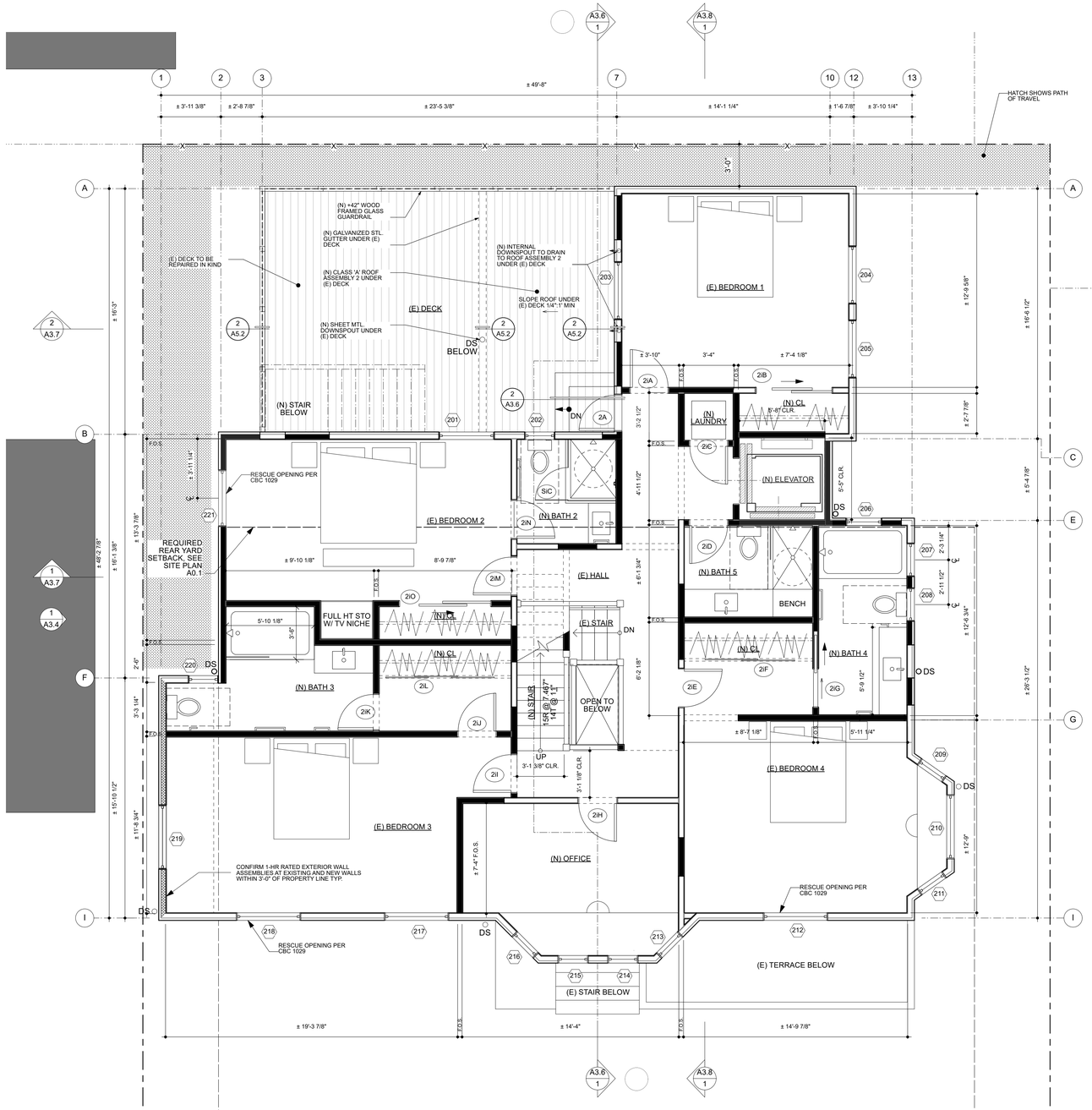
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
PROPOSED FIRST FLOOR PLAN

A2.2

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1 A2.3 PROPOSED SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

0B

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1029 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1-E2.4 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.4
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
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OR

1. SIDELITES WITHIN 24" ARC OF DOOR IN CLOSED POSITION
2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

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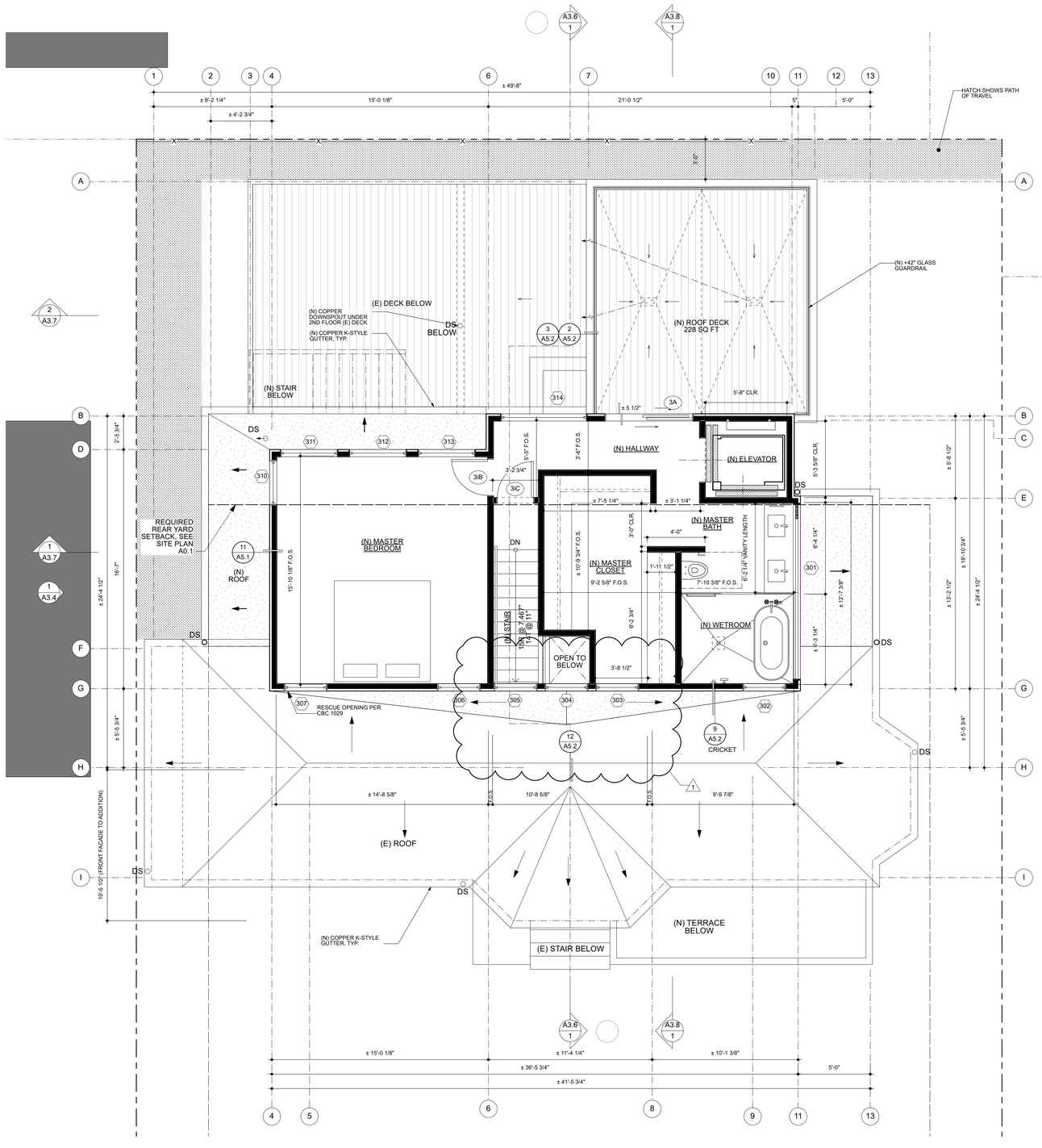
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING:
PROPOSED SECOND FLOOR PLAN

A2.3

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1 A2.4 PROPOSED THIRD FLOOR PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

AREA OF ADMINISTRATIVE VARIANCE
(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

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   OR

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2. SIDELITES 60" OR LESS ABOVE FINISH FLOOR

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C-18594
07.31.27
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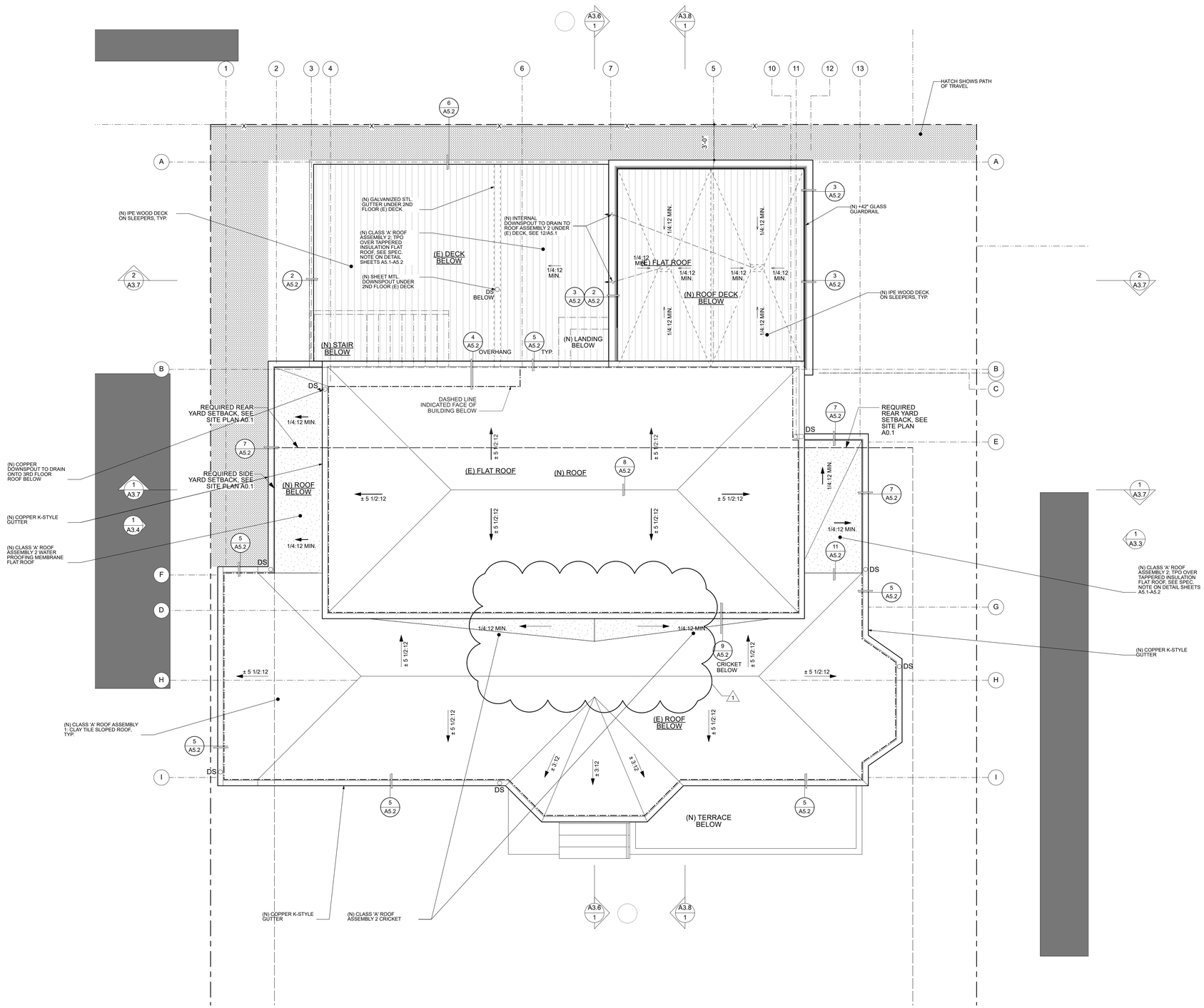
REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: PROPOSED THIRD FLOOR PLAN

A2.4

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1 A2.5 PROPOSED ROOF PLAN
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

N

0 4 8 FT

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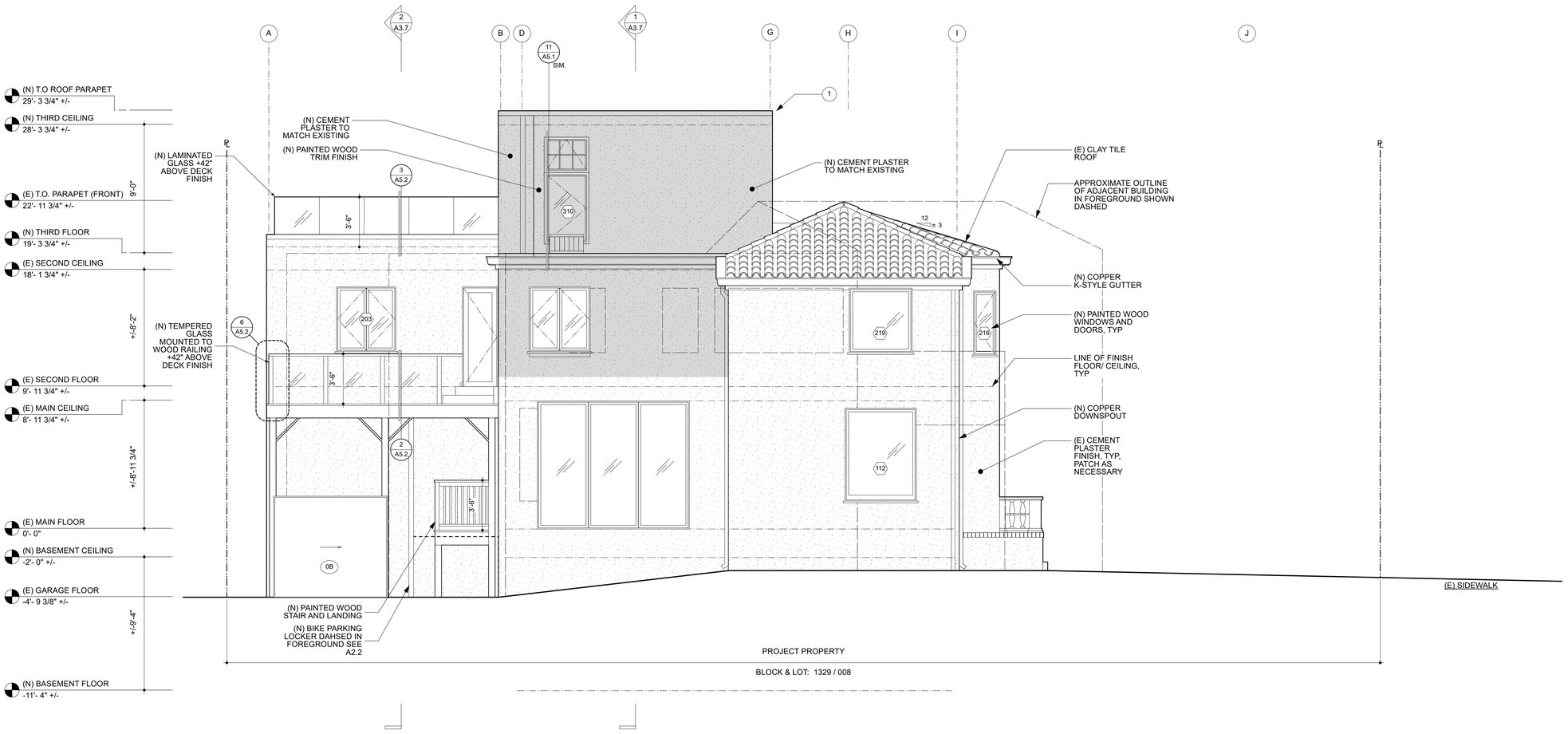
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING:
PROPOSED ROOF PLAN

A2.5

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1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE [SURE-WELD GRAY (T.B.C.)] ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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DRAWING: PROPOSED ELEVATIONS

A3.1

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1 / A3.2 PROPOSED SOUTH ELEVATION (STREET)

Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

1 CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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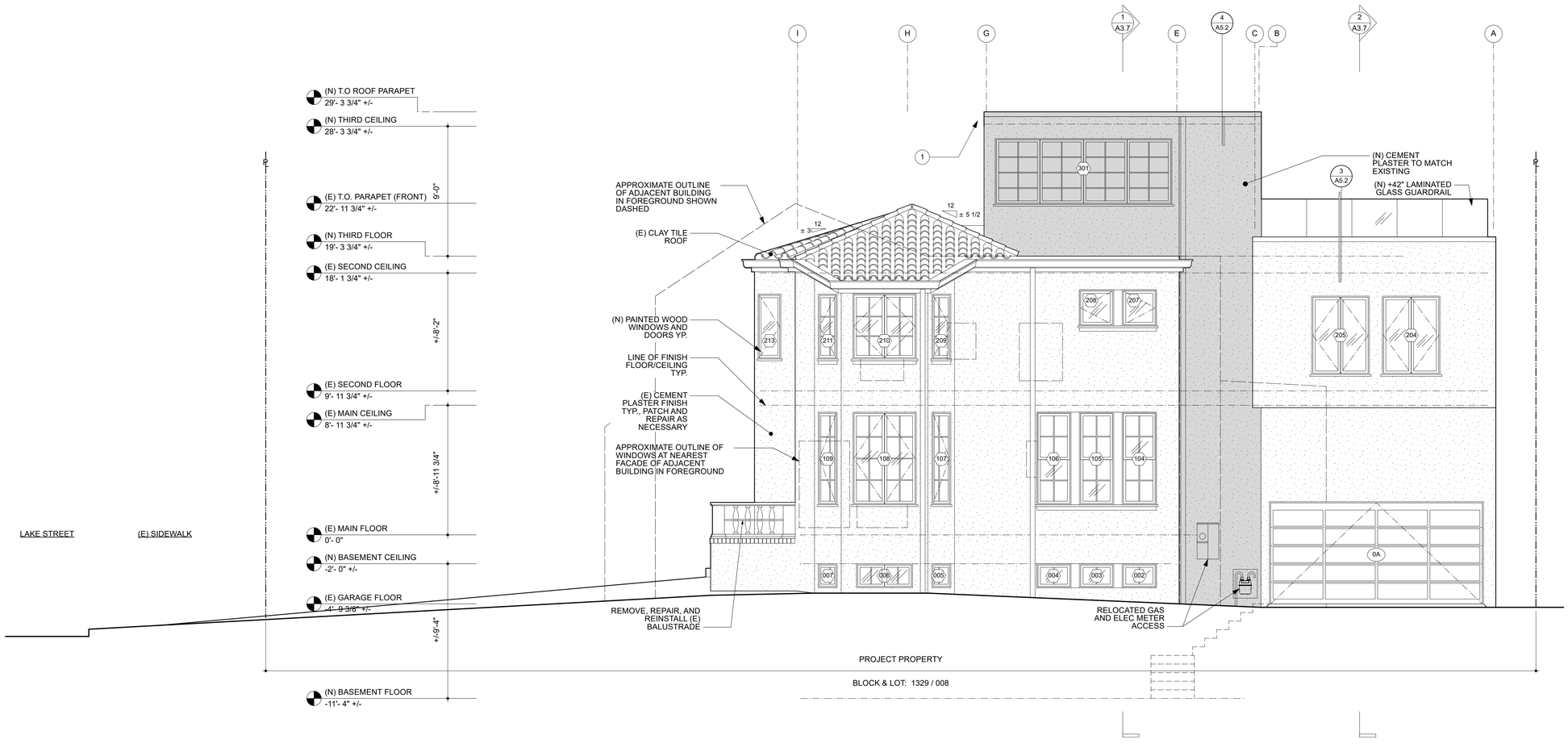
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING: PROPOSED ELEVATIONS

A3.2

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1 A3.3 PROPOSED EAST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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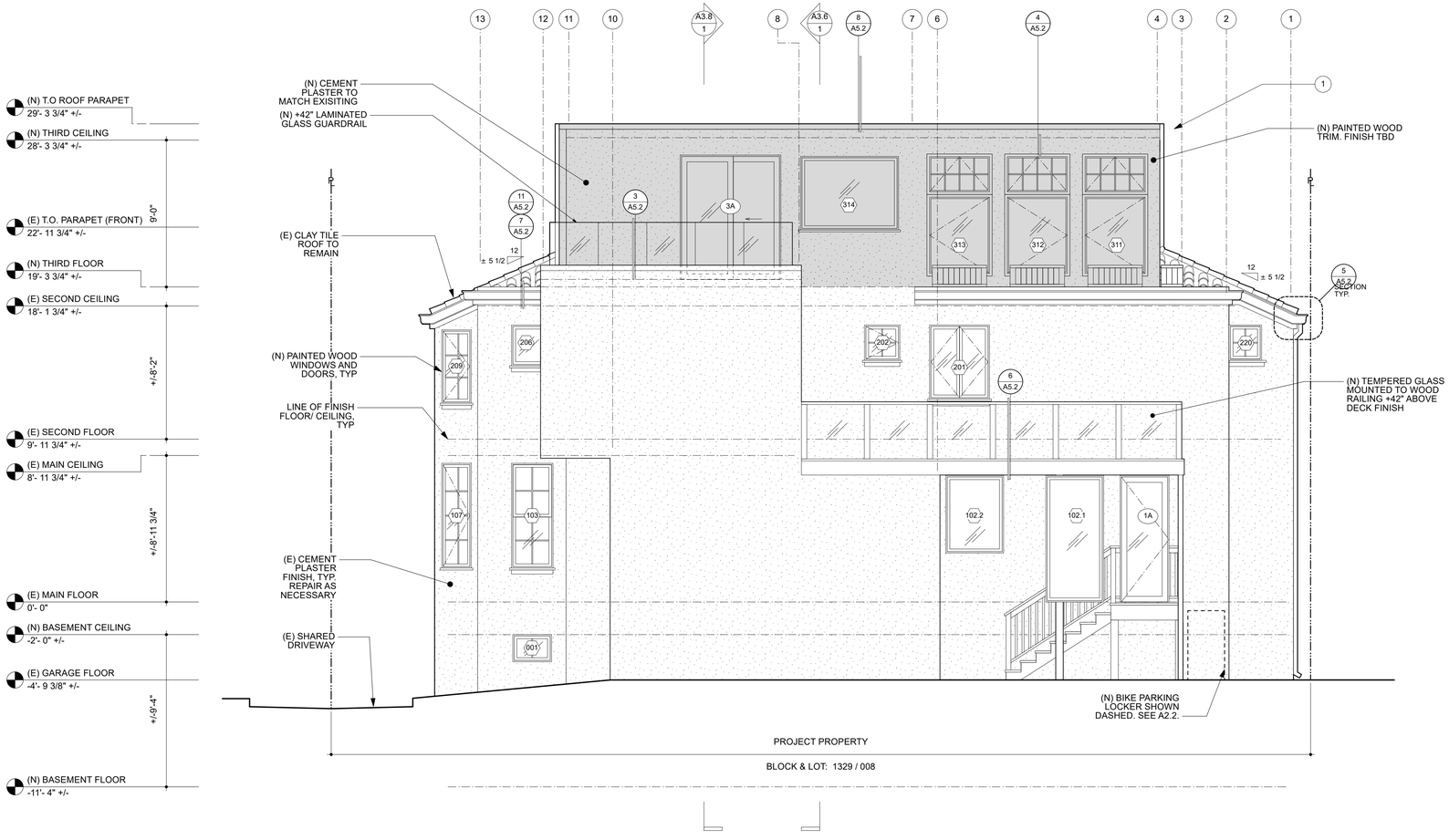
REVISIONS:

NO.	DATE	DESCRIPTION
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DRAWING: PROPOSED ELEVATIONS

A3.3

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1 A3.4 PROPOSED NORTH ELEVATION

Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

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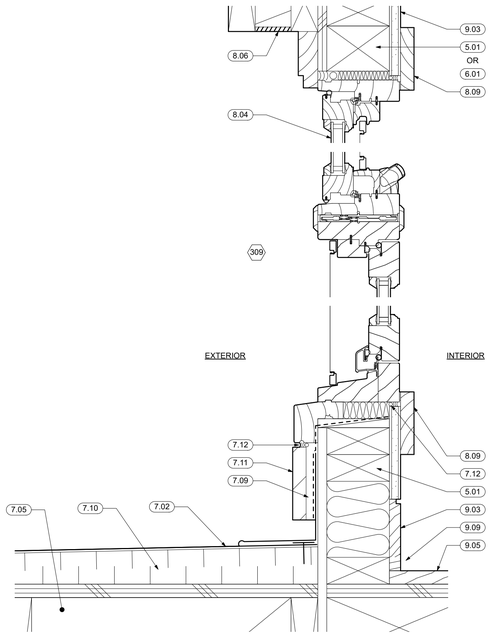
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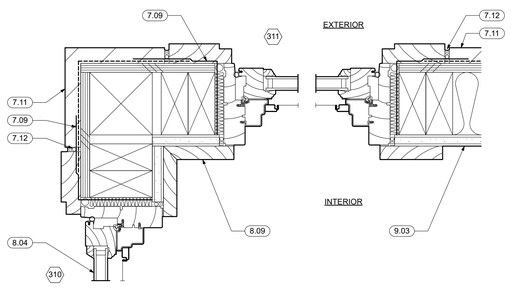
DRAWING: PROPOSED ELEVATIONS

A3.4

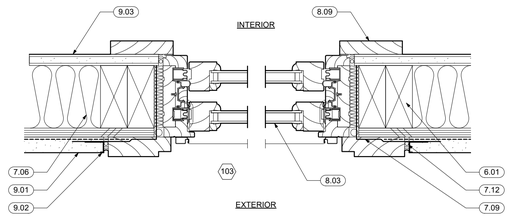
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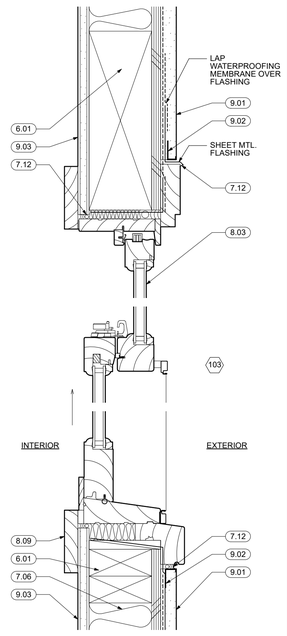
11 A5.1 FIXED WINDOW SECTION DETAIL
Scale: 3" = 1'-0"



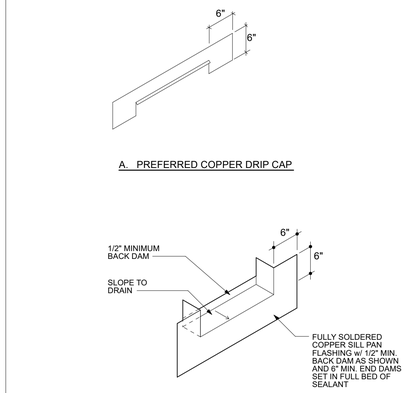
8 A5.1 AWNING WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



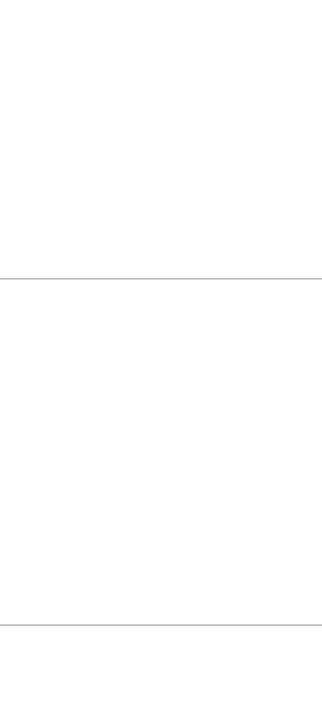
7 A5.1 SINGLE HUNG WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



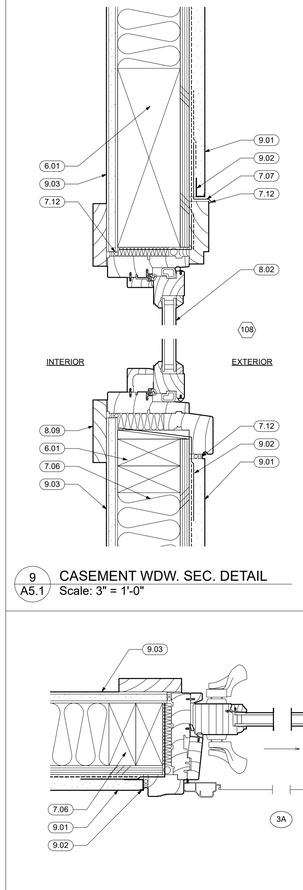
3 A5.1 SINGLE HUNG WDW. SEC. DET.
Scale: 3" = 1'-0"



DIAGRAMS - RECOMMENDED METAL FLASHING @ EXTERIOR DOORS

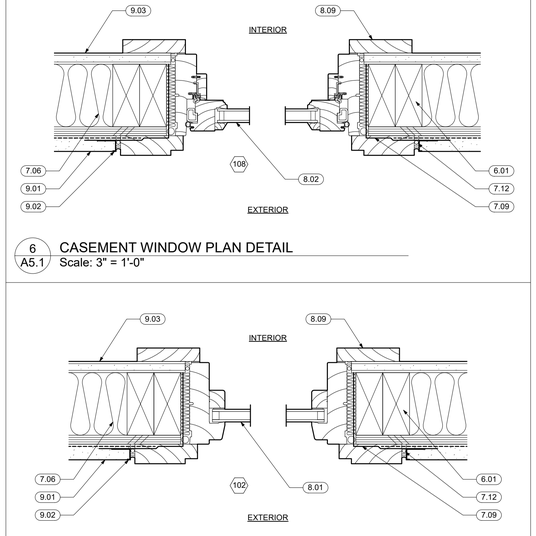


12 A5.1 2ND FLOOR DECK DOWNSPOUT COVER DETAIL
Scale: 3" = 1'-0"



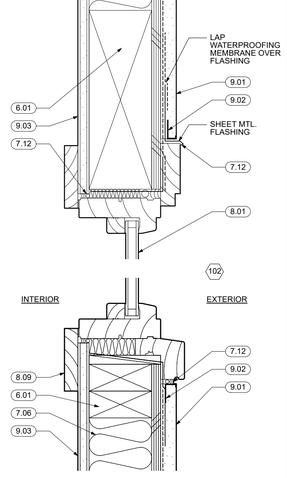
10 A5.1 SLIDING GLASS DOOR SECTION DETAIL
Scale: 3" = 1'-0"

9 A5.1 CASEMENT WDW. SEC. DETAIL
Scale: 3" = 1'-0"

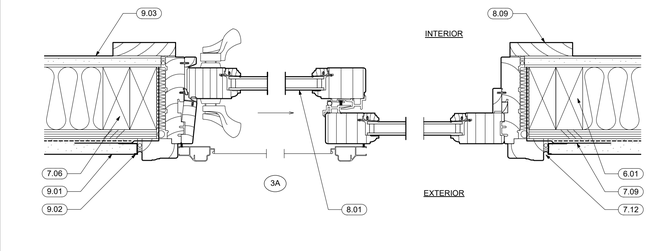


6 A5.1 CASEMENT WINDOW PLAN DETAIL
Scale: 3" = 1'-0"

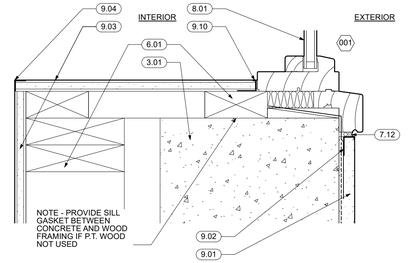
5 A5.1 FIXED WINDOW PLAN DETAIL
Scale: 3" = 1'-0"



2 A5.1 FIXED WINDOW SECTION DETAIL
Scale: 3" = 1'-0"



4 A5.1 SLIDING GLASS DOOR \SECTION DETAIL
Scale: 3" = 1'-0"



1 A5.1 FIXED WINDOW SECTION DETAIL AT STEM WALL
Scale: 3" = 1'-0"

12 DETAIL KEY LEGEND
Scale: N.T.S.

2.01 (E) ROOF STRUCTURE - S.S.D.
3.01 (N) CONC. STEM WALL - S.S.D.
5.01 (N) STL. BEAM - S.S.D.
5.02 (N) 3/4" GLASS RAILING +42" ABOVE FINISHED FLOOR ON ALUMINUM SHOE FASCIA MOUNTED TO STRUCTURAL FRAMING WITH 1/2" THICK STL. ANGLE - S.S.D
5.03 (N) STL. FASCIA BAND TO COVER GLASS RAIL ALUM. SHOE, FINISH T.B.D.
6.01 (N) STUD WOOD FRAMING - S.S.D.
6.02 (N) 2X FLOOR/ROOF FRAMING - S.S.D.
6.03 (N) 4x4 WOOD GUARDRAIL POST LAG BOLT SURFACE MOUNTED TO WOOD FRAMING
6.04 (N) 3x4 WOOD GUARDRAIL TOP POST, SUPPORT WITH CONT. 3/8" GALVANIZED STEEL BAR ON UNDERSIDE
6.05 (N) IPE WOOD DECK ON SLEEPERS - S.S.D.
6.06 (N) INTERIOR STAIRCASE WOOD END POST TO MATCH EXISTING
6.07 (N) INTERIOR STAIRCASE GUARDRAIL WOOD PICKET TO MATCH EXISTING, NOT TO EXCEED 4" SPACING
6.08 (N) WOOD HANDRAIL +36" ABOVE FINISHED FLOOR
6.09 (N) TEMPERED GLASS MOUNTED TO WOOD RAILING +42" ABOVE DECK FINISH, MOUNTING BRACKET TBD
6.10 (N) WOOD SOFFIT CEILING TO MATCH (N) IPE WOOD DECK
7.01 (N) CLASS 'A' ROOF ASSEMBLY : CLAY TILE ROOF TO MATCH EXISTING OVER 60mil EPDM ROOFING BY 'CARLISLE SYNTEC' (ICC-ES ESR-1463) OR APPROVED EQUAL OVER EXT. PLY OVER ROOF STRUCTURE - S.S.D.
7.02 (N) CLASS 'A' ROOF ASSEMBLY 2: 'EVERGUARD' TPO (THERMOPLASTIC POLYOLEFIN) 60 MIL ROOFING MEMBRANE BY 'GAF' - (OR EQUAL) OVER TAPERED ROOF INSULATION (MIN. 1/2" PER FT) OVER EXTERIOR PLYWOOD OVER ROOF CONSTRUCTION., S.S.D. MEMBRANE ROOF COLOR TO BE LIGHT GREY IN COLOR w/ LOWER REFLECTIVITY. FIBERGLASS BATT INSULATION OR CLOSED CELL SPRAY POLYURETHANE FOAM, R-VALUE TO BE DETERMINED BY ENERGY COMPLIANCE CALC., SEE E1.1 - E1.3
7.03 (N) 7" 20 OZ COPPER K-STYLE GUTTER BY RUTLAND GUTTER SUPPLY OR APPROVED EQUAL
7.04 (N) 5" 22 GAGE CONTINUOUS COPPER GUTTER: NORTHCLAD GS 600 OR APPROVED EQUAL
7.05 (N) CLOSED CELL SPRAY FOAM BY "BAYSEAL OC" BY BAYER OR APPROVED EQUAL PER ENERGY COMPLIANCE DOCUMENTATION FOR UNVENTED ROOF ASSEMBLY
7.06 (N) "ECOBATT" INSULATION BY KNAPF OR APPROVED EQUAL PER ENERGY COMPLIANCE DOCUMENTATION FOR UNVENTED ROOF ASSEMBLY
7.07 (N) COPPER FLASHING
7.08 (N) WEEP SCREED
7.09 (N) BITUTHENE WATERPROOF MEMBRANE. LAP SHIMS ALL AROUND, TYP. SEE FLASHING SEQUENCE DIAGRAM, SHEET A3.2
7.10 (N) TAPERED INSULATION (1/4":1' SLOPED TO DRAIN MIN.) ON 3/4" PLYWOOD SHEATHING OVER FRAMING - S.S.D.
7.11 (N) WOOD SIDING OVER WATER-RESISTIVE BARRIER OVER HYDROGAP DRAINABLE HOUSE WRAP OVER 1/2" EXTERIOR PLYWOOD OVER FRAMING - S.S.D.
7.12 (N) SEALANT
7.13 (N) BUILDING PAPER WATERPROOFING MEMBRANE
8.01 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME FIXED WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.02 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME CASEMENT WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.03 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME SINGLE HUNG WINDOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.04 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME AWNING WINDOW ABOVE MULLED TO CASEMENT WINDOW BELOW BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.05 (N) DUAL-GLAZED, TEMPERED, WOOD FRAME OUTSWING DOOR BY 'MARVIN' OR APPROVED EQUAL WITH FLAT CASING - SEE DOOR SCHEDULE, SHEET A6.1 FINISH TO BE DETERMINED
8.06 (N) 2" X 22.25" FIRE STOP CONTINUOUS SOFFIT VENT BY 'VULCAN' OR APPROVED EQUAL
8.07 (N) WOOD DIVIDER BY 'MARVIN' OR APPROVED EQUAL - SEE WINDOW SCHEDULE, SHEET A6.2 FINISH TO BE DETERMINED
8.08 (N) ROOF INSULATION HOLD BACK; ALLOW 2" MIN. CLEARANCE AND DRILL 2 1/2" HOLES 16" O.C. IN BLOCKING TO ALLOW FOR VENTILATION
8.09 (N) INTERIOR WINDOW TRIM BY MARVIN
9.01 (N) EXTERIOR CEMENT PLASTER FINISH - (3) COATS MINIMUM w/ SMOOTH TROWELLED FINISH OVER METAL LATH OVER WATER-RESISTIVE BARRIER OVER HYDROGAP DRAINABLE HOUSE WRAP OVER 1/2" EXTERIOR PLYWOOD OVER FRAMING - S.S.D.
9.02 (N) STUCCO STOP "J" MOLDING BY FRY REGLET OR EQUAL, PAINT WHERE EXPOSED
9.03 (N) 5/8" GYP. BOARD TYP. (UNLESS NOTED TO BY TYPE 'X'), PRIMED AND PAINTED
9.04 (N) MTL. CORNER BEAD
9.05 (N) WOOD FLOORING ON 3/4" PLYWOOD OVER FRAMING - S.S.D.
9.06 (N) 3/4" SOLID WOOD STAIR TREADS & RISERS W/ 1/2" RADIUS BULLNOSE EDGE
9.07 (N) 3/8" SOLID WOOD REVEAL, PAINT TO MATCH STAIR TREAD AND RISER
9.08 (N) CERAMIC TILE ON THIN SET
9.09 (N) WALL BASE, SEE FINISH DETAILS 1/A5.3
9.10 (N) "ZIP-STRIP" GWB 'L' STOP @ WINDOW / DOOR FRAMES, TYP., U.N.O.
9.11 (N) 3/4" 'AZEK' SHEET CUT INTO TRIM AS INDICATED, PAINT
10.01 (N) EXPANSION STRIP

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KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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WINDOW DETAILS

LICENSED ARCHITECT MARK DAVID ENGLISH C-18594 07.31.27 RENEWAL DATE STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

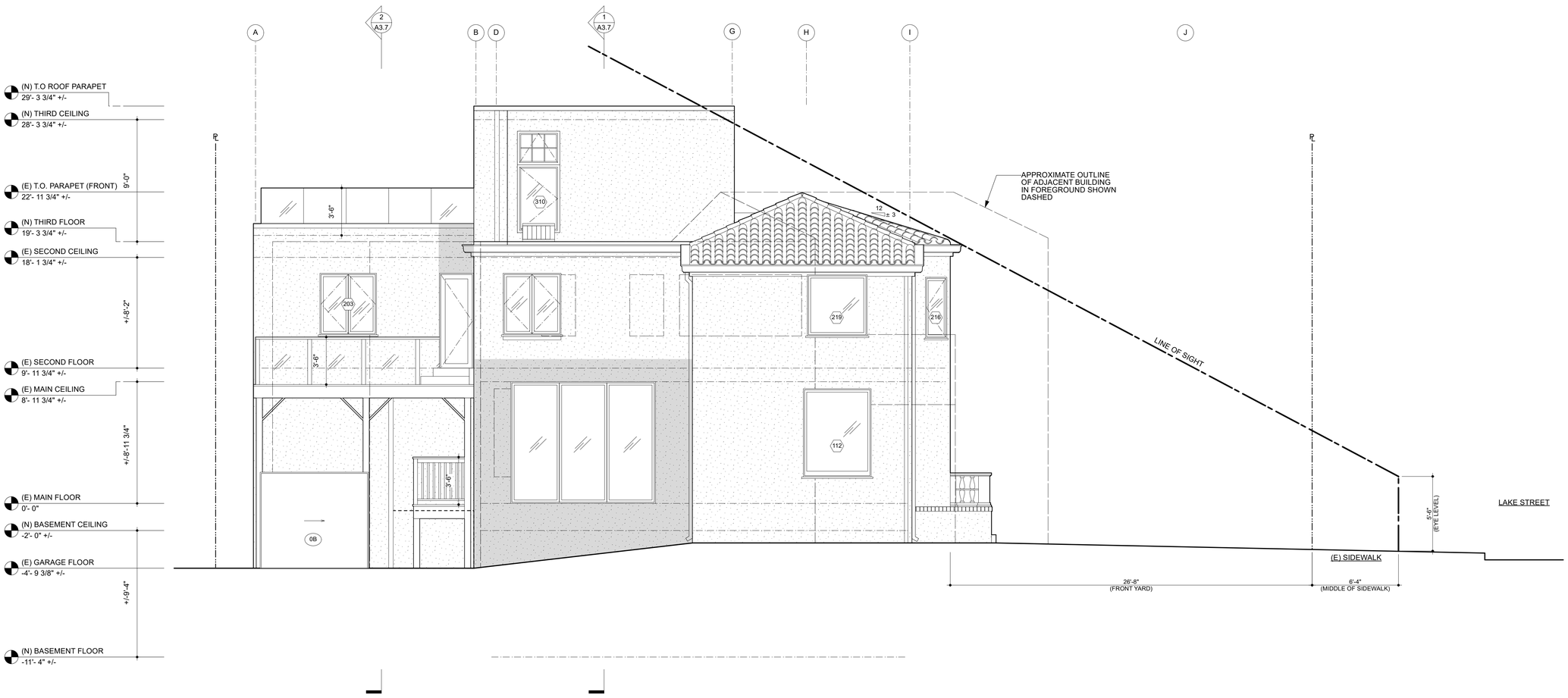
NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

mrl ME

DRAWING: AS NOTED

A5.1 1

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1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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KWEE RESIDENCE

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SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 02.26.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION
1	10.29.2025	REQUESTED CHANGES

DRAWING: SIGHTLINE STUDY

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Exhibit B

San Francisco Planning

49 South Van Ness Avenue, Suite 1400
San Francisco, CA 94103
628.652.7600
www.sfplanning.org

VARIANCE DECISION

Date:	April 6, 2026
Case No.:	**2015-013369VAR-02**
Project Address:	**2840 Lake Street**
Block/Lot:	1329 / 008
Zoning:	RH-1(D) (Residential- House, One Family- Detached) Family and Senior Housing Opportunity SUD
Height/Bulk:	40//40-R-4 Height and Bulk District
Applicant:	Thomas P. Tunny One Bush Street, Suite 600 San Francisco, CA 94104
Owner:	Richard & Fiona Kwee 2840 Lake Street San Francisco, CA 94121
Staff Contact:	Christy Alexander – 628-652-7334 christy.alexander@sfgov.org

Description of Variance – Rear Yard Variance Sought:

The proposal is to construct a vertical and horizontal addition to the existing single-family building, demolish and replace the rear deck in-kind, and add a new roof deck at the northwest corner of the 3rd story.

PLANNING CODE SECTION 134 requires the subject lot to maintain a rear yard equal to 30% of the total lot depth. The proposed building expansion will extend 6 feet 4 inches into the required rear yard. Therefore, a variance is required.

Procedural Background:

1. The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 categorical exemption.

2. Building Permit No. 201509167124 was filed in 2015 for a similar vertical and horizontal addition, a request for Discretionary Review was filed for the project, and the project also required a rear yard variance. The request for Discretionary Review was withdrawn prior to any public hearing and no opposition was submitted for the variance. The variance (Case No. 2015-013369VAR) was subsequently issued on November 1, 2017.

3. On October 3, 2024, Building Permit No. 201509167124 was issued for the previous project, and three separate appeals were filed by neighboring property owners (Appeal Nos. 24-57, 58, & 59). However, it was determined that the permit had been issued in error because the variance it relied upon expired on November 1, 2020, and a new variance was required for the permit to be valid. The three separate appeals were withdrawn on February 20-21, 2025.

4. A new variance application was filed for substantially the same project on July 17, 2025, and the Zoning Administrator held a public hearing on **Variance Case No. 2015-013369VAR-02 on December 3, 2025.**

5. In response to concerns from neighbors and comments from the Zoning Administrator, revised plans were submitted on February 26, 2026, that reduced the depth of the 3rd story addition on its western side, converted the proposed 3rd story roof to a flat roof to reduce the height, and removed 2 of the 3 western-facing windows from the proposed 3rd story.

Decision:

GRANTED, in general conformity with the revised plans on file with this application, shown as EXHIBIT A, to construct a vertical and horizontal addition within the required rear yard, subject to the following conditions:

1. Per Planning Code Section 151.1, a lot containing only one dwelling unit may have up to 2 accessory parking spaces, and any parking above that maximum is considered its own principal use (e.g., Private Parking Garage). The existing garage includes 2 accessory parking spaces, but the revised plans propose 3 accessory parking spaces using a stacker. Therefore, unless the project obtains the necessary approvals for a Private Parking Garage, the project must include no more than 2 accessory parking spaces.

2. The authorization and rights vested by virtue of this decision letter **shall be deemed void and cancelled** if a Site or Building Permit is not issued within three years from the effective date of this decision. However, this authorization may be extended by the Zoning Administrator when implementation of the project is delayed by a public agency, an appeal or a legal challenge and only by the length of time for which such public agency, appeal or challenge has caused delay.

3. Any future physical expansion, even in the buildable area, shall be reviewed by the Zoning Administrator to determine if the expansion is consistent with this variance approval. If the Zoning Administrator determines that a future proposal is not consistent with this variance approval, then they may require either notice to adjacent and/or affected property owners or a new variance be sought and justified.

4. The proposed project must meet these conditions and all applicable City Codes. In case of conflict, the more restrictive controls apply.

5. The owner of the subject property must record on the land records of the City and County of San Francisco the conditions attached to this variance decision as a Notice of Special Restrictions in a

form approved by the Zoning Administrator.

Findings:

Section 305(c) of the Planning Code states that in order to grant a variance, the Zoning Administrator must determine that the facts of the case are sufficient to establish the following five findings:

FINDING 1.

That there are exceptional or extraordinary circumstances applying to the property involved or to the intended use of the property that do not apply generally to other properties or uses in the same class of district.

Requirement Met.

A. As noted in the variance granted in 2017 per Case No. 2015-013369VAR, the subject property has an average lot depth of approximately 85 feet, which is shallower than the typical San Francisco lot. The existing building is set back more than 26 feet from the front property line and situated closer to the rear lot line, such that the existing rear yard is deficient by between 2 to 18 feet. The subject building was constructed in 1921 and is a contributor to the Sea Cliff Historic District. Therefore, any additions are limited to the rear where they are minimally visible from the street.

FINDING 2.

That owing to such exceptional and extraordinary circumstances the literal enforcement of specified provisions of this Code would result in a practical difficulty or unnecessary hardship not created by or attributed to the applicant or the owner of the property.

Requirement Met.

A. As noted in the variance granted in 2017 per Case No. 2015-013369VAR, due to the shallower lot depth, the existing building's rear location on the lot, and the historic nature of the subject building, none of which are created by or attributable to the property owner, it is more challenging to expand the existing building in conformance with the required rear yard. The proposed 3rd story addition is required to be set back from the front façade to meet historic preservation design guidance. Literal enforcement of the Planning Code would represent an unnecessary hardship towards a reasonable addition that includes a minor extension into the required rear yard that was revised from the approved 2017 project to better accommodate its surroundings.

FINDING 3.

That such variance is necessary for preservation and enjoyment of a substantial property right of the subject

property, possessed by other property in the same class of district.

Requirement Met.

A. Granting this variance will allow the subject property to improve and increase habitable space for the existing dwelling unit by constructing a modest third floor addition, including an elevator, with a design that respects the historic district and better responds to its surroundings than the 2017 project, which is a substantial property right possessed by other properties in the RH-1(D) Zoning District.

FINDING 4.

That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity.

Requirement Met.

A. Granting the variance will improve the livability of the subject property and will not be materially detrimental to the public welfare or materially injurious to the neighboring properties. The revised plans slightly reduce the depth of the third story, reduce the western-facing windows, and reduce the height of the addition by replacing the pitched roof with a flat roof to minimize the additional massing and shadow.

B. The Planning Department determined the project to be consistent with the Residential Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The Department received six letters of concern and neighbors raised concerns at the public hearing. While not addressing all the neighbors' concerns, the plans were revised from those originally approved in 2017 to respond to neighbors' concerns in a manner deemed sufficient to grant the variance.

FINDING 5.

The granting of such variance will be in harmony with the general purpose and intent of this Code and will not adversely affect the General Plan.

Requirement Met.

A. This development is consistent with the generally stated intent and purpose of the Planning Code to promote orderly and beneficial development. Planning Code Section 101.1 establishes eight priority-planning policies and requires review of variance applications for consistency with said policies. The project meets all relevant policies, including conserving neighborhood character, and maintaining housing stock.

    1. Existing neighborhood retail uses will not be adversely affected by the proposed project.

2. The proposed project will be in keeping with the existing housing and neighborhood character. The proposal will preserve the existing dwelling unit on the property and is consistent with the applicable design guidelines and standards.

3. The proposed project will have no effect on the City's supply of affordable housing.

4. The proposed project does not adversely affect neighborhood parking or public transit.

5. The project will have no effect on the City's industrial and service sectors.

6. The proposed project will have no effect on the City's preparedness to protect against injury and loss of life in an earthquake.

7. The project will have no effect on the City's landmarks or historic buildings. The additions as proposed are consistent with the Secretary of Interior Standards.

8. The project would not affect any existing or planned public parks or open spaces.

The effective date of this decision shall be either the date of this decision letter if not appealed, or the date of the Notice of Decision and Order if appealed to the Board of Appeals.

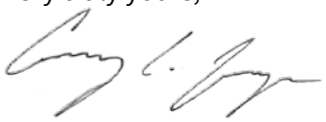
Once any portion of the granted variance is used, all specifications and conditions of the variance authorization become immediately operative. The violation of any condition of approval shall constitute a violation of the Planning Code and **may constitute grounds for revocation** of the variance.

Protest of Fee or Exaction: You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission's adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator's Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives **NOTICE** that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.

APPEAL: Any aggrieved person may appeal this variance decision to the Board of Appeals within ten (10) days after the date of the issuance of this Variance Decision. For further information, please contact the Board of Appeals in person at 49 South Van Ness Ave, Suite 1475 (14th Floor), call 628-652-1150, or visit www.sfgov.org/bdappeal.

Very truly yours,



Corey A. Teague, AICP
Zoning Administrator

This is not a permit to commence any work or change occupancy. Permits from appropriate departments must be secured before work is started or occupancy is changed.

Exhibit C



3-STORY HOMES IN THE NEIGHBORHOOD

- SUBJECT PROPERTY - 2840 LAKE STREET
- APPELLANT PROPERTIES
- 3-STORY RESIDENCES PER SF PIM
- 2-STORY RESIDENCES W/ CONVERTED BASEMENT OR ATTIC VISIBLE IN GOOGLE MAPS

MARK ENGLISH ARCHITECTS

Exhibit D

2850 LAKE STREET

180 30TH AVE

2840 LAKE STREET
(SUBJECT PROPERTY)

2820 LAKE STREET

2800 LAKE STREET



CONTEXT IMAGERY

2800 BLOCK - FACING NORTH

MARK ENGLISH ARCHITECTS

2801 LAKE STREET

2825 LAKE STREET

2845 LAKE STREET



CONTEXT IMAGERY

2800 BLOCK - FACING SOUTH

2750 LAKE STREET

2740 LAKE STREET

2720 LAKE STREET



CONTEXT IMAGERY

2700 BLOCK - FACING NORTH

2940 LAKE STREET

2930 LAKE STREET

2920 LAKE STREET

2910 LAKE STREET

2900 LAKE STREET



CONTEXT IMAGERY

2900 BLOCK - FACING NORTH

Exhibit E

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I. Introduction

WHY DO WE HAVE RESIDENTIAL DESIGN GUIDELINES?

San Francisco is known for its neighborhoods and the visual quality of its buildings. From the Victorians of the Western Addition to the stucco-clad Mediterranean-style homes in the Sunset neighborhood and contemporary infill homes found throughout the City, the architecture is diverse, yet many neighborhoods are made up of buildings with common rhythms and cohesive elements of architectural expression. These neighborhoods are in large part what make San Francisco an attractive place to live, work, and visit. In order to maintain the visual interest of a neighborhood, it is important that the design of new buildings and renovations to existing buildings be compatible with nearby buildings. A single building out of context with its surroundings can be disruptive to the neighborhood character and, if repeated often enough, to the image of the City as a whole.

The Residential Design Guidelines (Guidelines) articulate expectations regarding the character of the built environment and are intended to promote design that will protect neighborhood character, enhancing the attractiveness and quality of life in the City. The Guidelines address basic principles of urban design that will result in residential development that maintains cohesive neighborhood identity, preserve historic resources, and enhances the unique setting and character of the City and its residential neighborhoods. The Guidelines also suggest opportunities for residential designs to further San Francisco's goal of environmental sustainability.

LEGAL BASIS

Section 311(c)(1) of the Planning Code provides that Residential Design Guidelines shall be used to review plans for all new construction and alterations. Specifically, it states:

"The construction of new residential buildings and alteration of existing residential buildings in R districts shall be consistent with the design polices and guidelines of the General Plan and with the "Residential Design Guidelines" as adopted and periodically amended for specific areas or conditions by the City Planning Commission. The Director of Planning may require modifications to the exterior of a proposed new residential building or proposed alteration of

an existing residential building in order to bring it in to conformity with the "Residential Design Guidelines" and with the General Plan. These modifications may include, but are not limited to, changes in siting, building envelope, scale, texture and detailing, and landscaping."

The Planning Commission adopted the first Guidelines on November 2, 1989. This version of the Guidelines was adopted by the Planning Commission on December 4, 2003.

In developing these Residential Design Guidelines, the Department referred to the General Plan, and to the Planning Code.

The new Housing Element is being considered for adoption by the Planning Commission. The Housing Element will replace the current Residence Element.

The General Plan is San Francisco's adopted guide for coordinated and harmonious development in accordance with its present and future needs. The Residence and Urban Design Elements of the General Plan include objectives and policies that guide housing supply and residential development, and encourage a quality living environment. The Residential Design Guidelines support and implement these objectives and policies.

The Planning Code establishes standards for the maximum and minimum dimensional requirements for a building. The standards include height, the size of rear and side yards, and front setbacks, as well restrictions on the size and location of certain building components.

Section 101.1 of the Planning Code establishes priority policies to conserve and protect existing neighborhood character. This section of the Code is the result of a November 1986 voter initiative (known as "Prop. M") that arose out of a concern for the visual quality of the neighborhoods. The Residential Design Guidelines implement these policies.

HOW ARE THE GUIDELINES USED?

Applicability

Urban Design Guidelines for Neighborhood Commercial Districts can be found in the Commerce and Industry Element of the General Plan (Pages I.2.34-I.2.36).

The Residential Design Guidelines apply to all residential projects in RH (Residential House) and RM (Residential Mixed) zoning districts. They do not apply to NC (Neighborhood Commercial) Districts or to commercial or institutional buildings within residential districts. Application of the Guidelines is a mandatory step in the permit review process and all residential permit applications must comply with both the Planning Code and the Residential Design Guidelines.

Organization

The Residential Design Guidelines are organized in a hierarchy, from large-scale neighborhood character issues to small-scale building details. Special guidelines that apply only to historic buildings are also included. Each topic begins with a Design Principle, which is a discussion of the ideas and goals regarding a specific subject. It is followed by a "guideline", which further explains the design principle.

Because some of the guidelines may conflict, and certain guidelines may not apply to a project, it is necessary to identify the particular issues related to a project to use this document effectively. Thoughtful application of the Guidelines and a sensitive design that is well detailed, using quality materials, will assist in creating a project that is compatible with neighborhood character and reduces the potential for conflict and delay.

The illustrations typically show existing buildings on 25-foot wide lots in low-density neighborhoods. However, the illustrations also apply to alterations and new construction on wider lots and in higher density settings, such as those found in RM (Residential Mixed) Districts.

Design Principles

The Residential Design Guidelines focus on whether a building's design contributes to the architectural and visual qualities of the neighborhood. The Design Principles found in this document indicate the aspects of a project that will be evaluated in making a determination of compliance with the Guidelines.

Following is an overview of the Design Principles:

- Ensure that the building's scale is compatible with surrounding buildings.
- Ensure that the building respects the mid-block open space.
- Maintain light to adjacent properties by providing adequate setbacks.
- Provide architectural features that enhance the neighborhood's character.
- Choose building materials that provide visual interest and texture to a building.
- Ensure that the character-defining features of an historic building are maintained.

Projects must comply with the design principles as stated in the Guidelines. However the design solutions and schematic drawings included in the document are intended to illustrate the text and are not design examples to be copied or imitated. **There may be other design solutions not shown in the Guidelines that will also result in a successful project.** The Guidelines do not mandate specific architectural styles, nor do they encourage direct imitation of the past.

FURTHER INFORMATION AND ASSISTANCE

Applicants are encouraged to discuss projects with Planning Department staff and adjacent neighbors early in the design process to identify specific issues that may affect the design. Applicants may also request a Project Review meeting to discuss a proposed project with Department staff in detail. A fee is charged for this meeting.

Planning Department staff is available to provide information to applicants, neighborhood residents, property owners, and concerned members of the public. For questions about a specific building proposal, contact the staff planner assigned to that project.

For additional information, contact the Planning Information Counter at:

1660 Mission Street, Ground Floor Lobby
415-558-6377
www.sfgov.org/planning

II. Neighborhood Character

DESIGN PRINCIPLE: Design buildings to be responsive to the overall neighborhood context, in order to preserve the existing visual character.

Most residents live in areas that are distinct neighborhoods. Many neighborhoods have defining characteristics such as street trees, buildings with common scales and architectural elements, and residential and commercial uses that make the neighborhood identifiable and an enriching place to be. The neighborhood is generally considered as that area around a home that can easily be traversed by foot. Neighborhoods may also be defined by natural or man-made elements such as parks, streets and hilltops.

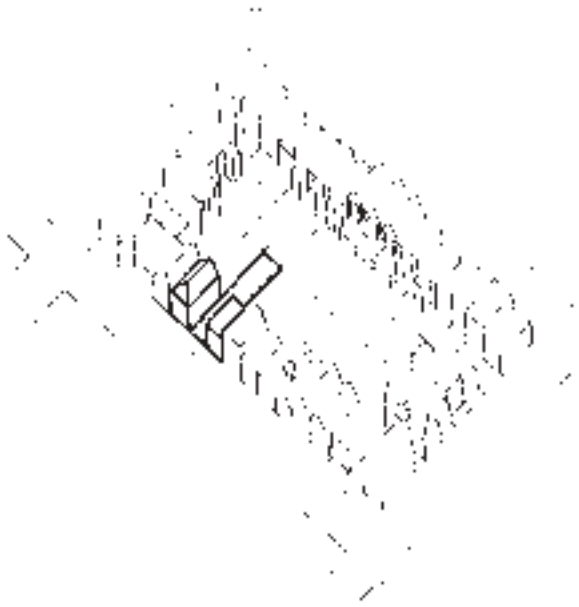
NEIGHBORHOOD CONTEXT

Though each building will have its own unique features, proposed projects must be responsive to the overall neighborhood context. A sudden change in the building pattern can be visually disruptive. Development must build on the common rhythms and elements of architectural expression found in a neighborhood. In evaluating a project's compatibility with neighborhood character, the buildings on the same block face are analyzed. However, depending on the issues relevant to a particular project, it may be appropriate to consider a larger context.

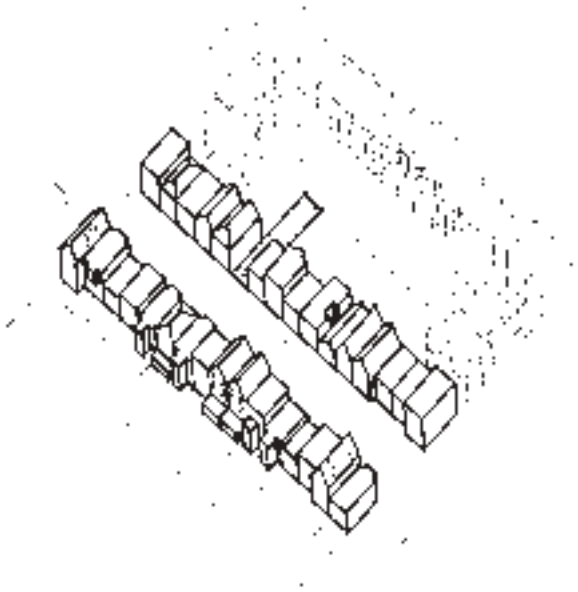
Neighborhood patterns that are important to the character of the neighborhood include:

- The **block pattern**: Most buildings are one piece of a larger block where buildings define the main streets, leaving the center of the block open for rear yards and open space. Some blocks are bisected by mid-block alleys where service functions that detract from the public pedestrian environment, such as garage entries, trash collection, and utilities, are located.

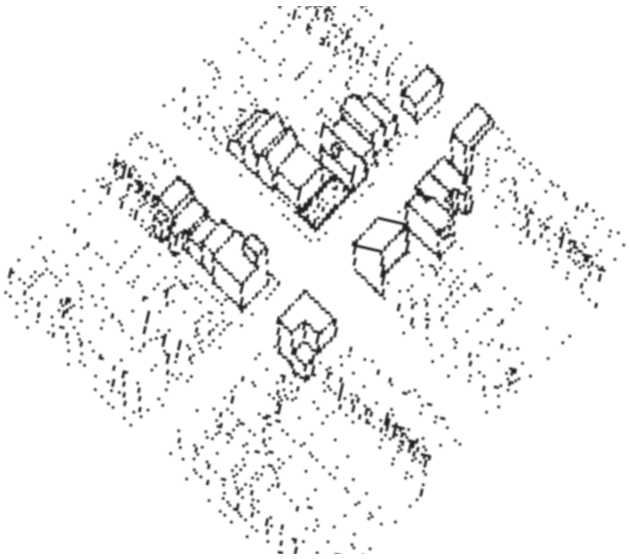
- The **lot pattern**: Residential blocks are typically made up of narrow and deep lots (25' x 100'), creating uniform building pattern, with a pedestrian scale.



Immediate Context: When considering the immediate context of a project, the concern is how the proposed project relates to the adjacent buildings.



Broader Neighborhood Context: When considering the broader context of a project, the concern is how the proposed project relates to the visual character and scale created by other buildings in the general vicinity.



Corner Lot Context: When considering the context of a corner lot, the concern is how the proposed project relates to buildings on both streets near the intersection.

WHAT IS THE CHARACTER OF THE NEIGHBORHOOD?

Defined Visual Character

GUIDELINE: In areas with a defined visual character, design buildings to be compatible with the patterns and architectural features of surrounding buildings.

On some block faces, there is a strong visual character defined by buildings with compatible siting, form, proportions, texture and architectural details. On other blocks, building forms and architectural character are more varied, yet the buildings still have a unified character. In these situations, buildings must be designed to be compatible with the scale, patterns and architectural features of surrounding buildings, drawing from elements that are common to the block.



This block face has a strong visual character because of the uniform width and height of the buildings on the block, compatible building details, and consistent placement of features such as entries and bays.



The buildings on this block have a variety of building forms and details, however the overall building scale is uniform, helping to define the block's visual character.

Mixed Visual Character

GUIDELINE: In areas with a mixed visual character, design buildings to help define, unify and contribute positively to the existing visual context.

Some block faces do not have an apparent overriding visual character, or the character may be mixed or changing. When no clear pattern is evident on a block face, a designer has a greater opportunity and responsibility to help define, unify, and contribute positively to the existing visual context. Designs should draw on the best features of surrounding buildings. Existing incompatible or poorly designed buildings on the block face do not free the designer from the obligation to enhance the area through sensitive development.



With a variety of building scales, forms and details, this block has a mixed visual character.

III. Site Design

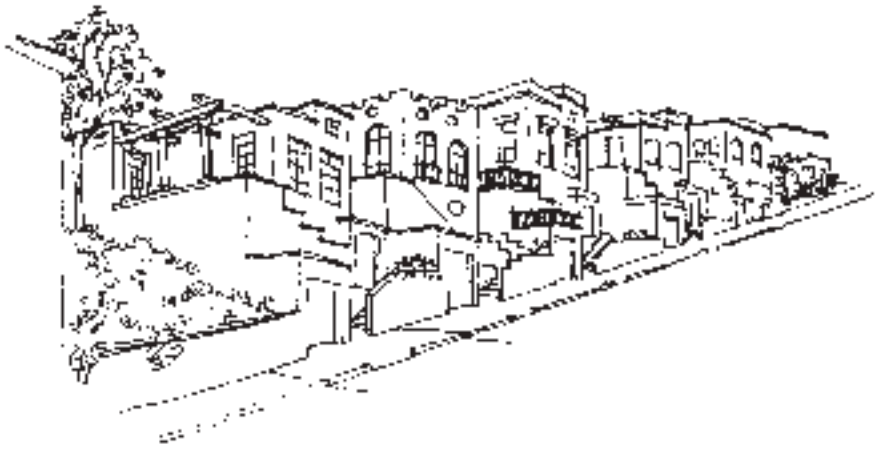
DESIGN PRINCIPLE: Place the building on its site so it responds to the topography of the site, its position on the block, and to the placement of surrounding buildings.

Site design relates to how a building is placed on the site. It establishes how the building addresses the street and surrounding buildings. In designing the building on a site, the topography of the site and its location on the block must be considered. A property on a sloping site will have a different form than one on a flat site, as will a building on a corner rather than in the middle of the block. Other factors in site design include the site's relationship to adjacent properties and the location of front, side and rear yards.

TOPOGRAPHY

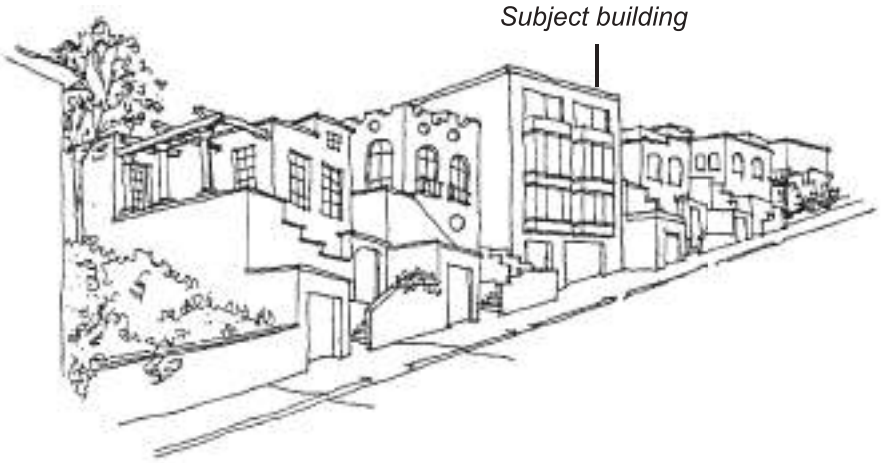
Guideline: Respect the topography of the site and the surrounding area.

New buildings and additions to existing buildings cannot disregard or significantly alter the existing topography of a site. The surrounding context guides the manner in which new structures fit into the streetscape, particularly along slopes and hills. This can be achieved by designing the building so it follows the topography in a manner similar to surrounding buildings.



These buildings respect the topography of the surrounding area by stepping down to the street. This is reinforced by garages at the street edge, elevated building entrances and setbacks to the mass of the buildings.

The proposed building does not respond to the topography and front setback patterns because it does not have any of the stepping or articulation found in surrounding buildings.



FRONT SETBACK

GUIDELINE: Treat the front setback so that it provides a pedestrian scale and enhances the street.

The front setback is the distance between the front of the building and the front property line. The extent of the setback and treatment of the open space in the front setback are the primary way a building relates to the sidewalk. The front setback provides a transition between the public realm of the street and the private realm of the building, and as such, it must be treated so that it provides a pedestrian scale for the building and enhances the open space along the street.

Planning Code Section 142 requires that all off-street parking be screened from view. Front setbacks and driveways are not intended as off-street parking areas.

In neighborhoods where existing buildings are built up to the front property line and there is no front setback, build new buildings up to the sidewalk to the maximum extent permitted by the Planning Code, in order to maintain existing building patterns. However, in some situations, a front setback may be appropriate to accommodate architectural or decorative features or landscaping at the base of the building.

Varied Front Setbacks

GUIDELINE: In areas with varied front setbacks, design building setbacks to act as a transition between adjacent buildings and to unify the overall streetscape.

Under Planning Code Section 132, the required front setback is typically the average of the two adjacent buildings, or 15 feet, whichever if less.

In cases where existing buildings on a block face have varied front setbacks, infill projects can play an important role in acting as a transition between front setbacks of varying depths and in unifying

the overall rhythm of the streetscape. In designing the front setback, consider the following measures; other measures may also be appropriate depending on the circumstances of a particular project:

- Articulate the facade with well-defined building entrances and projecting and recessed facade features that will establish a rhythm and add visual interest to the block face.
- Articulate the front facade in "steps" to create a transition between adjacent buildings.
- Avoid creating blank walls at the front setback that detract from the street composition.

Similarly, a proposed project may be located next to a historic or architecturally significant building that is set back from the street or is on a wider lot with front and side gardens. The front setback of the proposed project must respect the historic building's setbacks and open space. Additionally, the front setback must serve to protect historic features of the adjacent historic building.



The subject building unifies adjacent buildings with an appropriate front setback, landscaping and finished building materials.



The subject building uses an alternative method of averaging the front setback (Planning Code Section 132(b)) to unify the streetscape.

Landscaping

GUIDELINE: Provide landscaping in the front setback.

Landscaping in the front setback creates a visually interesting transitional space between the public realm of the street and the private realm of the building. It also provides an opportunity to screen undesirable building features or otherwise enhance the appearance of a house, and contribute to the overall quality of the streetscape.

Landscaping must be an integral part of the project's design and not an afterthought. In landscaping the front setback, consider the following measures; other measures may also be appropriate depending on the circumstances of a particular project:

- Provide landscaping in excess of the requirements of Planning Code Section 132(g).
- Provide landscape areas that are of a meaningful size for planting.
- Minimize paved areas such as driveways. Design driveways to be no wider than necessary to access garages and to be covered with permeable surfaces, such as interlocking pavers or natural ground cover.

Planning Code Section 143 requires street trees to be planted when constructing new buildings and large additions to buildings. Utility placement must be considered during the early stages of design to avoid conflicts with street trees. Tree species and planting locations are subject to approval by the Department of Public Works, Division of Urban Forestry. Contact them at 554-6700 or www.sfdpw.org.

See also "Trees for San Francisco: A Guide for Street Tree Planting and Care" by the Friends of the Urban Forest. Contact them at 561-6890 or www.fuf.net.



The landscaping and front porches link the building to the street, creating a pedestrian-scaled environment.

With an encroachment permit from the Department of Public Works, planting can be provided in front of a building without a setback



Planning Code Section 132(g) requires that 20% of the required front setback area be unpaved and devoted to plant material.

On properties where there is no front setback, landscaping is still encouraged. Planting opportunities include the following:

- Provide street trees.
- At the ground level, incorporate planters into porches, stairways and recessed building entrances.
- At the upper levels, incorporate planters on decks and balconies.
- Install trellises on the front facade.

The use of native vegetation or climate appropriate plantings is encouraged. Consider irrigation and maintenance issues in selecting plant materials. When outdoor lighting is incorporated in the front setback, provide lighting that is energy efficient and is shielded to avoid excess glare.

SIDE SPACING BETWEEN BUILDINGS

Planning Code Section 133 requires setbacks in RH-1(D) Districts only. Planning Code Section 136 limits projections into the side yard to three feet or 1/6 of the required side yard, whichever is less.

GUIDELINE: Respect the existing pattern of side spacing.

Side spacing is the distance between adjacent buildings. In many cases, only a portion of the building is set back from the side. Side spacing helps establish the individual character of each building while creating a rhythm to the composition of a proposed project. Projects must respect the existing pattern of side spacing.



Although features such as bays and chimneys project into the side yards, the overall side yard pattern is consistent, creating a defining characteristic of the block face.

REAR YARD

GUIDELINE: Articulate the building to minimize impacts on light and privacy to adjacent properties.

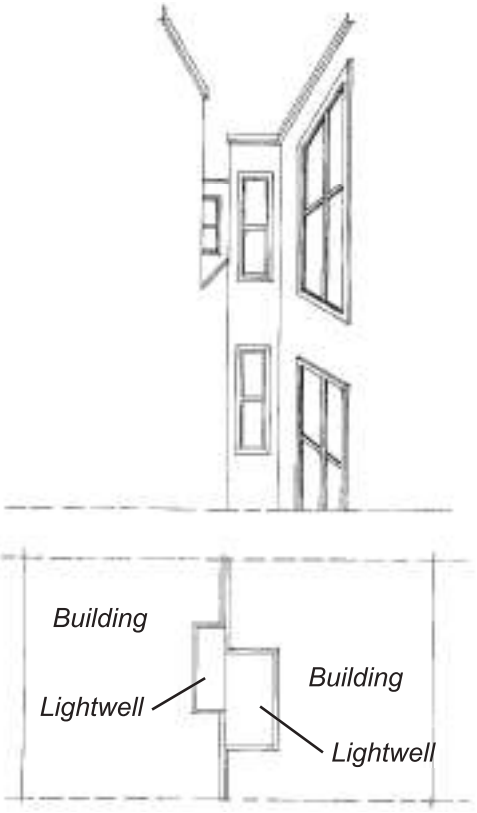
Rear yards are the open areas of land between the back of the building and the rear property line. When expanding a building into the rear yard, the impact of that expansion on light and privacy for abutting structures must be considered. This can be challenging given San Francisco's dense pattern of development, however, modifications to the building's design can help reduce these impacts and make a building compatible with the surrounding context.

Light

In areas with a dense building pattern, some reduction of light to neighboring buildings can be expected with a building expansion. However, there may be situations where a proposed project will have a greater impact on neighboring buildings. In these situations, the following design modifications can minimize impacts on light; other modifications may also be appropriate depending on the circumstances of a particular project:

- Provide setbacks on the upper floors of the building.
- Include a sloped roof form in the design.
- Provide shared light wells to provide more light to both properties.
- Incorporate open railings on decks and stairs.
- Eliminate the need for parapet walls by using a fire-rated roof.

Planning Code Section 101 states that one of the purposes of the Planning Code is to provide adequate light, air, privacy and convenience of access to property in San Francisco.



Provide shared light wells to maximize light to both properties.

Privacy

As with light, some loss of privacy to existing neighboring buildings can be expected with a building expansion. However, there may be special situations where a proposed project will have an unusual impact on privacy to neighboring interior living spaces. In these situations, the following design modifications can minimize impacts on privacy; other modifications may also be appropriate depending on the circumstances of a particular project. Some of these measures might conflict with the "light" measures above, so it will be necessary to prioritize relevant issues:

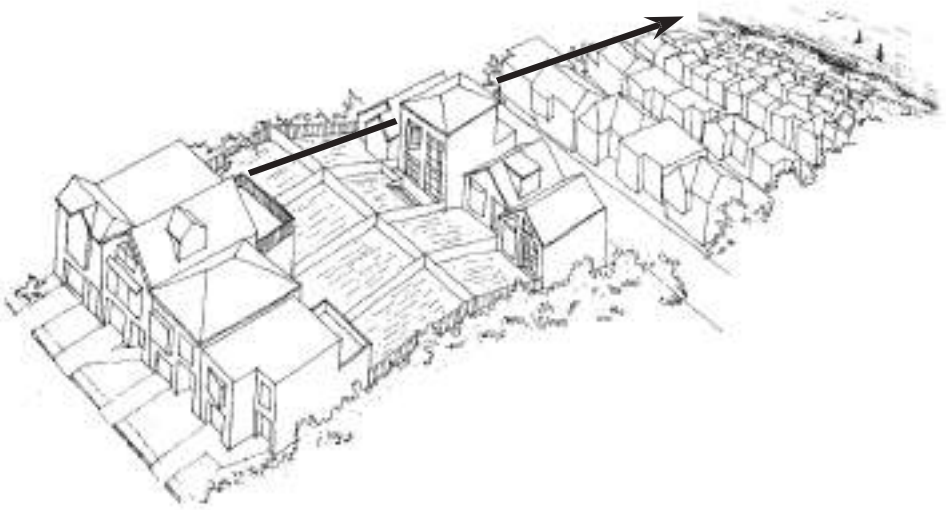
- Incorporate landscaping and privacy screens into the proposal.
- Use solid railings on decks.
- Develop window configurations that break the line of sight between houses.
- Use translucent glazing such as glass block or frosted glass on windows and doors facing openings on abutting structures.

VIEWS

GUIDELINE: Protect major public views from public spaces.

The Urban Design Element of the General Plan calls for the protection of major public views in the City, with particular attention to those of open space and water. Protect major views of the City as seen from public spaces such as streets and parks by adjusting the massing of proposed development projects to reduce or eliminate adverse impacts on public view sheds. The General Plan, Planning Code and these Guidelines do not provide for protecting views from private property.

The Urban Design Element identifies streets that are important for their quality of views (page I.5.16) and identifies outstanding and unique areas that contribute to San Francisco's visual form and character (page I.5.25).



Views from this private building and deck are not protected.



Views from public areas, such as parks, are protected. The massing of this building impacts the view from the public park.

SPECIAL BUILDING LOCATIONS

Corner Buildings

GUIDELINE: Provide greater visual emphasis to corner buildings.

Corner buildings play a stronger role in defining the character of the neighborhood than other buildings along the block face. They can act as informal entryways to the street, setting the tone for the streetscape that follows. Corner buildings must recognize their prominent location by embracing the public realm with a greater visual emphasis. In designing corner buildings, consider the following measures; other measures may be appropriate depending on the circumstances of a particular project:

- Design both street facades to be fenestrated, articulated and finished as "front" facades.
- Add emphasis with more architectural detailing than found on other buildings on the block face.
- Where appropriate, use a greater building height to add emphasis.
- Design a more complex building form with projecting facade elements and special building features such as towers, cupolas, wrap-around bay windows, balconies, or other architectural embellishments.
- Create a prominent building entrance by notching the corner.



This corner building is set back from both streets, allowing for a prominent entry stair that faces the corner. The pedimented projection and balcony at the upper floor gives the building greater visual interest.



This contemporary corner building has wrap-around square bay windows with an overhang at the upper floor giving the building greater visual emphasis at the corner.

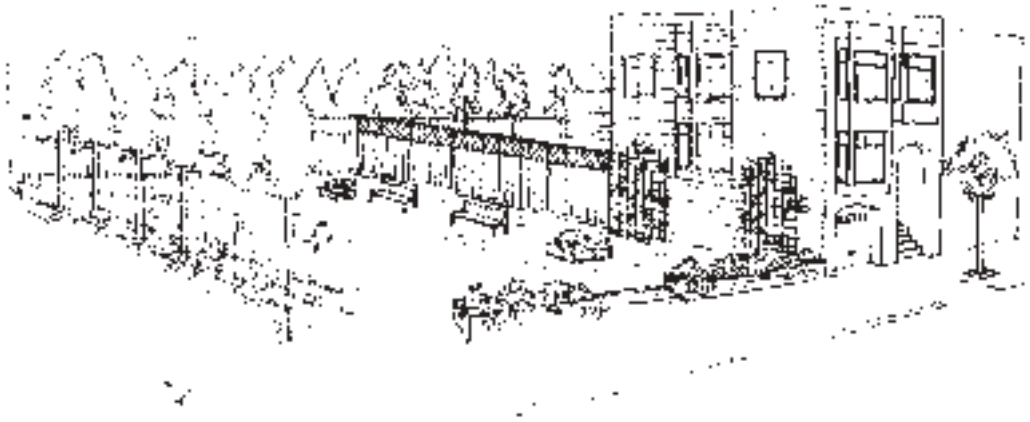
In addition, some corner buildings in residential districts may have rear yards with street frontage, leaving the upper stories of the rear facade visible from the street. In these situations, the building's rear facade must also be finished with appropriate building materials, and have more visual interest than normally seen on a rear facade.

Buildings Abutting Public Spaces

GUIDELINE: Design building facades to enhance and complement adjacent public spaces.

Some buildings abut public spaces such as neighborhood parks, pedestrian or bicycle paths, and school playgrounds. As with corner buildings, they have more than one facade facing a public space.

For more information about property line windows, see the Department of Building Inspection's Administrative Bulletin on "Local Equivalency for Approval of New Openings in New and Existing Building Property Line Walls".



Treatment of a building facade abutting a neighborhood park. Facade articulation and finished materials are used to avoid a dull and unattractive side wall. The fence has also been designed to complement the adjacent space.

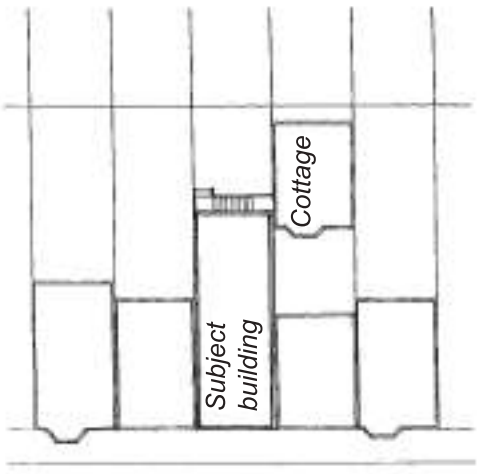
Special attention is necessary to ensure that the building's facades enhance the public realm. Blank walls or fences along public spaces can make these spaces feel isolated. Instead, these building facades must be fenestrated, articulated, ornamented and finished with a level of detail compatible to a front facade. Provide exterior lighting that is energy efficient and is shielded to avoid excess glare.

Rear Yard Cottages

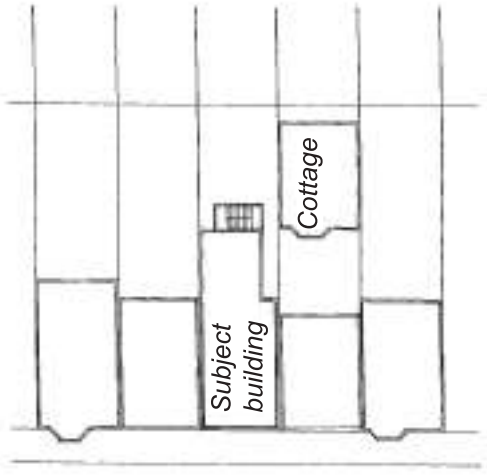
GUIDELINE: Articulate the building to minimize impacts on light to adjacent cottages.

Buildings located in rear yards are non-complying structures under the Planning Code and may themselves have an impact on the rear yard open space. However, when a proposed project is adjacent to a lot that has a cottage used as a dwelling unit at the rear of the lot, modifications to the building's design may be necessary to reduce light impacts to that cottage specifically. Consider the following modifications; other measures may also be appropriate depending on the circumstances of a particular project:

- Provide side setbacks at the rear of the building.
- Minimize rear projections such as decks and stairs.



This illustration shows a new building permitted under the Planning Code. The building's design has not been modified to minimize light impacts to the adjacent cottage, and further restricts the mid-block open space.



This illustration shows a new building that provides a side setback to reduce the impact on light to the cottage.

IV. Building Scale And Form

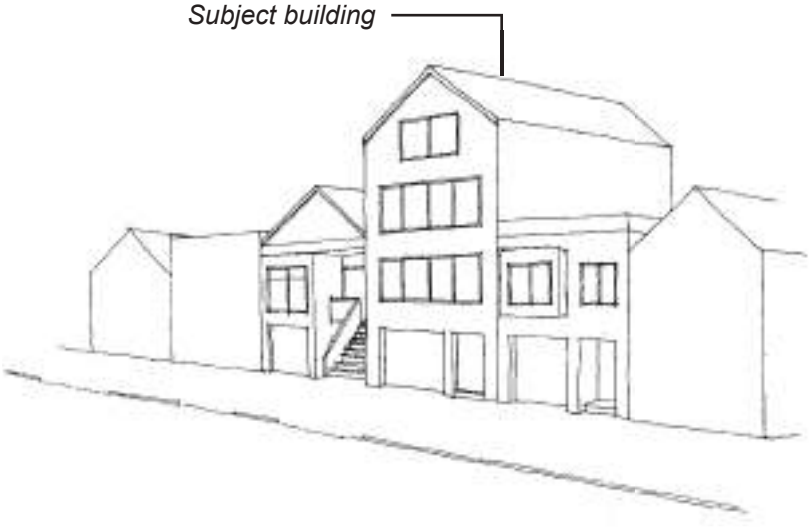
DESIGN PRINCIPLE: Design the building's scale and form to be compatible with that of surrounding buildings, in order to preserve neighborhood character.

BUILDING SCALE

GUIDELINE: Design the scale of the building to be compatible with the height and depth of surrounding buildings.

The building scale is established primarily by its height and depth. It is essential for a building's scale to be compatible with that of surrounding buildings, in order to preserve the neighborhood character. Poorly scaled buildings will seem incompatible (too large or small) and inharmonious with their surroundings.

A building that is larger than its neighbors can still be in scale and be compatible with the smaller buildings in the area. It can often be made to look smaller by facade articulations and through setbacks to upper floors. In other cases, it may be necessary to reduce the height or depth of the building.



This building is out of scale with surrounding buildings because it is not articulated to make it more compatible with the scale of surrounding two-story homes.



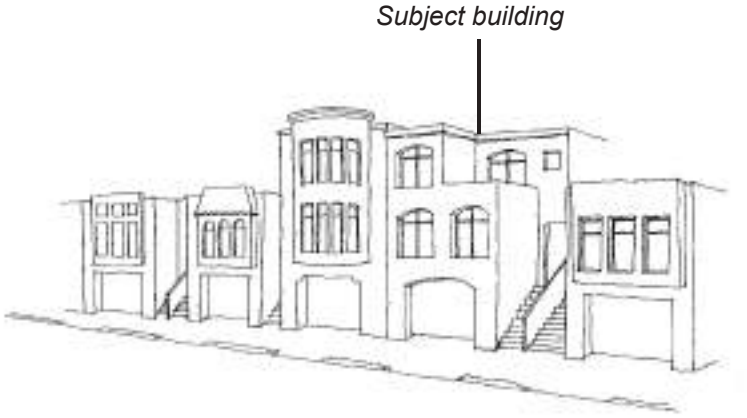
A fourth story setback and facade articulations make the building more compatible with the scale of surrounding buildings.

Building Scale at the Street

GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the street.

If a proposed building is taller than surrounding buildings, or a new floor is being added to an existing building, it may be necessary to modify the building height or depth to maintain the existing scale at the street. By making these modifications, the visibility of the upper floor is limited from the street, and the upper floor appears subordinate to the primary facade. The key is to design a building that complements other buildings on the block and does not stand out, even while displaying an individual design.

Refer to Planning Code Section 130, 136 and 250 for setbacks, permitted obstructions and height limits.

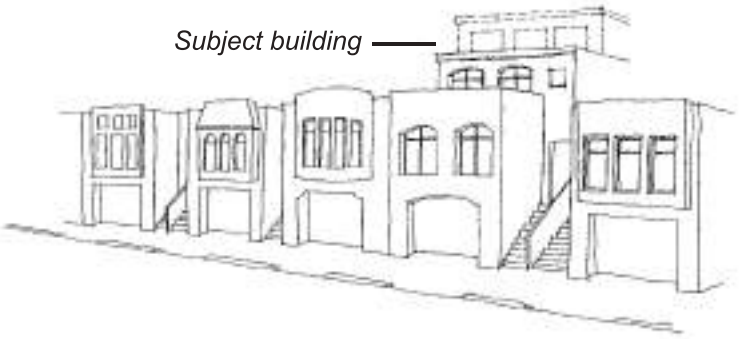


A partial third-story setback provides a transitional height to the adjacent two-story building and maintains the scale of the buildings at the street level.

In modifying the height and depth of the building, consider the following measures; other measures may also be appropriate depending on the circumstances of a particular project:

- Set back the upper story. The recommended setback for additions is 15 feet from the front building wall.
- Eliminate the building parapet by using a fire-rated roof with a 6-inch curb.
- Provide a sloping roofline whenever appropriate.
- Eliminate the upper story.

On this block face of two-story buildings, it is possible to preserve the building scale at the street by setting back the third floor. However, an additional setback for a proposed fourth floor is not sufficient. The fourth floor must be eliminated to respect the neighborhood scale.



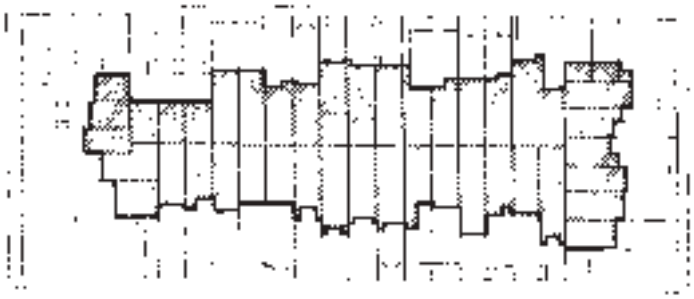
The three-story scale of the block face is maintained by setting the fourth floor back so it is subordinate the to the primary facade.



Building Scale at the Mid-Block Open Space

GUIDELINE: Design the height and depth of the building to be compatible with the existing building scale at the mid-block open space.

Rear yards provide open space for the residences to which they are attached, and they collectively contribute to the mid-block open space that is visible to most residents of the block. This visual open space can be a significant community amenity.



Block with a strong mid-block open space pattern.



Block with an irregular mid-block open space pattern. The rear yards of many of the parcels are developed with structures.

The height and depth of a building expansion into the rear yard can impact the mid-block open space. Even when permitted by the Planning Code, building expansions into the rear yard may not be appropriate if they are uncharacteristically deep or tall, depending on the context of the other buildings that define the mid-block open space. An out-of-scale rear yard addition can leave surrounding residents feeling "boxed-in" and cut-off from the mid-block open space.

The following design modifications may reduce the impacts of rear yard expansions; other modifications may also be appropriate depending on the circumstances of a particular project:

- Set back upper floors to provide larger rear yard setbacks.
- Notch the building at the rear or provide setbacks from side property lines.
- Reduce the footprint of the proposed building or addition.

Planning Code Section 134 establishes minimum depths for required rear yards in all residential districts. Planning Code Section 136 summarizes permitted rear yard projections.



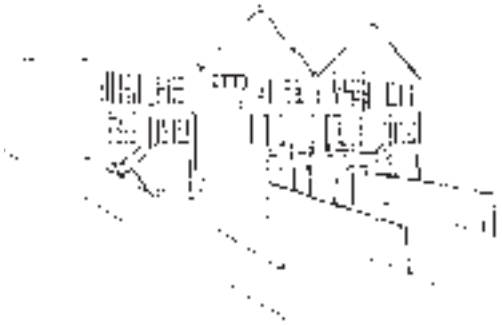
Although the Planning Code allows a three-story addition extending into the rear yard, the addition is substantially out of scale with surrounding buildings and impacts the rear yard open space.



A two-story addition with a pitched roof lessens the impacts of the addition and is more in scale with the rear of the adjacent buildings.



This addition has been scaled back to two stories and is set in from the side property lines to minimize its impact.



This addition extends the full width of the lot but is set back at the second floor so the building steps down to the rear yard.



The rear stairs are setback from the side property line and their projection into the rear yard is minimized, in order to maintain the mid-block open space.

BUILDING FORM

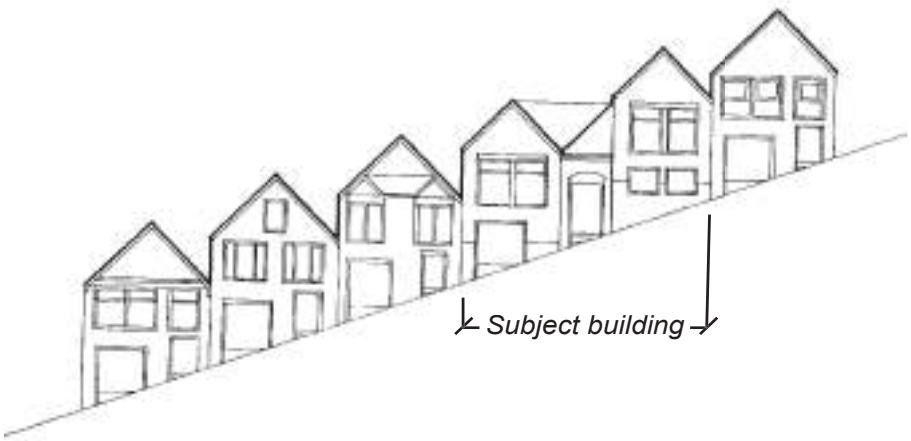
GUIDELINE: Design the building's form to be compatible with that of surrounding buildings.

Building form is the three-dimensional shape of the building. The elements of building form include the width and proportions of the facade and the shape of the roofline. Though the Planning Code establishes the maximum building envelope by dictating setbacks and heights, the building must also be compatible with the form of surrounding buildings.

Facade Width

GUIDELINE: Design the building's facade width to be compatible with those found on surrounding buildings.

Most building widths are related to the lot width, typically 25 feet. This uniform building width contributes to the overall character of the neighborhood and the scale of buildings within the area. Therefore, it is very important to respect the facade widths typically found in the neighborhood. If a project is located on a site that is wider than usual, articulate the facade to respect traditional facade widths. For example, a facade may be broken into separate forms that match the widths of surrounding buildings. Design this articulation to be substantive, not merely be a surface treatment.



Although this building is twice the width of surrounding buildings, it has been designed to have two gabled forms, similar in width to other buildings.

Proportions

GUIDELINE: Design the building's proportions to be compatible with those found on surrounding buildings.

Proportions are the dimensional relationships among the building's features, and typically involve the relationship between the height and width of building features. A building's proportions are evident in the floor-to-floor heights of a building, the size and placement of windows and doors, and the scale of features such as porches, cornices and bay windows. Building features must be proportional not only to other features on the building, but also to the features found on surrounding buildings.



The horizontal emphasis of this building's windows and the lack of facade articulation results in a building that disrupts the character of the street and is inconsistent with the proportions of surrounding buildings.



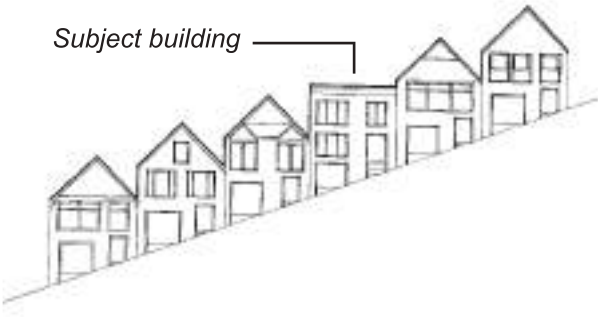
Through the use of vertical oriented windows, the proposed building has proportions similar to surrounding buildings.

Rooflines

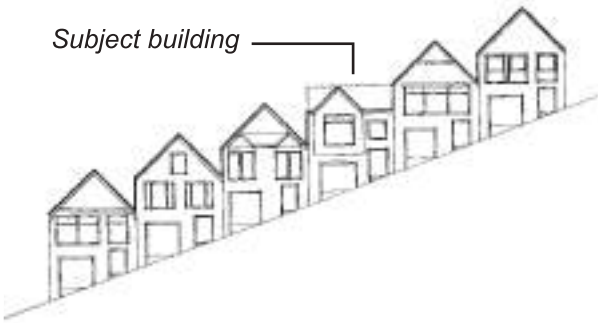
GUIDELINE: Design rooflines to be compatible with those found on surrounding buildings.

Predominant rooflines found on buildings in San Francisco include front gabled, multi-gabled, hipped, or flat. In some cases, a building may have a parapet at the front that obscures a flat or gabled roof behind it. Within a block, the collection of roofs create a "roofline," which is the profile of the buildings against the sky. When designing a project, consider the types of rooflines found on surrounding buildings. For example, if most buildings have front gables, adding a building with a flat roof may not be consistent with the neighborhood pattern.

In some situations, there may be groups of buildings that have common rooflines, providing clues to what type of roofline will help tie the composition of the streetscape together. In other situations, it may be more appropriate to consider the entire block face to determine the broad pattern of rooflines.



The roofline of the subject building is not compatible with surrounding buildings because it is flat while other rooflines are sloping.



The roofline of the subject building has been modified to include a sloping element to make it more compatible with surrounding buildings.



On a block face with flat rooflines, a vertical addition can incorporate a sloping roof that is designed to be compatible with surrounding buildings.

V. Architectural Features

DESIGN PRINCIPLE: Design the building's architectural features to enhance the visual and architectural character of the neighborhood.

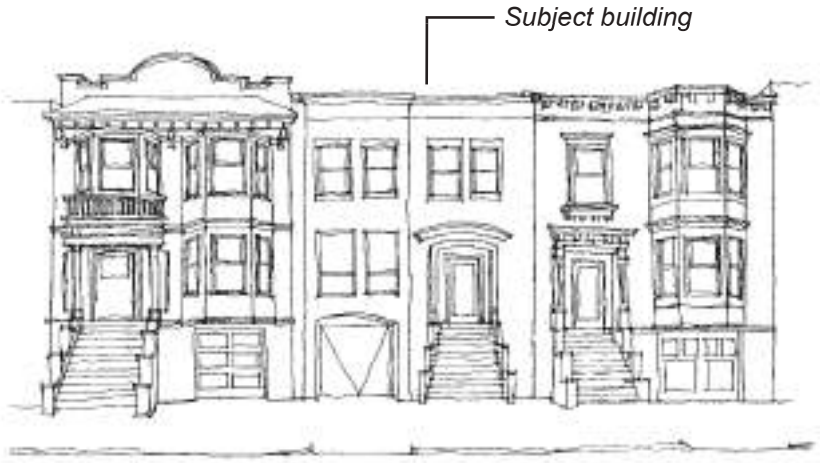
Architectural features add visual interest to a building, and provide relief by breaking up a building's mass. Architectural features include building projections such as bay windows, porches, garage structures, rooftop forms, and building entrances. They are a significant component of the architectural character for both the building and the neighborhood.

In designing architectural features, it is important to consider the type, placement and size of architectural features on surrounding buildings, and to use features that enhance the visual and architectural character of the neighborhood. Architectural features that are not compatible with those commonly found in the neighborhood are discouraged. Many architectural features are permitted as obstructions in the front or rear yard under Planning Code Section 136; however many architectural features may also be located within the buildable area of the lot.

BUILDING ENTRANCES

GUIDELINE: Design building entrances to enhance the connection between the public realm of the street and sidewalk and the private realm of the building.

Building entrances are an important building feature, providing the connection between the public realm of the street and sidewalk, and the private realm of the building. A well-designed building entrance will appear welcoming and inviting to the pedestrian, making the neighborhood a pleasant place to live. In addition to the doorway itself, the entry may be comprised of stairways, landings, porches, and other elements.

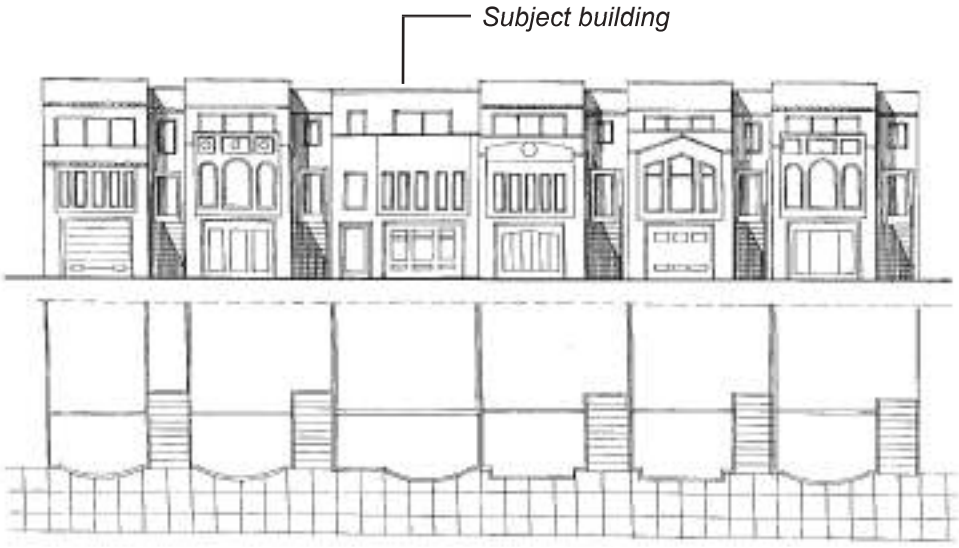


Building entrances are an important building feature. These building entrances appear welcoming because of the broad stairways and well-designed door surrounds.

Location of Building Entrances

GUIDELINE: Respect the existing pattern of building entrances.

Many neighborhoods have block faces with distinctive patterns of building entrances. Entrances may be consistently located on the left side, right side, or middle of the front facade, or may be recessed. Some entrances may be at the street level while others are elevated above the street. Proposed projects must respect the existing pattern of building entrances.



This building entrance is not compatible with other building entrances because its location on the left side of the building breaks the pattern of right side entrances found on the block face. Additionally, the entrance is not elevated and recessed, as are other entrances on the block face.

Front Porches

GUIDELINE: Provide front porches that are compatible with existing porches of surrounding buildings.

A porch is a design element that serves as a front entry to the building. In many neighborhoods, it is common for buildings to have front stairs leading up to a porch that is above the ground level. These stairs and front porches, either enclosed or unenclosed, contribute to the visual richness of the streetscape. Provide front porches that are compatible with existing porches of surrounding buildings.



Design front porches to be compatible with those found on surrounding buildings.

Utility Panels

For utility installation requirements, contact the PG&E New Construction Services Office at 695-3500 or www.pge.com.

GUIDELINE: Locate utility panels so they are not visible on the front building wall or on the sidewalk.

Utility panels and meters can detract from the appearance of the front building facade. Where possible, locate this equipment so it is not on the front of the building, but is instead recessed or otherwise hidden from view. Additionally, locate utility boxes for new buildings on the property instead of on the sidewalk in front of the building, where possible. Coordinate utility line placement to maximize the potential for tree planting.

BAY WINDOWS

GUIDELINE: Design the length, height and type of bay windows to be compatible with those on surrounding buildings.

Planning Code Sections 136(c)(2) and (3) establish dimensional limitations for bay windows located in required setbacks and yards. The Code includes requirements for the height, width and amount of glass area of bay windows.

Bay windows are an important element of a building's design and as such, they must be appropriately detailed and located with respect to other building elements to create a well-proportioned building. The length, height and type of bay window must also be compatible with patterns that are prevalent in the area. For example, buildings in a neighborhood may typically have bay windows at both the second and third floor, or only at the second floor. Buildings may have one bay centered on the facade, or two bay windows side-by-side. The bay windows may be square, angled or curved.



The width and length of the proposed bay window are not compatible with the bay windows on surrounding buildings.

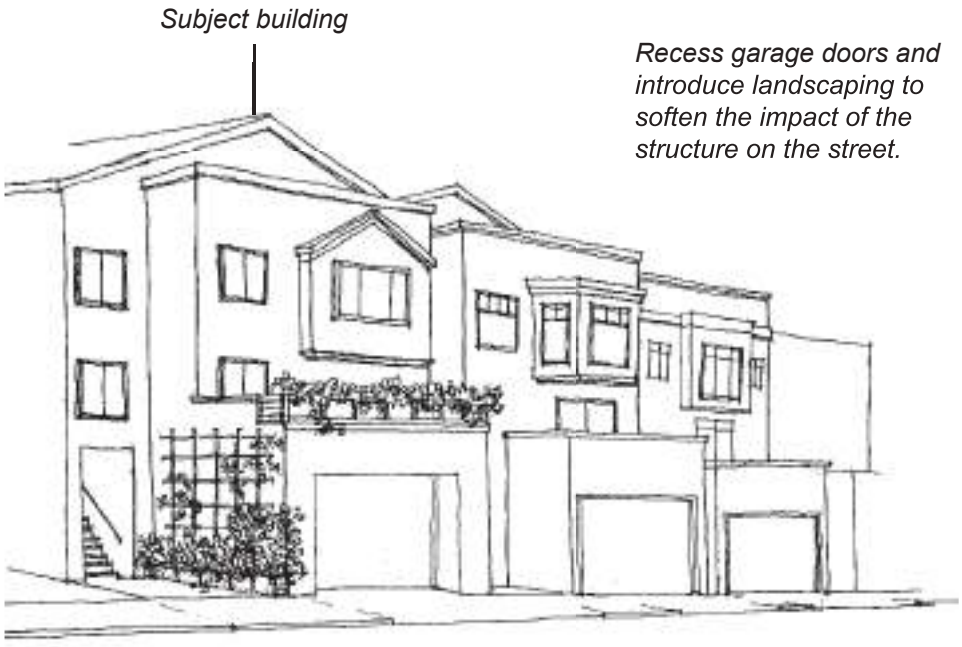
GARAGES

Garage Structures

GUIDELINE: Detail garage structures to create a visually interesting street frontage.

Planning Code Section 136(c)(26)-(28) permits garages in the front setback area of steeply upsloping lots.

Construction of a garage structure at the front of the building typically results in the replacement of a landscaped area with a structure that covers nearly the entire frontage of the lot. This can



result in a blank, unattractive street frontage for pedestrians. To avoid this, detail the garage structure to create a more visually interesting street frontage. For example, recess garage doors to modulate the building wall, and introduce landscaping to the front yard and on the roof of the garage to soften the impact of the structure at the street.

Garage Door Design and Placement

GUIDELINE: Design and place garage entrances and doors to be compatible with the building and the surrounding area.

Garage doors occupy a major portion of the building's ground floor and can therefore have a major impact on the pedestrian's perception of the building. In order to minimize the visual impacts of the garage door, it must be designed to be an integral part of the building's architecture, with trim and detailing that is visually interesting.



Design garage doors to complement the architecture of a building.

The following design modifications may achieve this; other modifications may also be appropriate depending on the circumstances of a particular project:

- Recess the garage door so it appears less intrusive. Garage doors that are recessed to provide adequate vertical clearance must not be recessed so far as to result in a shadowy void that appears to undermine the building.
- If adding a garage to an existing building, place the garage entirely below the bottom of the bay so it is not necessary to remove any trim or portion of the bay window.
- While glazing may be used on doors, the doors should be mostly opaque so parked vehicles cannot be viewed from the street. Limit other openings in the door to those required by the Building Code for ventilation. Locate them well below eye level and decoratively screen them in a way that will block the view of the parking area from the street.
- Choose a garage door with a design and materials that complement the architecture of the building.

Garage Door Widths

GUIDELINE: Minimize the width of garage entrances.

Because the garage door is usually the largest opening in the front of the building, care must be taken to prevent it from becoming the dominant facade feature. In most of the City's residential neighborhoods, the width of the garage doors is between eight and twelve feet. In some cases, nearby buildings may have over-sized garage doors with inappropriate designs that detract from the street character of the neighborhood. Over-sized garage doors must not be emulated; rather the new garage door must improve the visual quality of the area.

The following design modifications can be used to minimize the appearance of the garage door; other modifications may also be appropriate depending on the circumstances of a particular project:

- Where the garage is not deep enough to allow adequate car maneuvering space, two smaller doors of approximately eight feet in width separated by a minimum of one foot is more appropriate than a single sixteen-foot wide garage door.
- Where a smaller garage door is infeasible, recess the door from the front facade to reduce the impact of a larger garage door.

For information about obtaining a minor sidewalk encroachment permit for a new curb cut, contact the Department of Public works at 554-5810 or www.sfdpw.org.

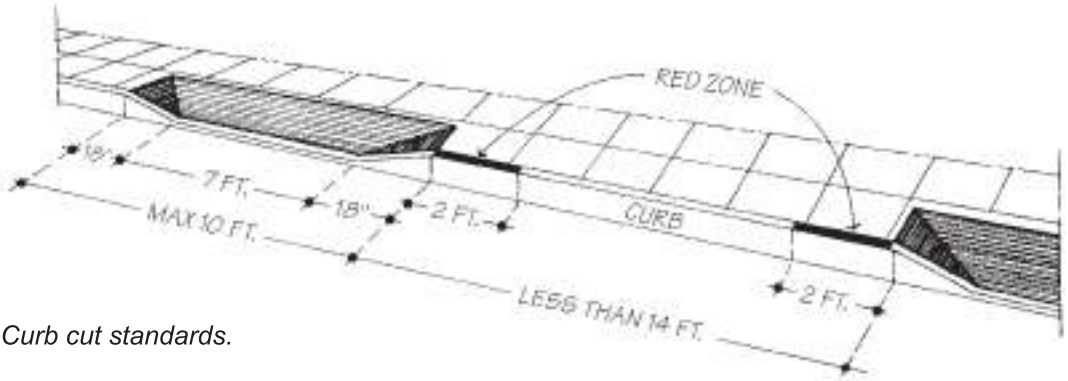
For information about requesting a "red zone" for a curb cut, contact the Department of Parking and Traffic Engineering Division at 554-2300 or www.sfgov.org.

Curb Cuts

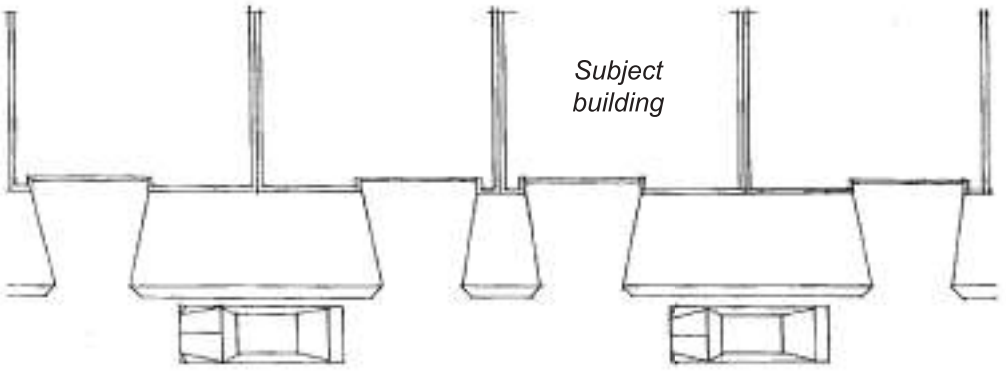
GUIDELINE: Coordinate the placement of curb cuts.

Pursuant to Planning Code Section 155(l), curb cuts must be designed to minimize the width and frequency of curb cuts, and to maximize the number and size of on-street parking spaces available to the public. The Zoning Administrator's "Curb Cut Policy" adopts a standard curb cut width of 10 feet for all new residential development and alterations to existing buildings. Where the curbside length is less than 14 feet, a two-foot "red zone" included on either side of a curb cut may result in a loss of on-street parking because the remaining space is too small to be used for parking.

Pursuant to these regulations, new curb cuts must be placed in locations that will minimize the loss of on-street parking. When developing multi-family projects and contiguous lots, cluster parking areas and coordinate the placement of curb cuts with others on the block. Additionally, locate curb cuts to maximize the potential for tree planting.



Curb cut standards.



By pairing the new curb cut with the existing curb cut to the left, a full-size on-street parking space is preserved.

ROOFTOP ARCHITECTURAL FEATURES

GUIDELINE: Sensitively locate and screen rooftop features so they do not dominate the appearance of a building.

The appearance of a building is affected by the design and placement of all architectural features, including rooftop features. Rooftop features include stair penthouses, parapets, dormers, windscreens and solar collection devices. They can dominate the appearance of a building and the block face if they are not sensitively located and screened.

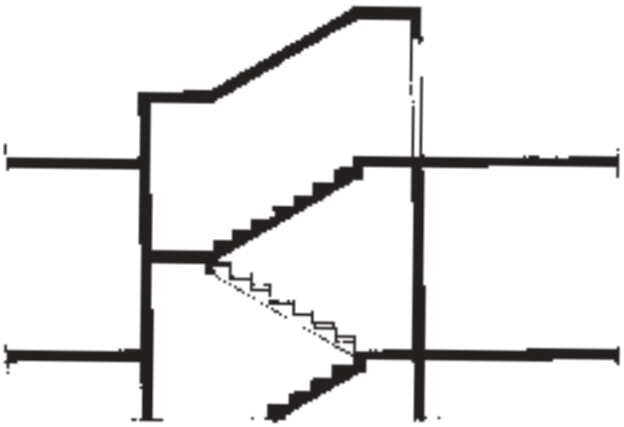
The following design modifications may reduce the impact of rooftop features; other modifications may also be appropriate depending on the circumstances of a particular project:

- Locate rooftop features in a manner that minimizes their visibility from the street and reduces the effect of rooftop clutter.
- Design rooftop features with the smallest possible overall dimensions that meet the requirements of the Building and Planning Codes.
- Limit the number of rooftop features.

Stair Penthouses

GUIDELINE: Design stair penthouses to minimize their visibility from the street.

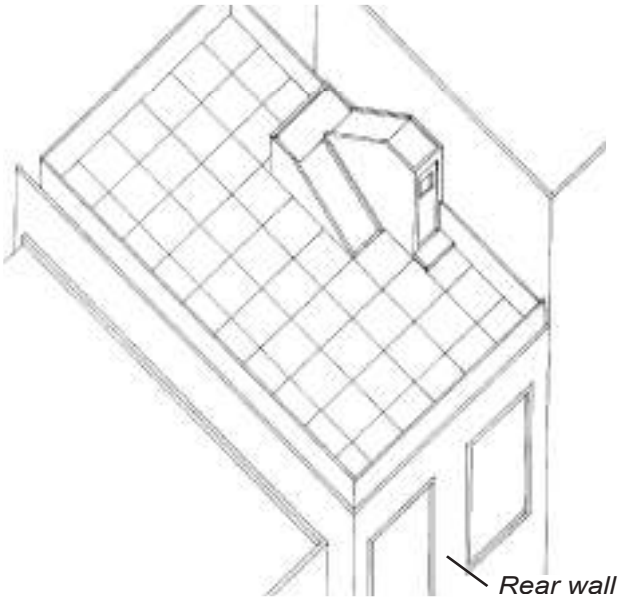
A stair penthouse is typically constructed to provide roof access for the building. Limit the size of the penthouse in order to reduce its visibility from the street and its impact on light to adjacent buildings. Stair penthouses may also be entirely eliminated through the use of roof hatches, courts with stairs, or exterior rear stairs to the roof.



Section drawing of a stair penthouse with a sloped roof.

The following design modifications may reduce the impact of stair penthouses; other modifications may also be appropriate depending on the circumstances of a particular project:

- Slope the roof of the penthouse structure to follow the slope of the interior stairway.
- Locate the penthouse against the wall of an adjacent building.



In order to minimize the visibility of this stair penthouse, the roof follows the slope of the interior stairway and the penthouse is located against the wall of an adjacent building.

Parapets

GUIDELINE: Design parapets to be compatible with overall building proportions and other building elements.

Parapets are parts of walls entirely above the surface of the roof. They are sometimes required for fire protection but they may also be decorative and can be used to screen roof features. Design parapets to be compatible with other building elements and overall building proportions. Using a fire-rated roof can eliminate the need for a parapet wall, reducing the height of a building as viewed from the street or mid-block open space.



The parapet provides a distinctive architectural feature to the overall design of the building.

Dormers

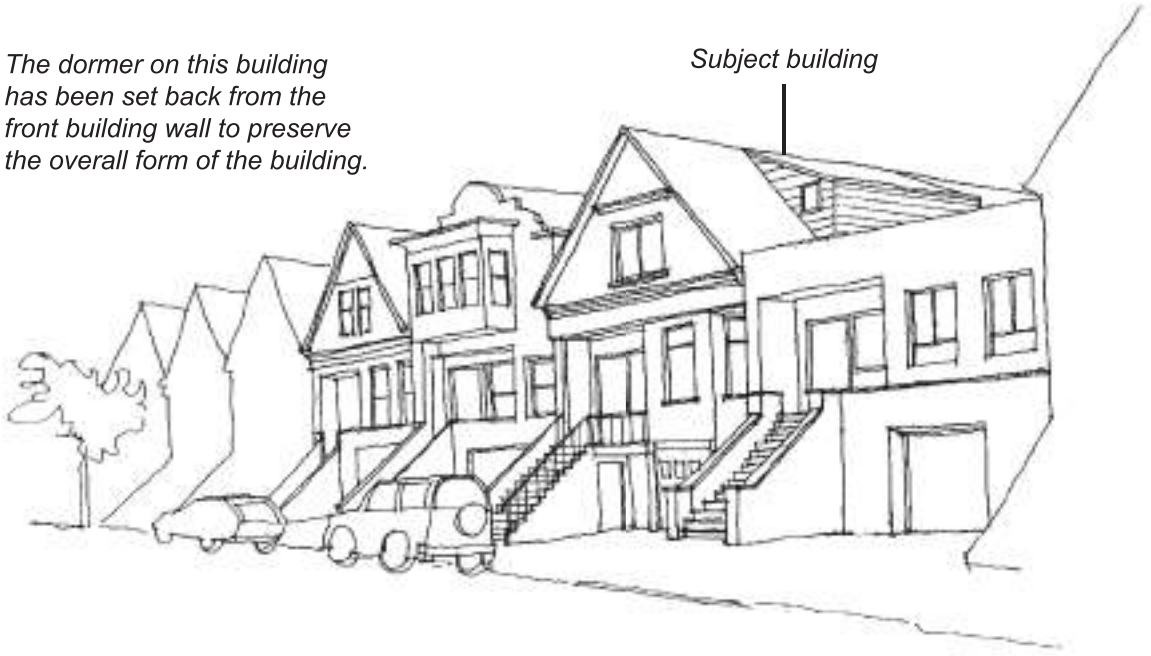
GUIDELINE: Design dormers to be compatible with the architectural character of surrounding buildings.

Dormers can be used to allow more light and ventilation into a building, and can provide additional occupiable space. Consider the following when designing dormers; other measures may also be appropriate depending on the circumstances of a particular project:

For more information, see the Zoning Administrator's Bulletin for dormers.

- Set back dormers that provide increased occupied floor area from the front building wall. The minimum recommended set back is 10 feet.
- The peak of the dormers should not be higher than the peak of the building's roof.
- Dormers must be compatible with the architectural character of surrounding buildings.

The dormer on this building has been set back from the front building wall to preserve the overall form of the building.



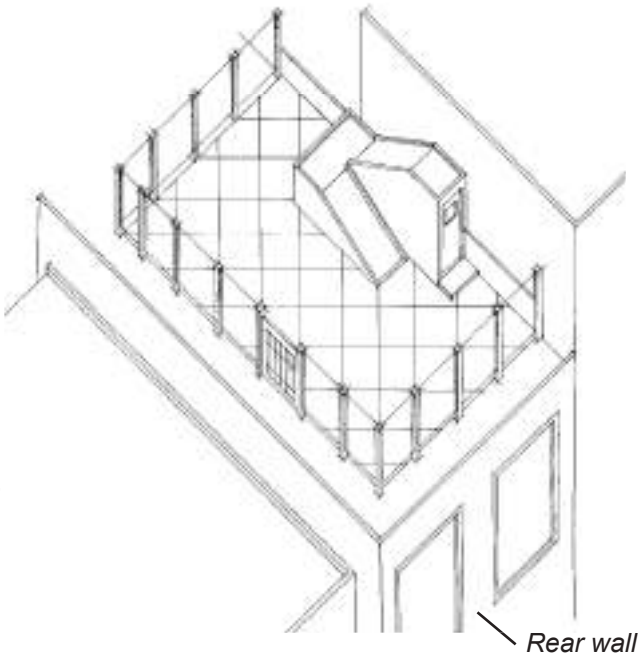
Windscreens

GUIDELINE: Design windscreens to minimize impacts on the building's design and on light to adjacent buildings.

Windscreens provide protection for outdoor areas on rooftops. Design windscreens so they are compatible with the building's design and do not increase the building's apparent height. Also minimize the impact windscreens can have on light to adjacent buildings.

Consider the following in designing windscreens; other measures may also be appropriate depending on the circumstances of a particular project:

- Transparent windscreens are encouraged.
- The maximum recommended height of windscreens is eight feet.
- Where possible, locate the windscreens in a manner that minimizes their visibility from the street and surrounding properties.



To minimize its visibility from the street, this windscreen is transparent and is set in from the front, rear and sides of the property.

VI. Building Details

DESIGN PRINCIPLE: Use architectural details to establish and define a building's character and to visually unify a neighborhood.

A building's architectural details, windows and materials provide the finishing touches that convey a sense of quality and define a building's character. Architectural details have a great impact on how a building is perceived, and provide visual interest, texture, and richness. Buildings with virtually identical forms can appear dramatically different due to their details. The use of compatible details visually unifies a neighborhood's buildings, providing continuity and establishing the architectural character of the area.

Some neighborhoods exhibit uniformity. Victorian neighborhoods are characterized by ornate turned and jig-saw cut trim and large double-hung windows, while neighborhoods with Spanish and Mediterranean Revival houses have a simpler character, with stucco finishes, red tile roofs, a variety of window styles, and less decoration. Neighborhoods with a mixed visual character may exhibit a broader range of details, but usually have some common theme, such as the alignment and placement of components such as windows and cornices or the location of entries. If the choice of windows, materials, and ornament has no rationale, the building will lack architectural unity and integrity.

ARCHITECTURAL DETAILS

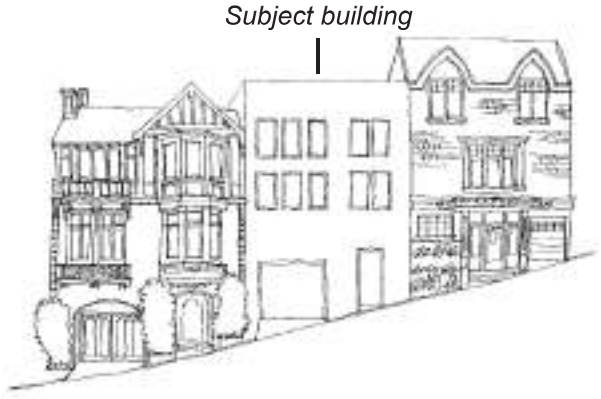
GUIDELINE: Design the placement and scale of architectural details to be compatible with the building and the surrounding area.

Architectural details provide visual richness and interest, and contribute to the streetscape. Details create shadows on the building surface and help to articulate the mass and define the building's form. Many details are functional and serve a purpose, such as a cornice, a column, or window trim. Other elements, such as brackets under a cornice may be structural or decorative, while some details are solely ornamentation intended to enhance the building's appearance.

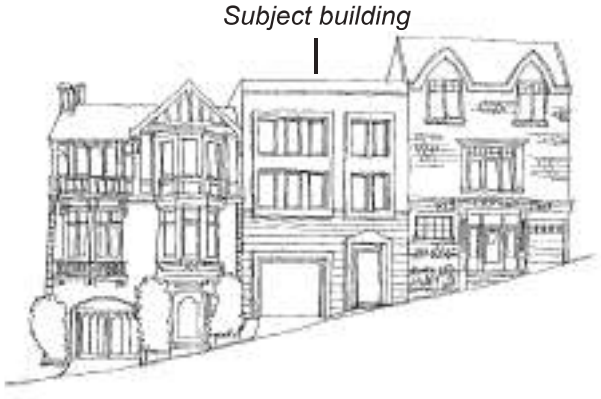
In designing a building's facade, use architectural details with understanding and restraint, and with consideration for the visual

character of the neighborhood. The use of decorative brackets, eaves, dentils, cornices, columns and capitals, for example, should come from an awareness of the evolution of such building elements and of their original structural function: columns hold up buildings, brackets support overhangs, etc. Do not use detail that makes the building stand out as excessively plain or overly decorated, or that results in building facades designed as replicas of historic buildings. Ornament that has been carelessly tacked on to the facade of a building can cause architectural disorder, and will appear superficial and cluttered.

A relatively flat facade with little articulation and detail will be inconsistent in an area that has a high degree of facade ornamentation. Likewise, if the detailing on buildings in the neighborhood is simple and restrained, adding a great deal of ornament is discouraged.



A building with no detail looks out of place on a block face with rich detailing.



This building has added details around the windows and building entries, making it more compatible with other buildings on the block face.

WINDOWS

GUIDELINE: Use windows that contribute to the architectural character of the building and the neighborhood.

Windows are one of the most important decorative features, establishing the architectural character of the building and the neighborhood. Windows provide human scale and emphasize the proportions of a building. They are also a link between the inside private space and the outdoor public space. The proportions, features and materials of a building's windows articulate the architectural rhythm along the block-face and contribute to the building's sense of mass.

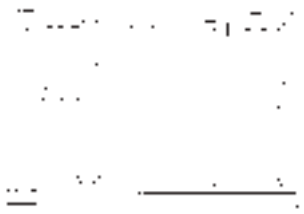
Planning Code Section 136(c)(2) requires that the glass area on a projecting bay window be equal to at least 50 percent of the vertical surfaces on the bay.

Window Size

GUIDELINE: Relate the proportion and size of windows to that of existing buildings in the neighborhood.

Buildings within a neighborhood usually have windows with compatible proportions of height to width. Most residential buildings have a vertical orientation that is reinforced by the windows. Using windows compatible in proportion, size, and orientation to those found in the surrounding area are essential for a building's compatibility with the neighborhood. In order to establish a sense of mass along the block-face, design the proportion of window (void) to wall (solid) area on a facade to be compatible with buildings in the surrounding area.

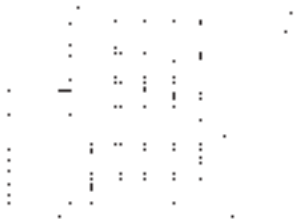
Window Features



Craftsman

GUIDELINE: Design window features to be compatible with the building's architectural character, as well as other buildings in the neighborhood.

The windows on buildings with specific architectural styles such as Victorian, Edwardian, Spanish, Colonial Revival, or Craftsman, may have distinctive characteristics and features that typify each style. These features include size, shape, and trim elements, as well as the window function: double-hung, casement, or fixed. Ensure that the materials and detailing of replacement windows as well as windows on new building are appropriate to each building's architectural character, as well as the windows on other buildings in the neighborhood.



Colonial

Among the features to consider are the detailing of the individual sash and the trim surrounding the windows. If a window is to have divided lights, it should either be a true divided light or a quality simulated divided light where muntins are applied to both the interior and exterior of the window. A sufficient window depth, or distance



Contemporary

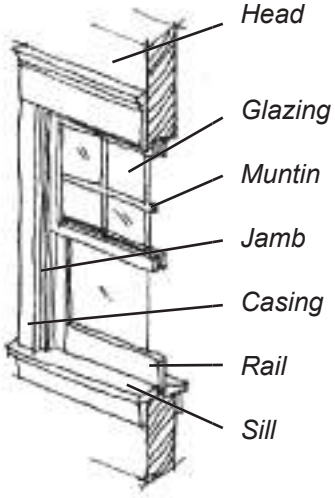


Victorian



Spanish

from the face of the building to the sash, will create shadow lines, adding richness to the facade. All of these elements help to provide visual interest, creating reveals that give depth to the building facade and maintaining the architectural character of the building.



Window details

Window Material

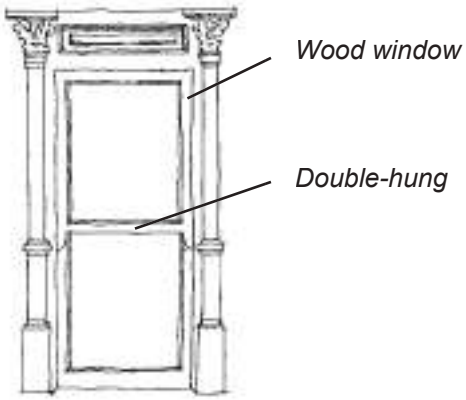
GUIDELINE: Use window materials that are compatible with those found on surrounding buildings, especially on facades visible from the street.

In order for a building to be harmonious with surrounding buildings, the choice of window material is very important. In areas where nearby buildings have inappropriate or incompatible windows, choose new or replacement windows that improve the visual quality of the subject building and the neighborhood. Reflective glass may not be appropriate on a residential building; use glass that is clear or only lightly tinted.

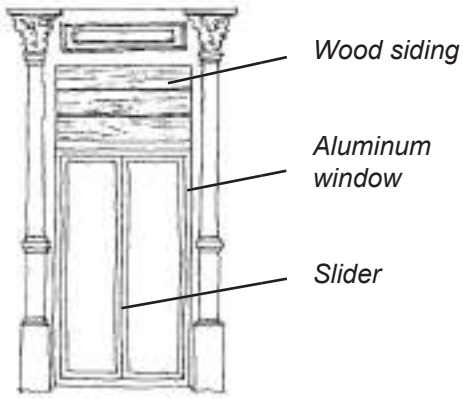
When replacing only select windows on a facade, it is especially important that the replacement windows match the proportions, style, details and materials of the existing windows in order to maintain the architectural character of the building. If a variety of window types are used, the result will be a facade that lacks visual cohesiveness.

For example, replace painted wood windows in-kind, particularly on all portions of facades visible from the public right-of-way. Replace non-original aluminum or vinyl windows with painted wood windows, if wood windows are original to the building. On existing buildings, the use of aluminum or vinyl windows may not be appropriate if the appearance of these materials is not compatible with the original building material. However, these window materials may be appropriate on new construction if they are compatible with those found on surrounding buildings.

The California "Energy Efficiency Standards for Residential and Nonresidential Buildings" establishes building energy efficiency standards for new construction and alterations to existing buildings. See www.energy.ca.gov/title24/standards or call 800-772-3300 for information about energy efficiency standards for windows.



Original window



Replacement window

The proportions and materials of the replacement window are not compatible with the architectural character of the building.

EXTERIOR MATERIALS

GUIDELINE: The type, finish, and quality of a building's materials must be compatible with those used in the surrounding area.

When choosing building materials, look at the types of materials that are used in the neighborhood, and how those materials are applied and detailed. Ensure that the type and finish of these materials complement those used in the surrounding area, and that the quality is comparable to that of surrounding buildings. In neighborhoods with uniform materials, it is best to utilize the same materials. For example, a shingled house would not fit in with a row of stucco houses.

For more information about green building design and construction, see the "Green Building Guidelines" at www.sfenvironment.org.

Use material finishes that are compatible with those of surrounding buildings. If the materials are predominantly painted wood siding or shingles, a stained finish may not be compatible. Masonry (brick and stone) that is not painted should be left unpainted.

For information on sustainable materials and the reuse of building materials as part of new construction, contact the San Francisco Department of the Environment at 355-3700 or www.sfenvironment.org.

Also consider the visual qualities of a material, such as a smooth or rough texture. For example, in choosing masonry, the color and size of the bricks or stone may be a factor. Wood siding is available in a variety of widths and styles. Stucco may be smooth or rough, or scored to look like stone. Choosing among the varieties of a specific material is as important as choosing among the materials themselves.



This unpainted shingled building is not compatible with the painted stucco of surrounding buildings.

Exposed Building Walls

GUIDELINE: All exposed walls must be covered and finished with quality materials that are compatible with the front facade and adjacent buildings.

Quality building materials are strongly encouraged on all visible facades as they are more durable. Visible facades include not only the front and rear of buildings, but also the sides and walls within light wells. In areas where buildings were not built with quality materials, make an effort to improve upon the quality of the area. On existing buildings, materials such as vinyl, cellulose-based composition wood products, and synthetic stucco using foam may not be appropriate if these materials are not compatible with the original building materials and the material of adjacent buildings. Plywood is only acceptable on the portions of a facade that are entirely hidden by the adjacent building.

Material Detailing

GUIDELINE: Ensure that materials are properly detailed and appropriately applied.

Materials are an integral part of a building. A mix of materials on a facade can be used successfully to articulate a building's structure and mass, and not just to create more visual interest on a blank, flat facade. Attention must be given to the number of different materials that will be used on a facade, how the materials will be applied and distributed, and what materials are chosen. Roof materials must also be compatible with those found in other buildings in the neighborhood. While in some projects the use of a variety of materials (e.g., stucco, brick, and wood siding) together can result in a successful design, in others the variety will seem cluttered and disjointed.



The successful use of different materials articulates the building's facade.

VII. Special Guidelines for Alterations to Buildings of Potential Historic or Architectural Merit

WHY DO WE HAVE THESE SPECIAL GUIDELINES?

Standards for the preservation of City Landmarks and for properties in City Historic Districts are contained in Article 10 of the Planning Code. There are other structures in the City that are also of historic and architectural merit. These structures should also be preserved because they provide a tangible link to our past and are the foundation of our built environment. These special Residential Design Guidelines are intended to address alterations to residential buildings that are not otherwise regulated by Article 10 of the Planning Code, but which may have historic or architectural merit. These guidelines are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Before beginning a project on any residential building in San Francisco, it is important to determine whether your building may be considered to have historic or architectural merit for the purposes of these special Residential Design Guidelines. The following registers and surveys contain listings of buildings of historic or architectural merit that are not officially designated as City Landmarks or located in City Historic Districts, but which may be subject to these special Residential Design Guidelines. If a property is on any of the surveys, or has any of the ratings listed below, it should appear in the Planning Department's Parcel Information database. The rating systems differ between surveys and registers and are very detailed in nature. Please contact the Planning Information Counter at 558.6377 to determine if a property has any of the following ratings or is on any of the surveys listed below, as well as for an explanation of specific ratings and/or surveys and their applicability to this document and other Department review procedures.

- Buildings with a National Register status code of 1 through 5
- Buildings with a California Historical Resource status code of 1 through 5
- Buildings listed in the book Here Today (Survey adopted by the Board of Supervisors)
- Buildings listed in the San Francisco Planning Department's 1976 Architectural Survey
- Buildings with a National Register or California Historical Resource status code of 1 through 5 which are listed on surveys adopted or endorsed by the Planning Commission or the Board of Supervisors
- Buildings listed as having historic or architectural merit on informational surveys prepared by other agencies and organizations
- Buildings identified as having historic status in the General Plan

CHARACTER-DEFINING FEATURES

DESIGN PRINCIPLE: Ensure that the character-defining features of an historic building are maintained.

The overall purpose of these guidelines is to ensure that the character-defining features of an historic building are maintained, so that the building continues to convey a sense of time and place. Character-defining features include the following:

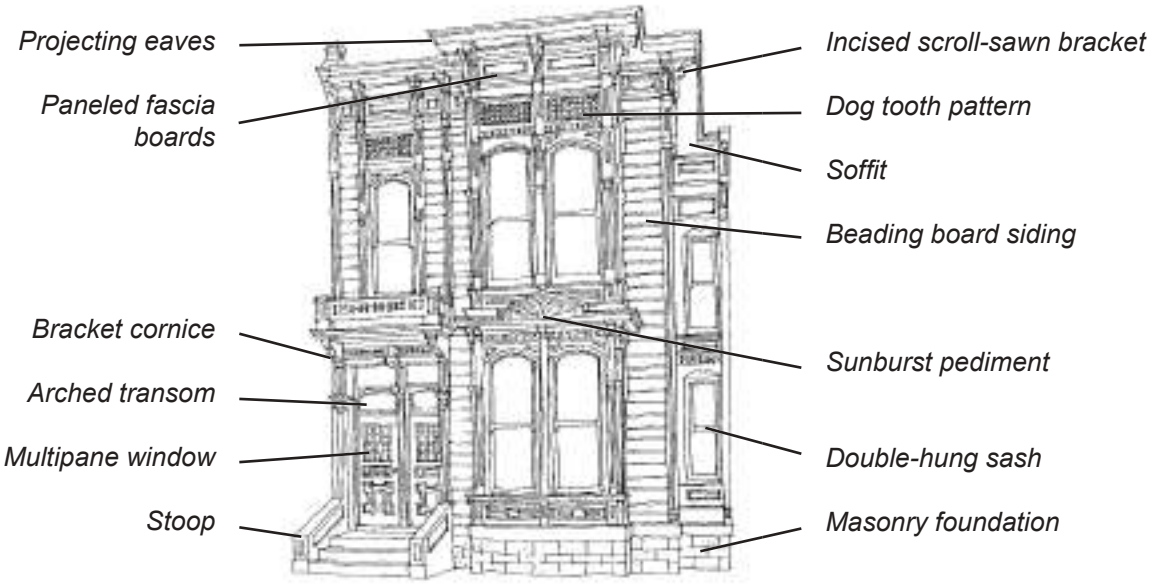
- A building's location and orientation on the site
- Relationship to adjacent buildings or placement in a grouping of buildings
- Overall form of the building
- Materials, craftsmanship, and decorative details.

Avoid removing or altering character-defining features of a building, especially those that are visible from the street or public way. When proposing to alter or add to an historic building, use the following guidelines to ensure that the character-defining features are maintained. The measures described below are based on the "Secretary of the Interior's Standards for the Treatment of Historic Properties", the standards used for the review of alterations to landmarks and buildings in historic districts.

Projects that impact historical resources as defined under the California Environmental Quality Act (CEQA) will be subject to the requirements of CEQA. Nothing in these Residential Design Guidelines is intended to designate properties as historic for the purposes of CEQA, which are not already considered Historical Resources as defined by CEQA.

For information on CEQA review procedures see the "CEQA Review Procedures for Historic Resources" available from the Planning Department.

For information on City Landmarks and Historic Districts, refer to Article 10 of the Planning Code.



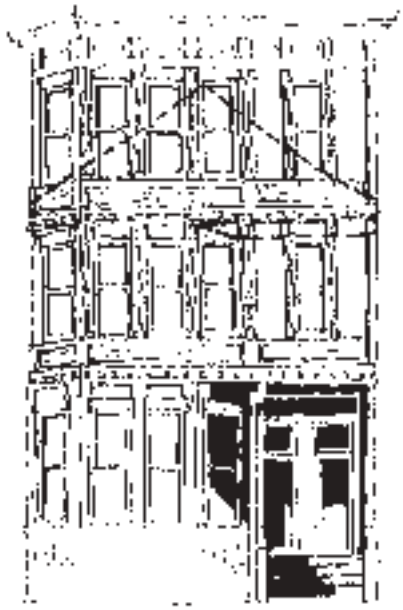
The character-defining features of this Italianate-style house include its height, proportions and form, as well as its many decorative elements and materials.

Building Form and Materials

- Preserve the historic building form. If a building has a gabled roof, it should not be changed to a flat roof. Retain the original height and width of the facade. Set additions back from the front facade so that the addition is subordinate to the historic building, limiting visibility of the addition from the street.
- Do not alter a building in such a way that implies an inappropriate historic period. For example, adding Victorian-style gingerbread to a Spanish Revival house would be inappropriate.
- Design the materials, detailing and form of an addition to be compatible with the historic building. However, it should be clearly distinguished from the original building so it can be understood as a more recent change. If possible, construct new additions so that if the addition is removed in the future, the form of the historic building is unimpaired.
- Maintain the historic finishes of exterior materials. If a wood-sided building was originally painted, it should remain painted and not be stained. Masonry that is not painted should remain unpainted.



Existing building



Proposed addition

The proposed addition is inappropriate because it alters the historic form of the building, infills the distinctive second floor porch, and mimics the historic details of the building.

Building Components

- Avoid adding materials or features that were not historically found on the building. For example, if a property never had a bay window, adding one may affect the architectural character of the property.
- Whenever possible, repair damaged and deteriorated building components. A building's original materials are essential to its historic integrity. Replace only those materials or components that cannot be repaired. Use the same kind of materials and match the detailing of the deteriorated feature. If a substitute material must be used, match the appearance of the original material as much as possible.
- If an element is missing, replace it based on physical documentation or photographic evidence, if available. In some cases, it may be acceptable to copy a component from a similar building found in the neighborhood.
- Preserve historic landscape features, such as fences.
- Removal of non-historic building materials and additions is encouraged.



The house on the right was once a twin of the adjacent Victorian house on the left. It has been stripped of its trim, covered in stucco, and the windows have been changed, resulting in a loss of integrity.

Windows

- Keep windows in their original location. Do not change the size and shape of window openings. Avoid adding new windows to the primary facade.

- Maintain the material, style, trim, and functional features of windows. If window replacement is necessary, replace only those windows that are deteriorated and cannot be repaired. Match the replacement windows to the material and design of the historic windows. If the original windows are missing, property owners are encouraged to use new windows that most closely match the size, design, type, and material that would have been used historically.

Garages

- Design new garage door openings to be as unobtrusive as possible. The size of the door must be no larger than absolutely necessary, and the door design must be compatible with the existing building, but not be finished in a way that imitates the historic building. Detail the doors to minimize the effect on character-defining features. Design new garages so they are not projecting out from the front facade, nor are they recessed so deep as to appear to undermine the base of the building.



This garage door is appropriately detailed and placed, making it compatible with the building's historical architectural features.

FURTHER INFORMATION AND ASSISTANCE

The San Francisco Planning Department has prepared numerous Preservation Bulletins that provide in-depth information on a variety of preservation topics. Lists of surveys and other sources of information on buildings of historic or architectural merit are also available. Please contact the Planning Information Counter, 1660 Mission Street, Ground Floor Lobby, or our website at www.sfgov.org/planning.

The following resources can also provide further information on the architecture and history of San Francisco:

- San Francisco Public Library History Center and Photograph Collection, www.sfpl.org
- *Here Today*, by the Junior League of San Francisco
- *National Trust Guide to San Francisco*, by Peter Booth Wiley
- *San Francisco Architecture*, by Sally B. Woodbridge, John M. Woodbridge, and Chuck Byrne
- Secretary of the Interior's Standards for Rehabilitation, www2.cr.nps.gov/tps/tax/rhb/index.htm

VIII. Appendices

APPENDIX A – CONSIDERATIONS BEFORE STARTING YOUR PROJECT

Prior to submitting a building permit application, an evaluation should be made of the following issues to determine if there are any special conditions that apply to a property, and to focus consideration on the design issues that apply to that property:

- **Neighborhood Discussion.** Applicants are encouraged to contact neighbors, neighborhood organizations and other concerned parties about their project early in the design process to identify and resolve possible conflicts. With early consultation, significant delays can often be avoided once the permit is submitted to the Planning Department.

- **Complete Application.** A complete building permit application is necessary for the Planning Department to review a project for compliance with the Planning Code and Residential Design Guidelines. Please review the Building Permit Application Packet for a list of required application materials, available from the Planning Information Counter at 558-6377 or www.sfgov.org/planning.

- **Buildings of Potential Historic or Architectural Merit.** If your property is historic, the Special Guidelines for Alterations to Buildings of Potential Historic or Architectural Merit in Chapter VII of this document will apply.

- **Neighborhood Character Districts.** If the property is in a Neighborhood Character District, these guidelines may not apply. Contact the Planning Information Counter for more information.

- **Building Code Requirements.** Your project will have to meet requirements of the Building Code that could have a significant impact on the building's design. Contact the Department of Building Inspection at 558-6088 for further information.

- **"Green Building" Construction.** By incorporating green building methods and materials in your project, you can conserve natural resources, improve energy efficiency and indoor air quality, in addition to promoting sustainability in San Francisco. For more information about green building guidelines, contact the San Francisco Department of the Environment at 355-3700 or www.sfenvironment .org.

- **Property Restrictions.** There may be special restrictions, easements, or other recorded agreements that will affect a property. Contact the County Recorder at 554-5444 for more information. For properties subject to covenants, conditions and restrictions (CC&Rs), contact the Homeowners Association to identify and resolve any issues before starting your project.

APPENDIX B – GLOSSARY OF TERMS

Architectural Features: Prominent or significant parts or elements of a building or structure.

Articulation: Minor variation in the massing, setback, or height of a building, such as bay windows, porches, entrances or eaves that defines the structure.

Bay Window: A window or set of windows, which projects out from a wall, forming an alcove or small space in a room.

Block: Land or a group of lots, surrounded by streets or other rights-of-way.

Block Face: The row of front facades, facing the street, for the length of one block.

Building, Adjacent: A building on a lot adjoining the subject lot along a common side lot line.

Building Envelope: The exterior dimensions and elements of a building.

Compatibility: The size and character of a building element relative to other elements around it.

Context: The characteristics of the buildings, streetscape, and landscape that support or surround a given building, site, or area.

Cornice: The horizontal projecting part crowning the wall of a building.

Dormer: A gabled extension of an attic room through a sloping roof to allow for a vertical window opening into the room.

Facade: Exterior wall of a building.

Fenestration: The arrangement and design of windows and other openings on a building's facade.

Frontage: The width of a lot measured at the front property line.

Roof: The top covering of a building. Following are some roof types:

- A **Gable** roof has a pitched roof with ridge and vertical end.
- A **Gambrel** roof is a variation of a gable roof, each side of which has a shallower slope above a steeper one, often referred to as a "barn" roof.
- A **Hip** roof has slope ends instead of vertical ends.
- A **Mansard** roof is a roof with a double slope; the lower slope is steeper and longer than the upper; the upper pitch is typically shallow or flat.
- A **Shed** roof has one slope only and is sometimes built against a higher wall.

Scale: The relationship between the height, width and depth of a building.

Streetscape: The visual character of a street as determined by elements such as structures, access, greenery, open space, view, etc.

APPENDIX C – ILLUSTRATIONS

Roof Forms



Gable *Gambrel* *Hip* *Mansard* *Shed*

Bay Windows Configurations



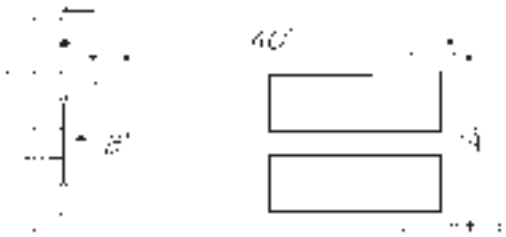
Angled *Square* *Curved* *Irregular*

Plans of a bay window at a building corner.

Garage Layouts

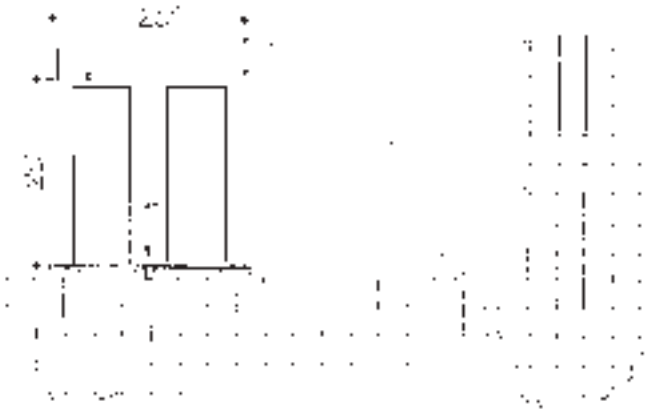


A two-car garage with a 12-foot garage door requires a garage depth of 30 feet.



A two-car garage with an 8-foot garage door requires a garage depth of 40 feet.

Garage Layouts (continued)



Where it is not possible to have a sufficient garage depth to allow a single, small garage door opening, two small garage doors are preferable to one large garage door.



A three-car garage with a 12-foot garage door requires a garage depth of 62 feet.



A three-car garage with a 10-foot garage door requires a garage depth of 75 feet.

APPENDIX D – DESIGN REVIEW CHECKLIST

NEIGHBORHOOD CHARACTER (pages 7-10*)

QUESTION	
The visual character is: (check one)	
Defined	
Mixed	

Comments:

SITE DESIGN (pages 11 - 21)

QUESTION	YES	NO	N/A
Topography (page 11)			
Does the building respect the topography of the site and the surrounding area?			
Is the building placed on its site so it responds to its position on the block and to the placement of surrounding buildings?			
Front Setback (pages 12 - 15)			
Does the front setback provide a pedestrian scale and enhance the street?			
In areas with varied front setbacks, is the building designed to act as transition between adjacent buildings and to unify the overall streetscape?			
Does the building provide landscaping in the front setback?			
Side Spacing (page 15)			
Does the building respect the existing pattern of side spacing?			
Rear Yard (pages 16 - 17)			
Is the building articulated to minimize impacts on light to adjacent properties?			
Is the building articulated to minimize impacts on privacy to adjacent properties?			
Views (page 18)			
Does the project protect major public views from public spaces?			
Special Building Locations (pages 19 - 21)			
Is greater visual emphasis provided for corner buildings?			
Is the building facade designed to enhance and complement adjacent public spaces?			
Is the building articulated to minimize impacts on light to adjacent cottages?			

Comments:

* All page numbers refer to the Residential Design Guidelines

BUILDING SCALE AND FORM (pages 23 - 30)

QUESTION	YES	NO	N/A
Building Scale (pages 23 - 27)			
Is the building's height and depth compatible with the existing building scale at the street?			
Is the building's height and depth compatible with the existing building scale at the mid-block open space?			
Building Form (pages 28 - 30)			
Is the building's form compatible with that of surrounding buildings?			
Is the building's facade width compatible with those found on surrounding buildings?			
Are the building's proportions compatible with those found on surrounding buildings?			
Is the building's roofline compatible with those found on surrounding buildings?			

Comments:

ARCHITECTURAL FEATURES (pages 31 - 41)

QUESTION	YES	NO	N/A
Building Entrances (pages 31 - 33)			
Does the building entrance enhance the connection between the public realm of the street and sidewalk and the private realm of the building?			
Does the location of the building entrance respect the existing pattern of building entrances?			
Is the building's front porch compatible with existing porches of surrounding buildings?			
Are utility panels located so they are not visible on the front building wall or on the sidewalk?			
Bay Windows (page 34)			
Are the length, height and type of bay windows compatible with those found on surrounding buildings?			
Garages (pages 34 - 37)			
Is the garage structure detailed to create a visually interesting street frontage?			
Are the design and placement of the garage entrance and door compatible with the building and the surrounding area?			
Is the width of the garage entrance minimized?			
Is the placement of the curb cut coordinated to maximize on-street parking?			
Rooftop Architectural Features (pages 38 - 41)			
Is the stair penthouse designed to minimize its visibility from the street?			
Are the parapets compatible with the overall building proportions and other building elements?			
Are the dormers compatible with the architectural character of surrounding buildings?			
Are the windscreens designed to minimize impacts on the building's design and on light to adjacent buildings?			

Comments:

* All page numbers refer to the Residential Design Guidelines

BUILDING DETAILS (pages 43 - 48)

QUESTION	YES	NO	N/A
Architectural Details (pages 43 - 44)			
Are the placement and scale of architectural details compatible with the building and the surrounding area?			
Windows (pages 44 - 46)			
Do the windows contribute to the architectural character of the building and the neighborhood?			
Are the proportion and size of the windows related to that of existing buildings in the neighborhood?			
Are the window features designed to be compatible with the building's architectural character, as well as other buildings in the neighborhood?			
Are the window materials compatible with those found on surrounding buildings, especially on facades visible from the street?			
Exterior Materials (pages 47 - 48)			
Are the type, finish and quality of the building's materials compatible with those used in the surrounding area?			
Are the building's exposed walls covered and finished with quality materials that are compatible with the front facade and adjacent buildings?			
Are the building's materials properly detailed and appropriately applied?			

Comments:

SPECIAL GUIDELINES FOR ALTERATIONS TO BUILDINGS OF POTENTIAL HISTORIC OR ARCHITECTURAL MERIT (pages 49 – 54)

QUESTION	YES	NO	N/A
Is the building subject to these Special Guidelines for Alterations to Buildings of Potential Historic or Architectural Merit?			
Are the character-defining features of the historic building maintained?			
Are the character-defining building form and materials of the historic building maintained?			
Are the character-defining building components of the historic building maintained?			
Are the character-defining windows of the historic building maintained?			
Are the character-defining garages of the historic building maintained?			

Comments:

* All page numbers refer to the Residential Design Guidelines

APPENDIX E – ACKNOWLEDGMENTS

PLANNING COMMISSION

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Michael J. Antonini, Vice President
Rev. Edgar E. Boyd, Lisa Feldstein, Kevin Hughes, Sue Lee, William L. Lee

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ORGANIZATIONS

American Institute of Architects, San Francisco Chapter
San Francisco Planning and Urban Research Association
San Francisco Architectural Heritage

Collingwood Hill Neighborhood Association, East and West of Castro Improvement Club, Friends of Noe Valley, Lakeshore Acres Improvement Club, Merced Manor Homeowners, Miraloma Park Improvement Club, Noe Valley Democratic Club, North Beach Neighbors, Pacific Heights Residents Association, Pine Lake Park Homeowners, Planning Area for the Richmond, Russian Hill Neighbors, Telegraph Hill Dwellers Association, Upper Noe Neighbors, West of Twin Peaks Central Council

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Jake McGoldrick, District 1 Supervisor, Board of Supervisors

Laurence Kornfield and Robert Wong, Department of Building Inspection;
Sarah Owsowitz, Office of the City Attorney; Toni Coe, Department of Parking and Traffic;
Mark Palmer, Department of the Environment

Bruce Bonacker, Joe Butler, Jim Chappel, Charles Chase, Sue Hestor, Kathy Howard, Dan Liberthson, John Lum, Chris Manitsas, Ron Miguel, Maryanne Miller, Jeanne Milligan, Gabriel Ng, Richard Parker, Jeannene Pryzbylski, John Schlesinger, Bruce Selby, Nancy Shanahan, George Williams

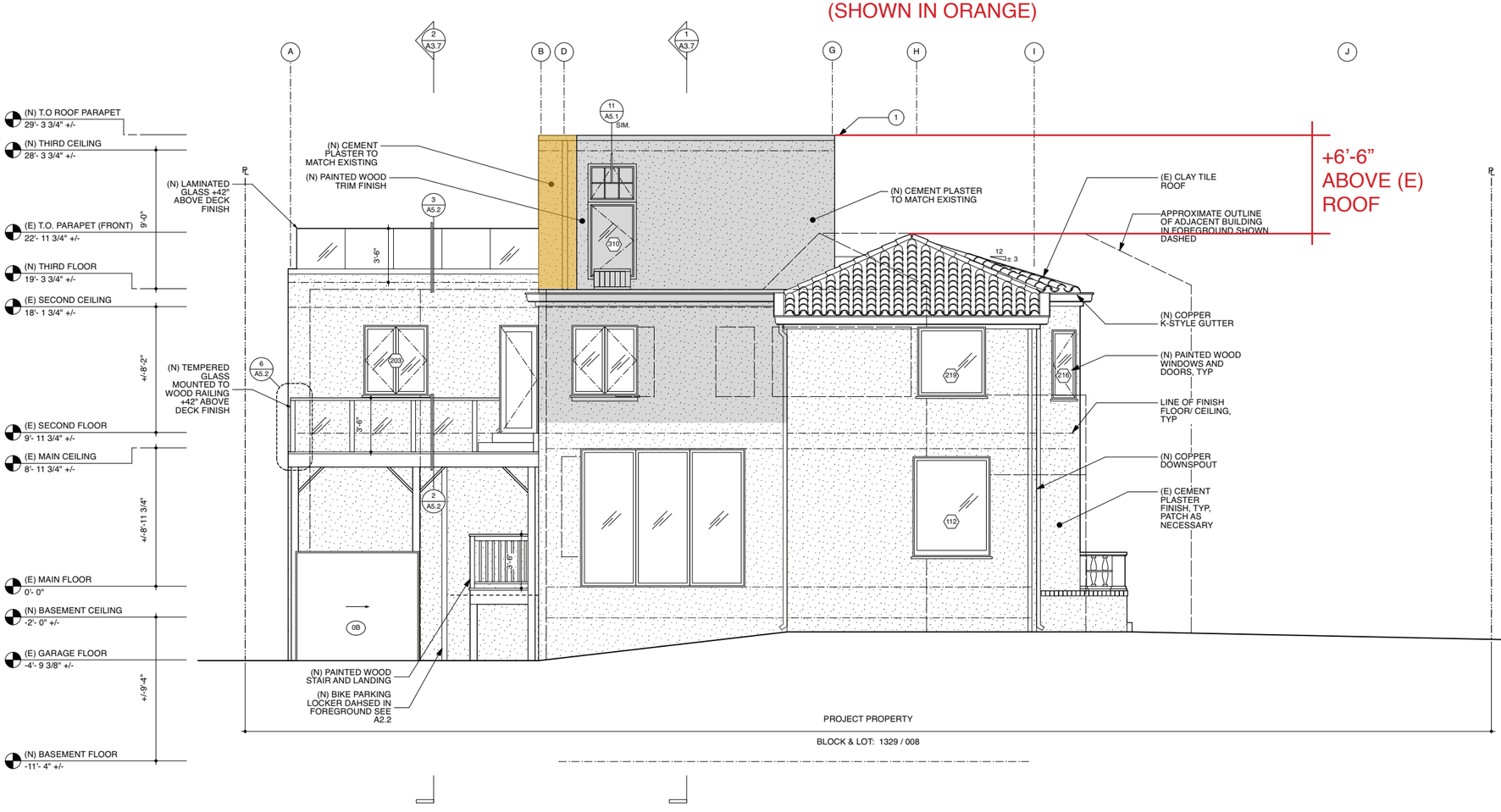
Exhibit F

APPROVED VARIANCE INCLUDED:

- 3’-6” HEIGHT REDUCTION

- 2 WEST FACING WINDOWS REMOVED

- MASS REDUCTION AT NORTHWEST CORNER (SHOWN IN ORANGE)



1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

WEST ELEVATION - APPROVED VARIANCE

NOTE LEGEND:

(1) CLASS ‘A’ LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT), INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-16594
07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

DRAFTED BY:	CHECKED BY:
mrl	ME

PRINT DATE: 03.23.2026

SCALE: AS NOTED

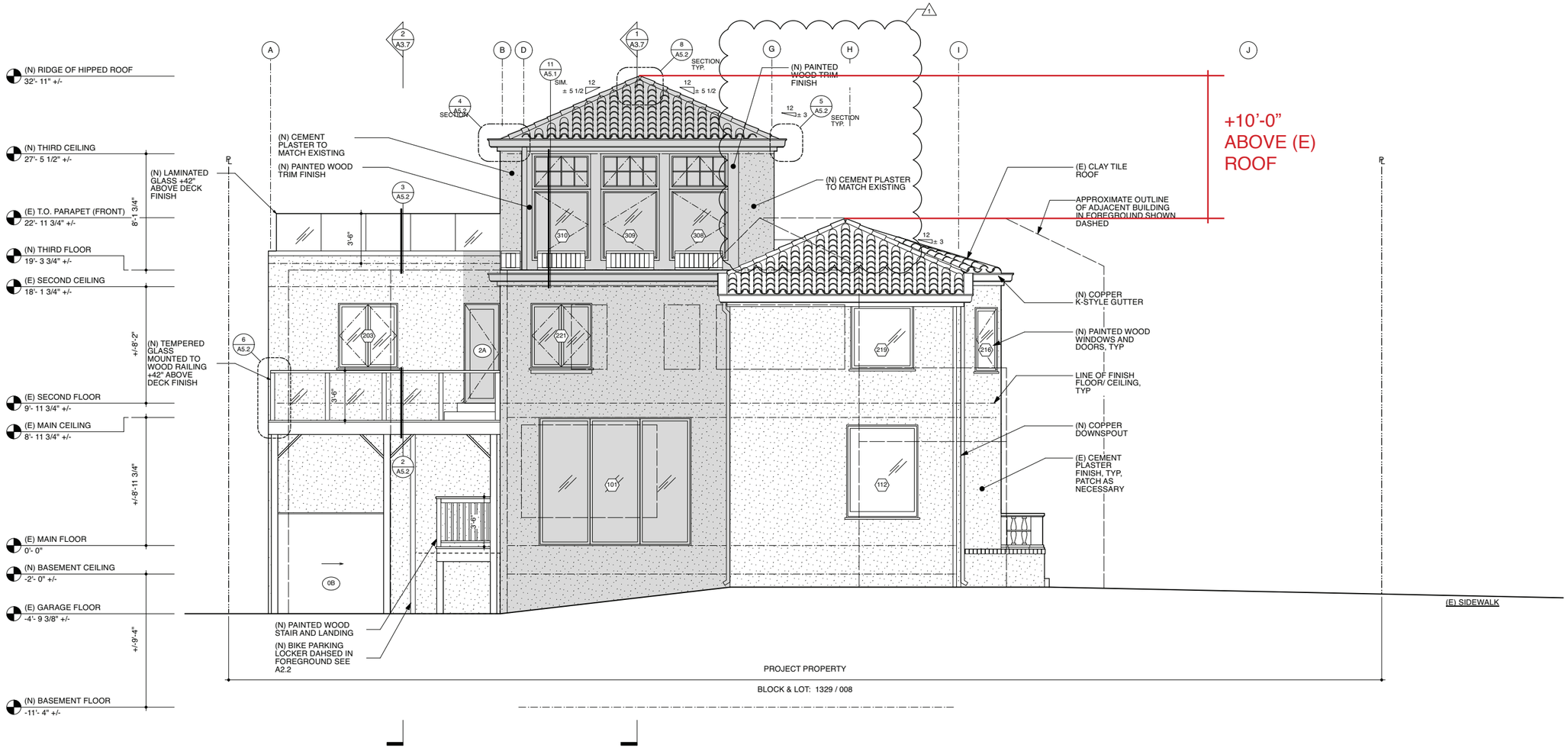
REVISIONS:

NO.	DATE	DESCRIPTION

DRAWING: PROPOSED ELEVATIONS

A3.1

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1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

WEST ELEVATION - PROPOSED VARIANCE

0 4 8 FT

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07.31.27
RENEWAL DATE
STATE OF CALIFORNIA

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PRINT DATE: 10.29.2025

SCALE: AS NOTED

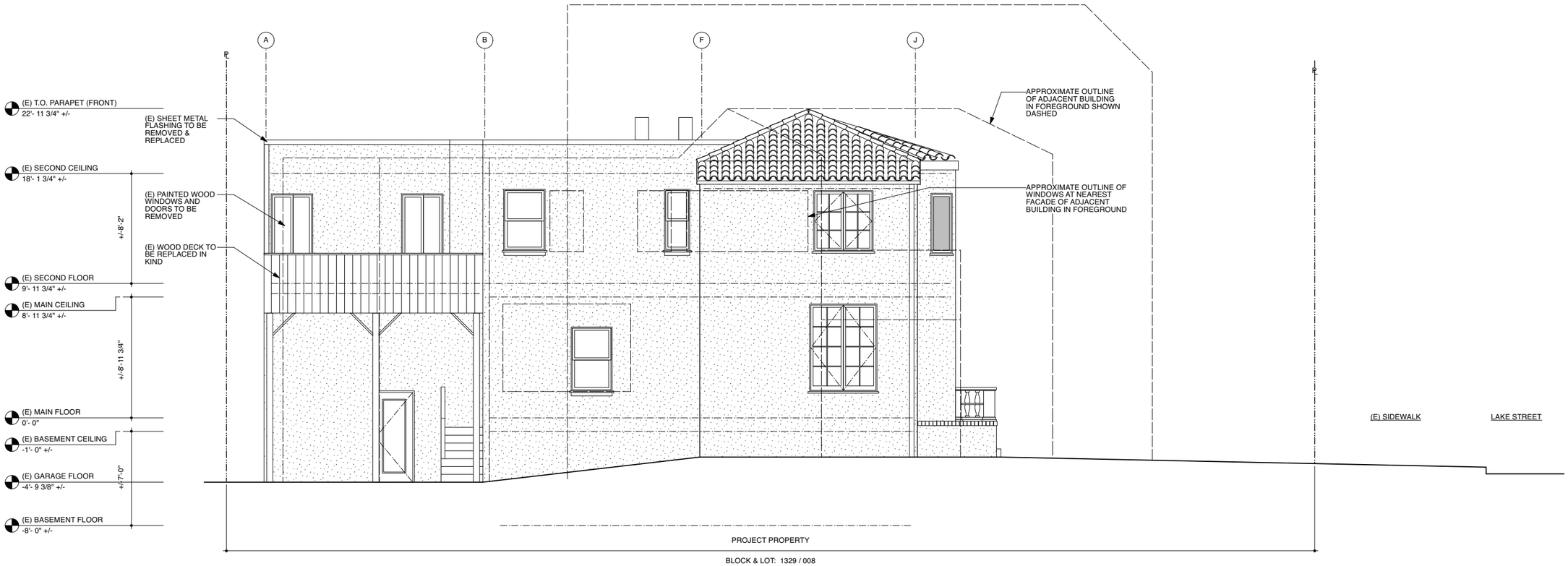
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1	10.29.2025	REQUESTED CHANGES

DRAWING: PROPOSED ELEVATIONS

A3.1

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1 EXISTING WEST ELEVATION
Scale: 1/4" = 1'-0"

WEST ELEVATION - EXISTING

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KWEE RESIDENCE

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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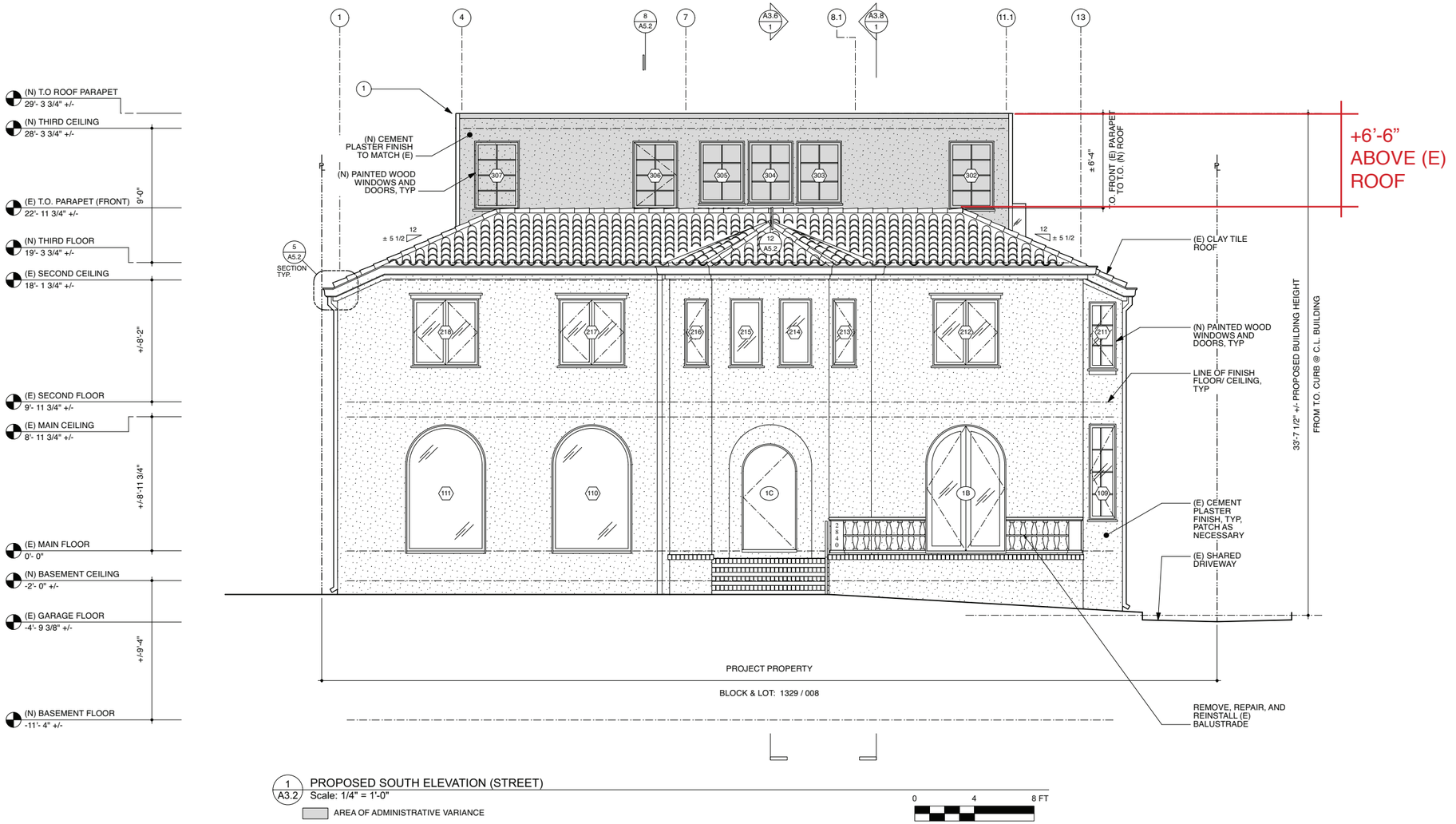
SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION

DRAWING:
EXISTING ELEVATIONS

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1 A3.2 PROPOSED SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

SOUTH ELEVATION - APPROVED VARIANCE

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE [SURE-WELD GRAY (T.B.C.)] ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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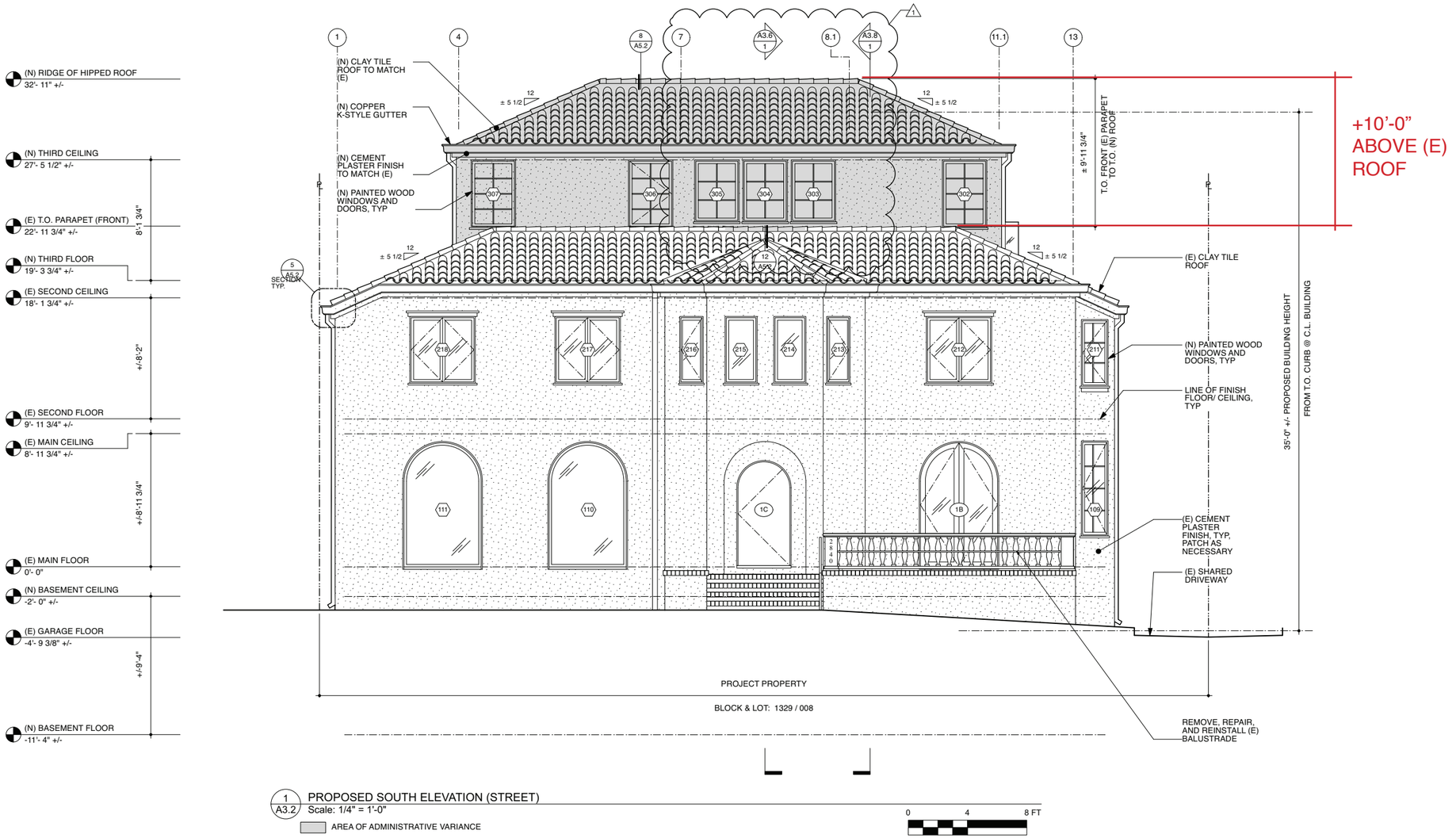
REVISIONS:

NO.	DATE	DESCRIPTION

DRAWING: PROPOSED ELEVATIONS

A3.2

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1 A3.2 PROPOSED SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

SOUTH ELEVATION - PROPOSED VARIANCE

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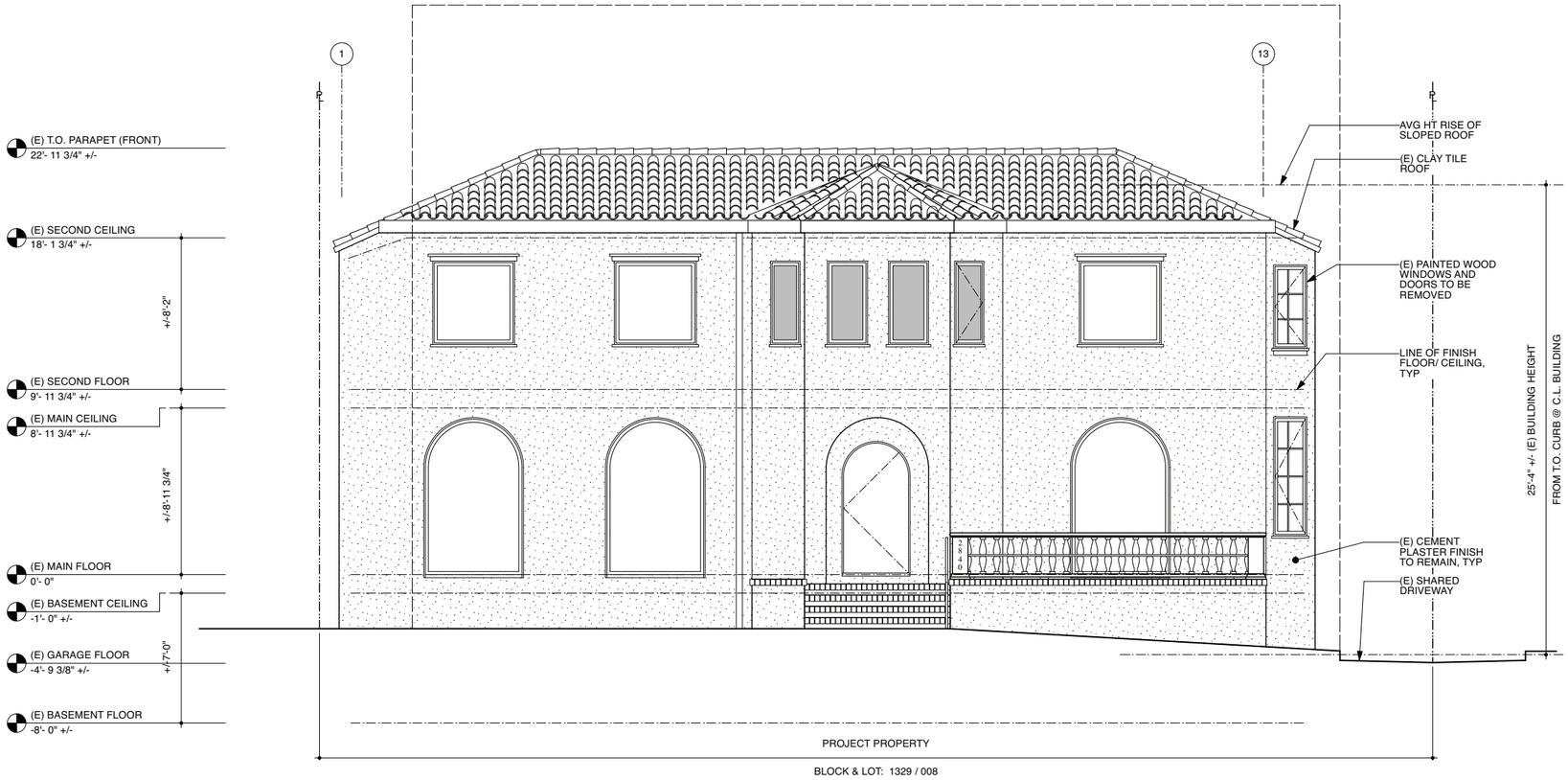
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DRAWING: PROPOSED ELEVATIONS

A3.2

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1 EXISTING SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

SOUTH ELEVATION - EXISTING

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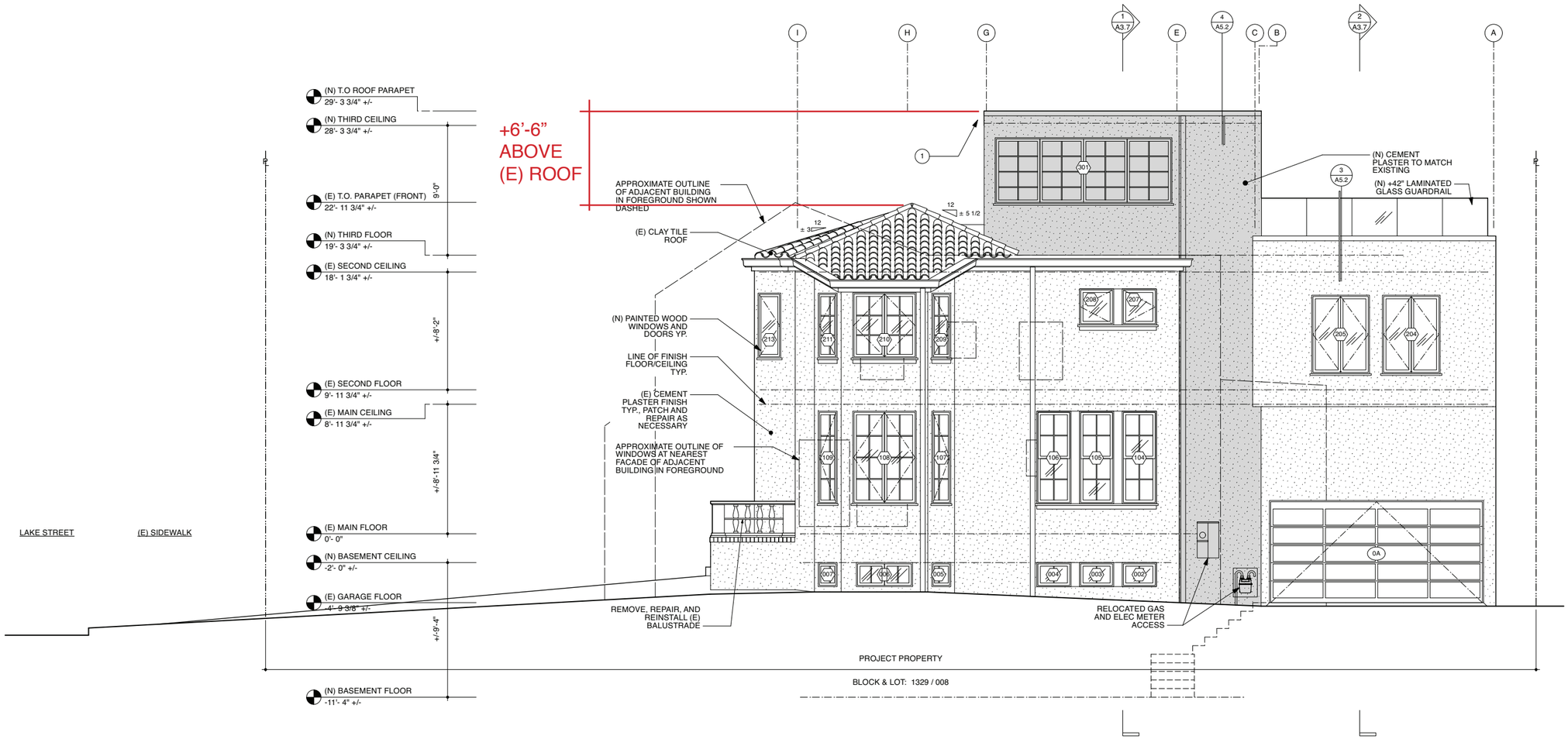
PRINT DATE: 03.23.2026

SCALE: AS NOTED

REVISIONS:

NO.	DATE	DESCRIPTION

DRAWING:
EXISTING ELEVATIONS



1 A3.3 PROPOSED EAST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

EAST ELEVATION - APPROVED VARIANCE

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE (SURE-WELD GRAY (T.B.C.)) ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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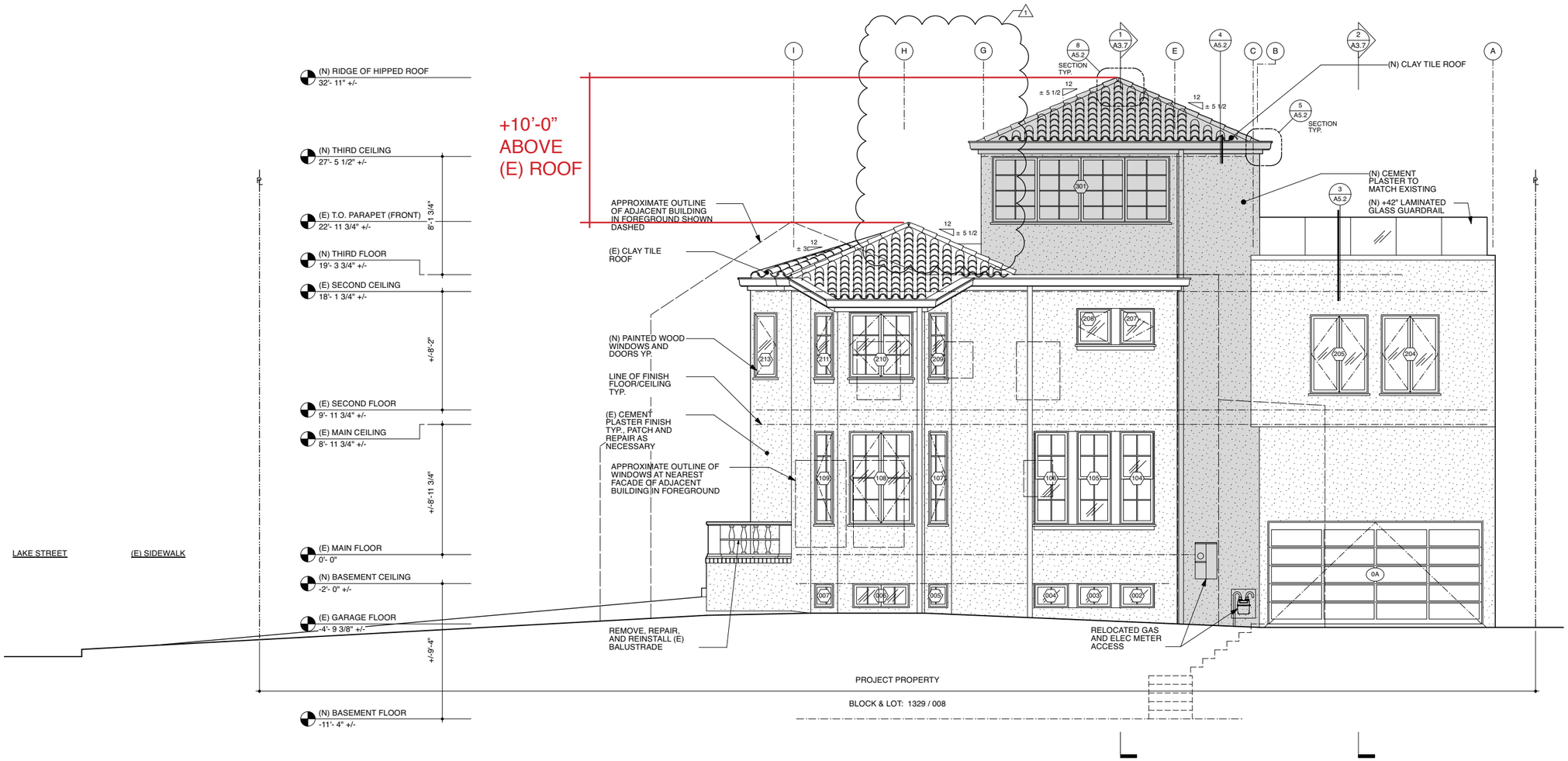
REVISIONS:

NO.	DATE	DESCRIPTION

DRAWING: PROPOSED ELEVATIONS

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1 A3.3 PROPOSED EAST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

EAST ELEVATION - PROPOSED VARIANCE

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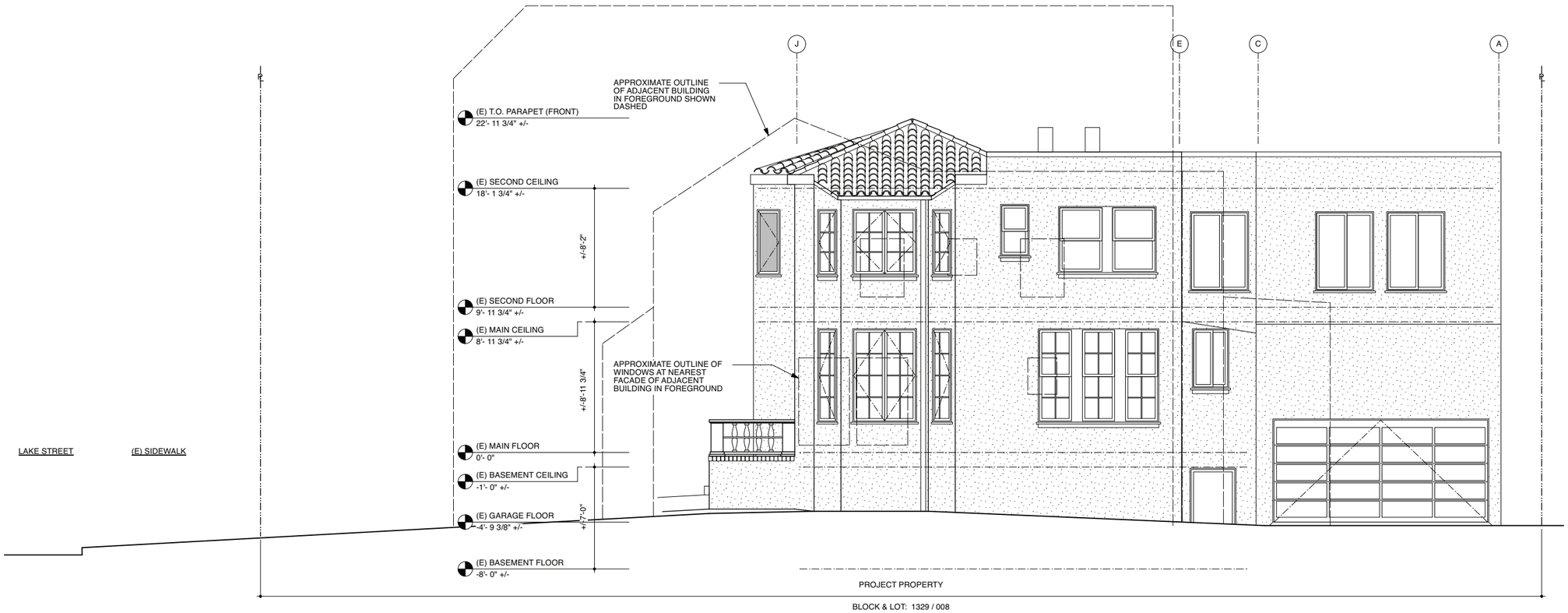
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DRAWING: PROPOSED ELEVATIONS

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1 EXISTING EAST ELEVATION
Scale: 1/4" = 1'-0"

EAST ELEVATION - EXISTING

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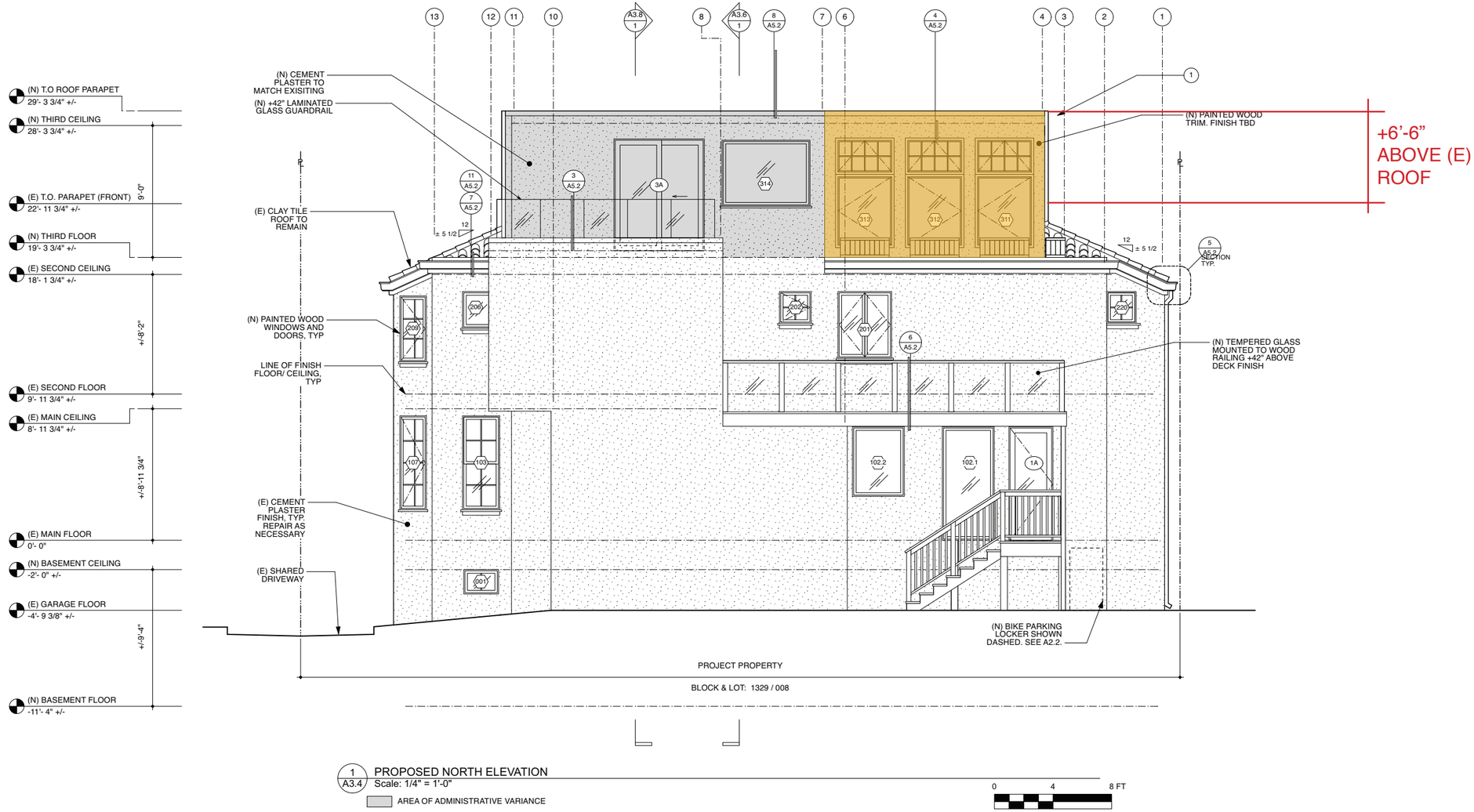
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APPROVED VARIANCE INCLUDED:

- 3’-6” HEIGHT REDUCTION

- 2 WEST FACING WINDOWS REMOVED

- MASS REDUCTION AT NORTHWEST CORNER (SHOWN IN ORANGE)



1 / A3.4 PROPOSED NORTH ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

0 4 8 FT

NORTH ELEVATION - APPROVED VARIANCE

NOTE LEGEND:

(1) CLASS 'A' LOW-SLOPE ROOF ASSEMBLY: NATURAL STONE AGGREGATE BALLAST OVER TPO (THERMOPLASTIC POLYOLEFIN) MEMBRANE [SURE-WELD GRAY (T.B.C.)] ROOFING SYSTEM OVER TAPERED ROOF INSULATION (MIN. 1/4" PER FT). INSULATE FRAMING CAVITY w/ CLOSED CELL SPRAY FOAM INSULATION @ UNVENTED ROOF ASSEMBLY.

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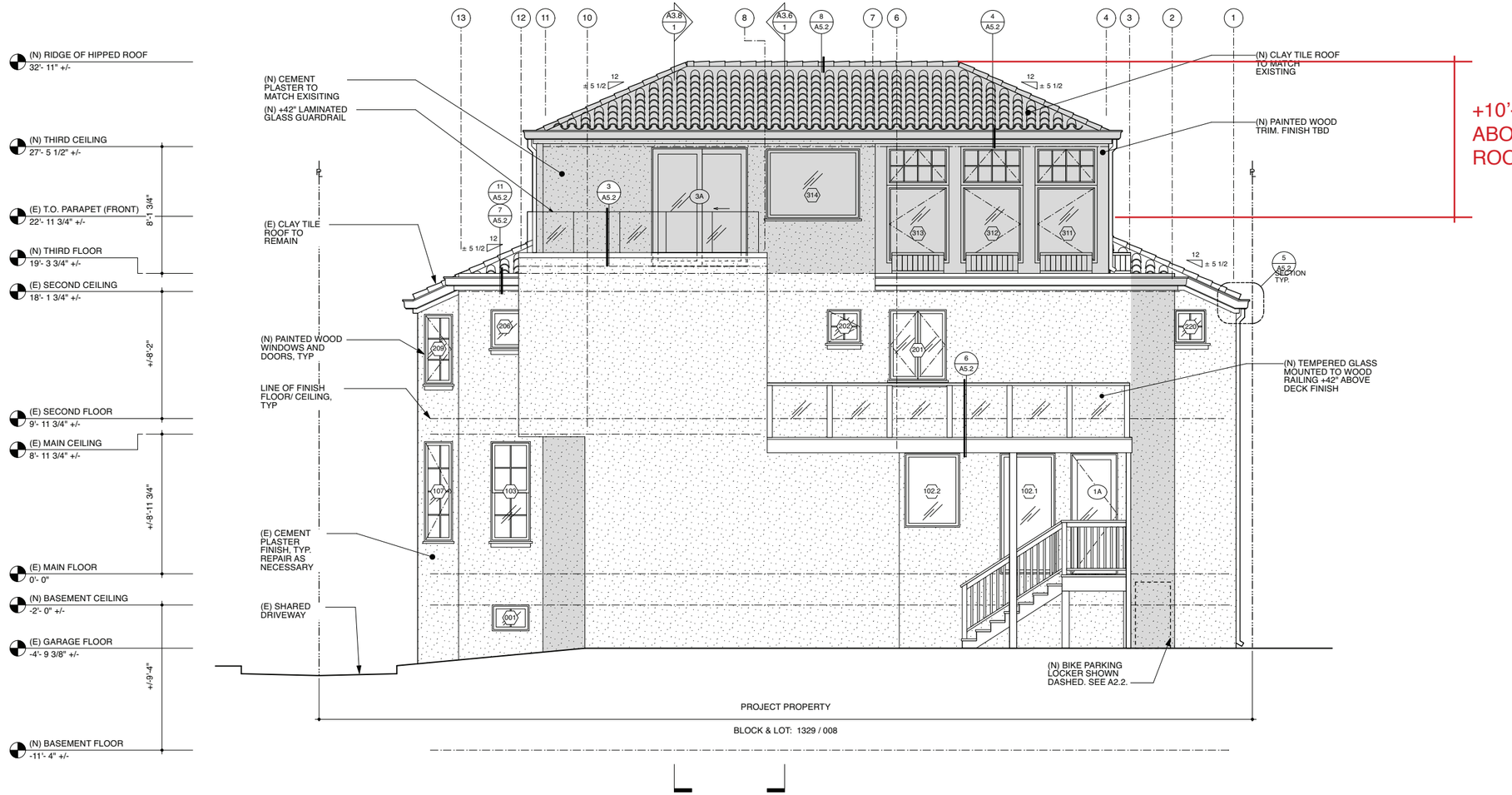
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DRAWING: PROPOSED ELEVATIONS

A3.4

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1 A3.4 PROPOSED NORTH ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADMINISTRATIVE VARIANCE

NORTH ELEVATION - PROPOSED VARIANCE

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1 EXISTING NORTH ELEVATION
Scale: 1/4" = 1'-0"

NORTH ELEVATION - EXISTING

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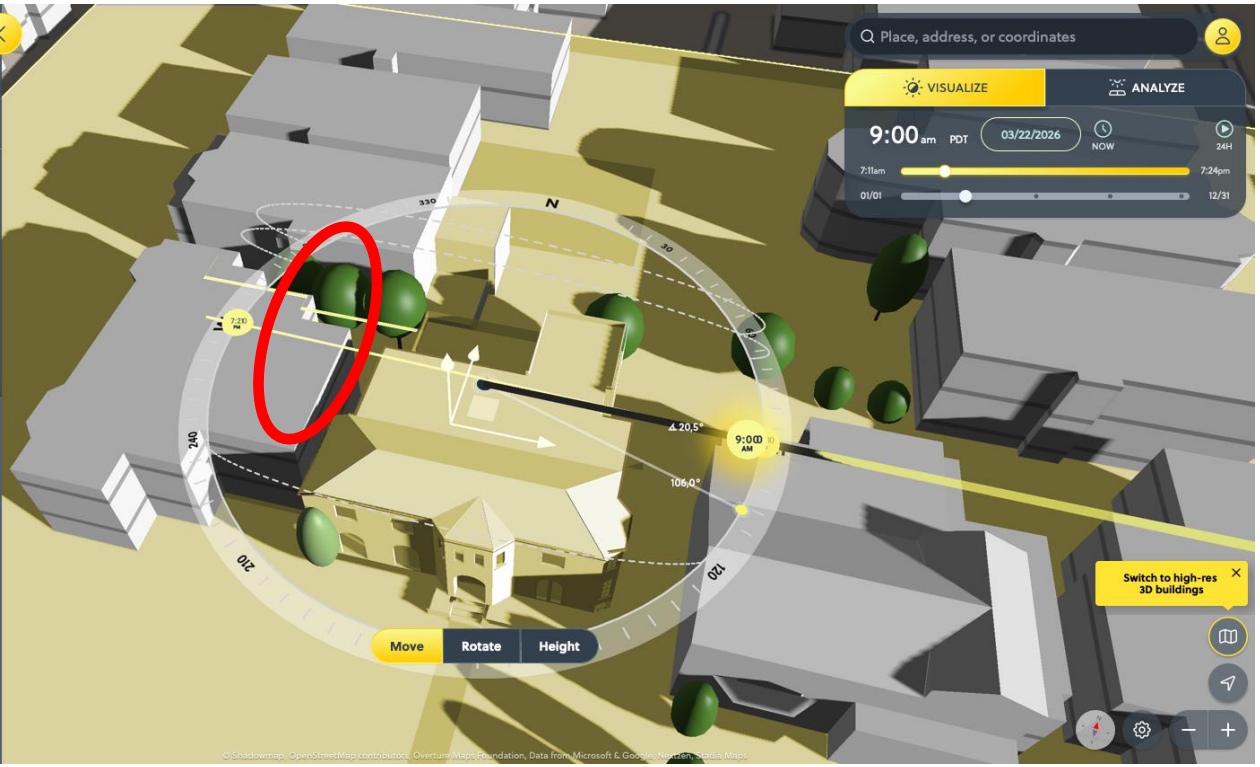
DRAWING: EXISTING ELEVATIONS

A1.6

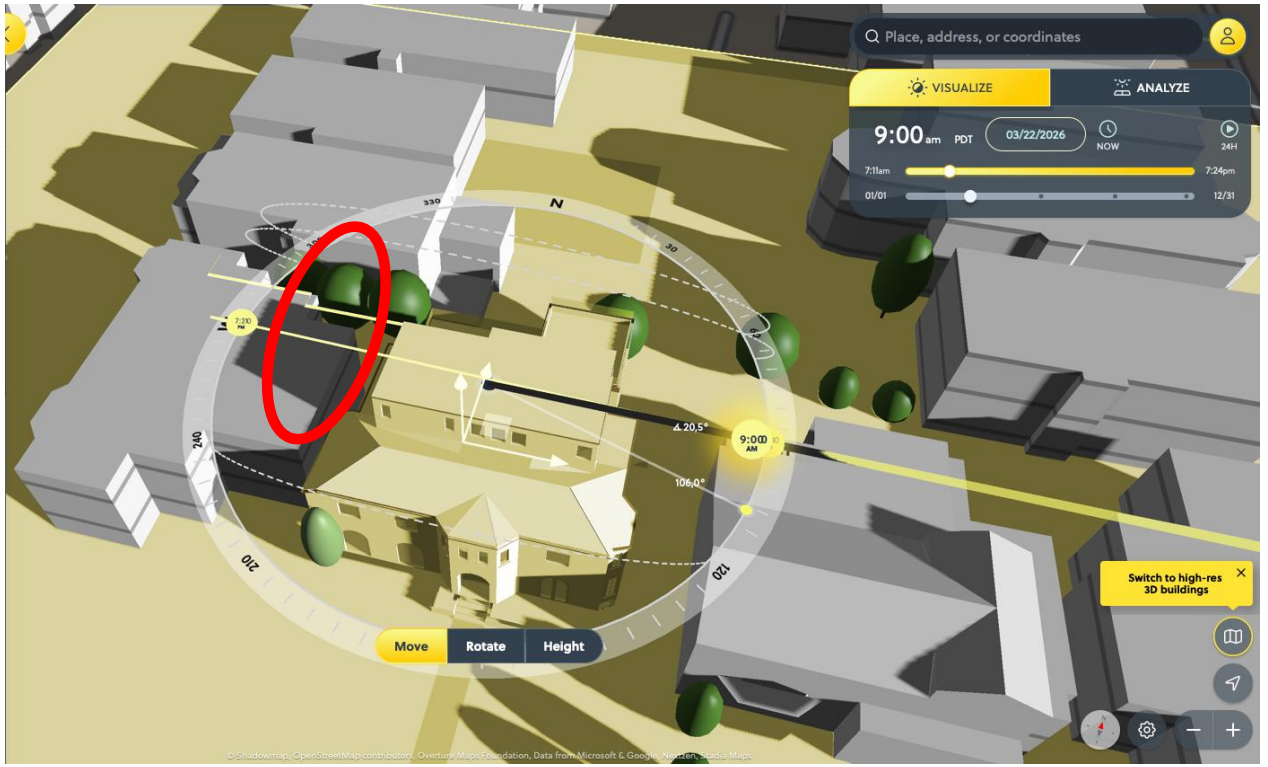
Exhibit G

Updated Light Study to Incorporate Revisions from Zoning Administrator

Mar 22, 9am



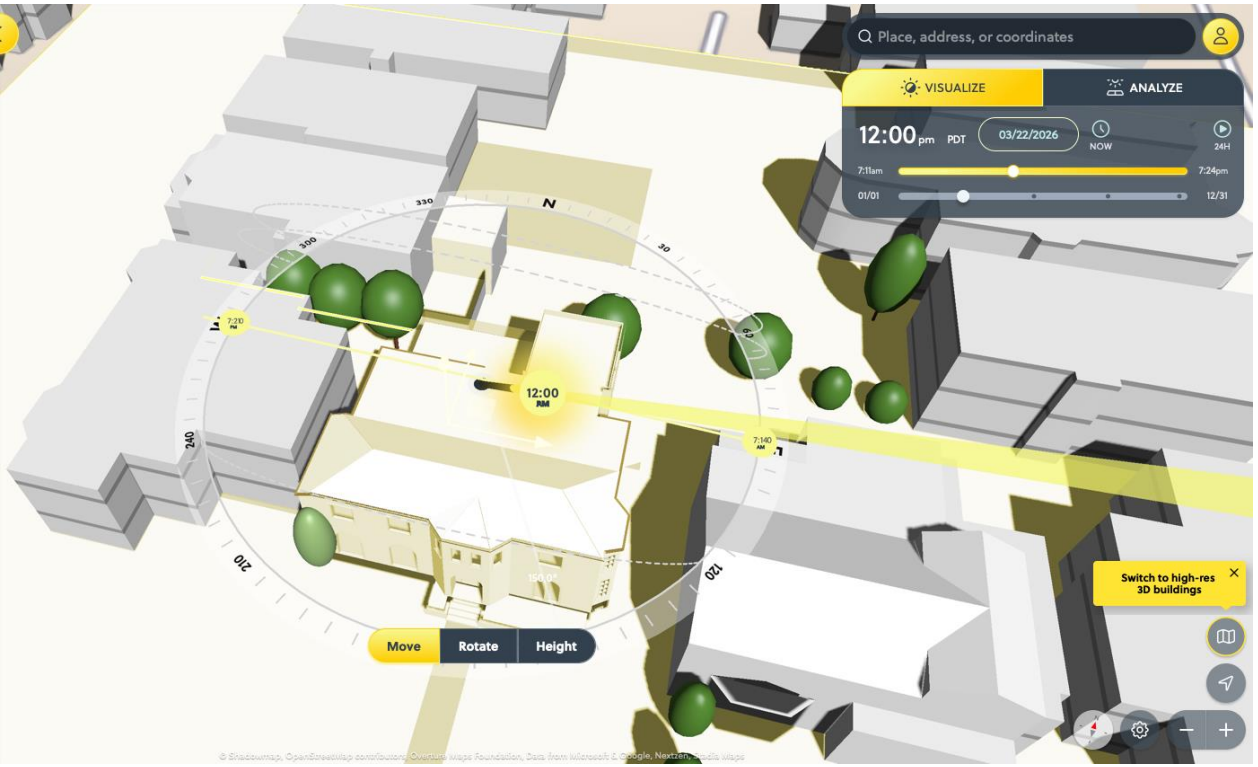
Existing house at 2840 Lake St.



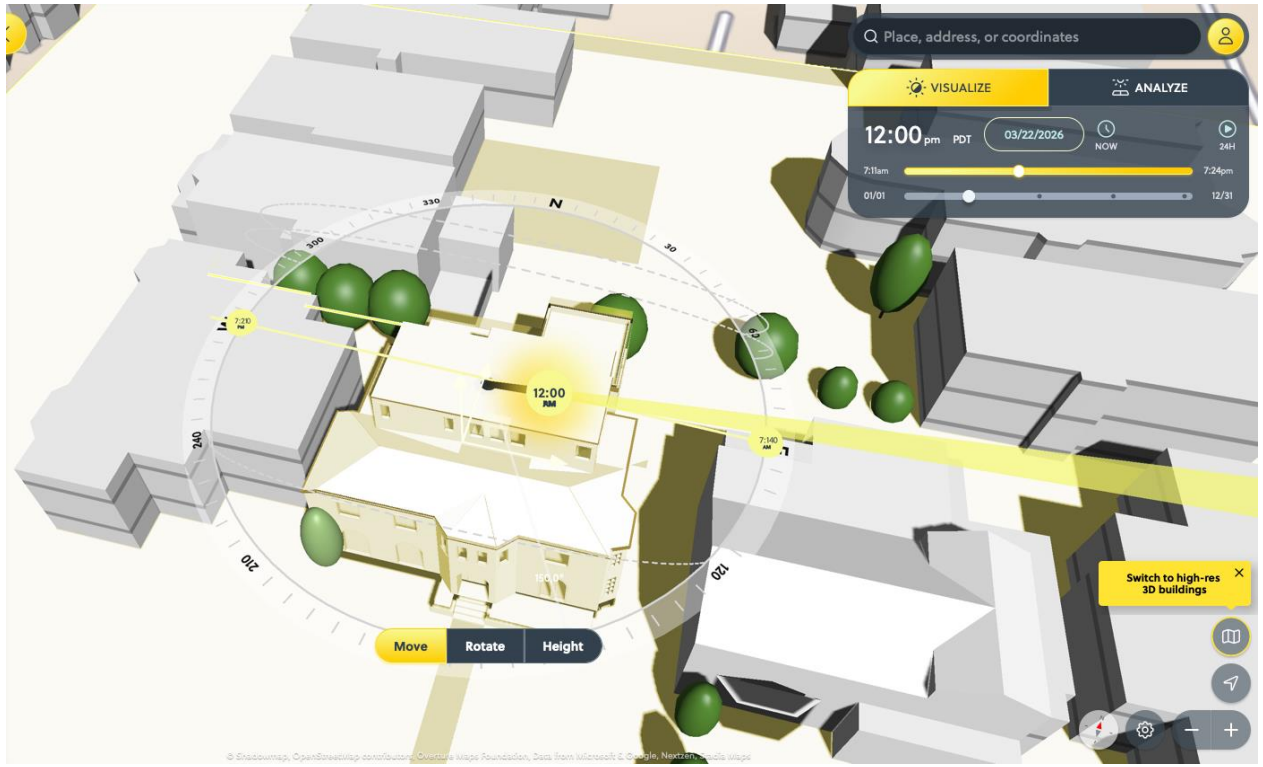
Proposed renovation at 2840 Lake St.

Existing house covers 3 of 4 windows on the East side of 2850 Lake Street and part of the back patio deck of 180 30th St.
Renovation casts new shadows on 1 of 4 windows on the East side of 2850 and the trees in front of 180 30th St.

Mar 22, 12pm



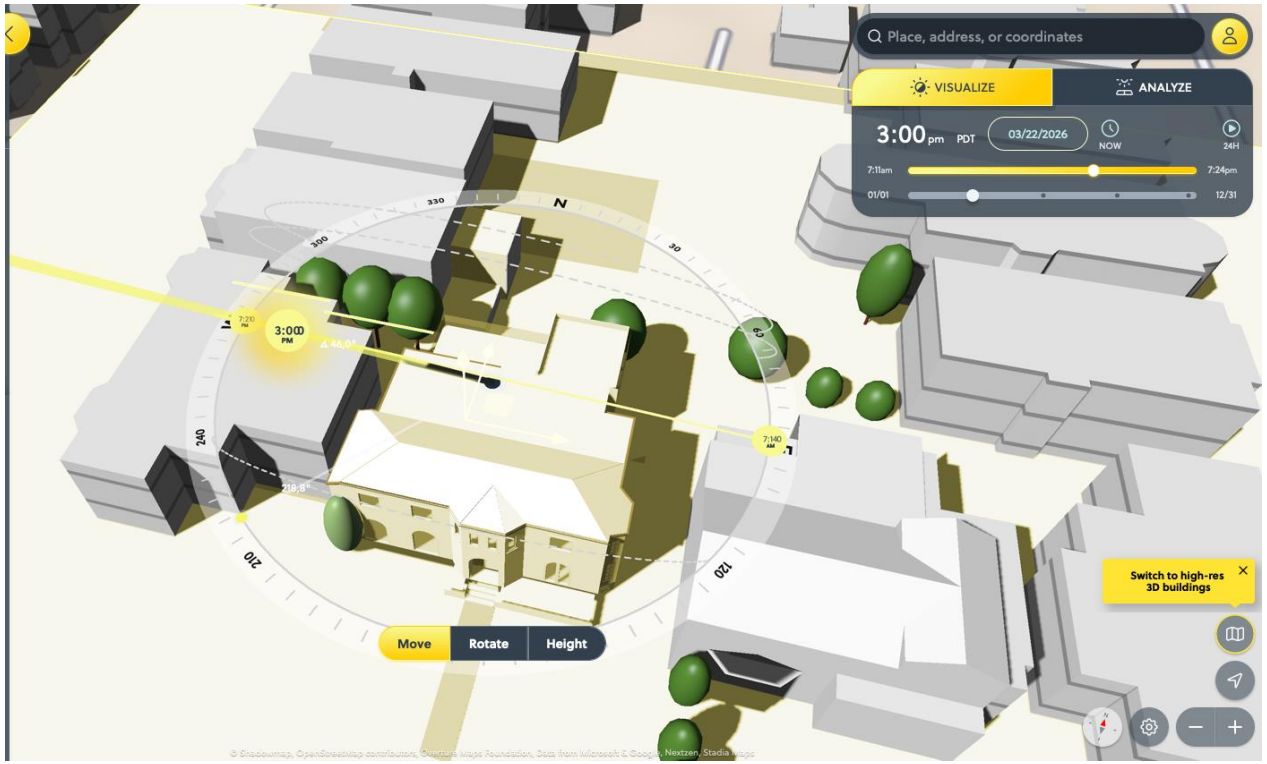
Existing house at 2840 Lake St.



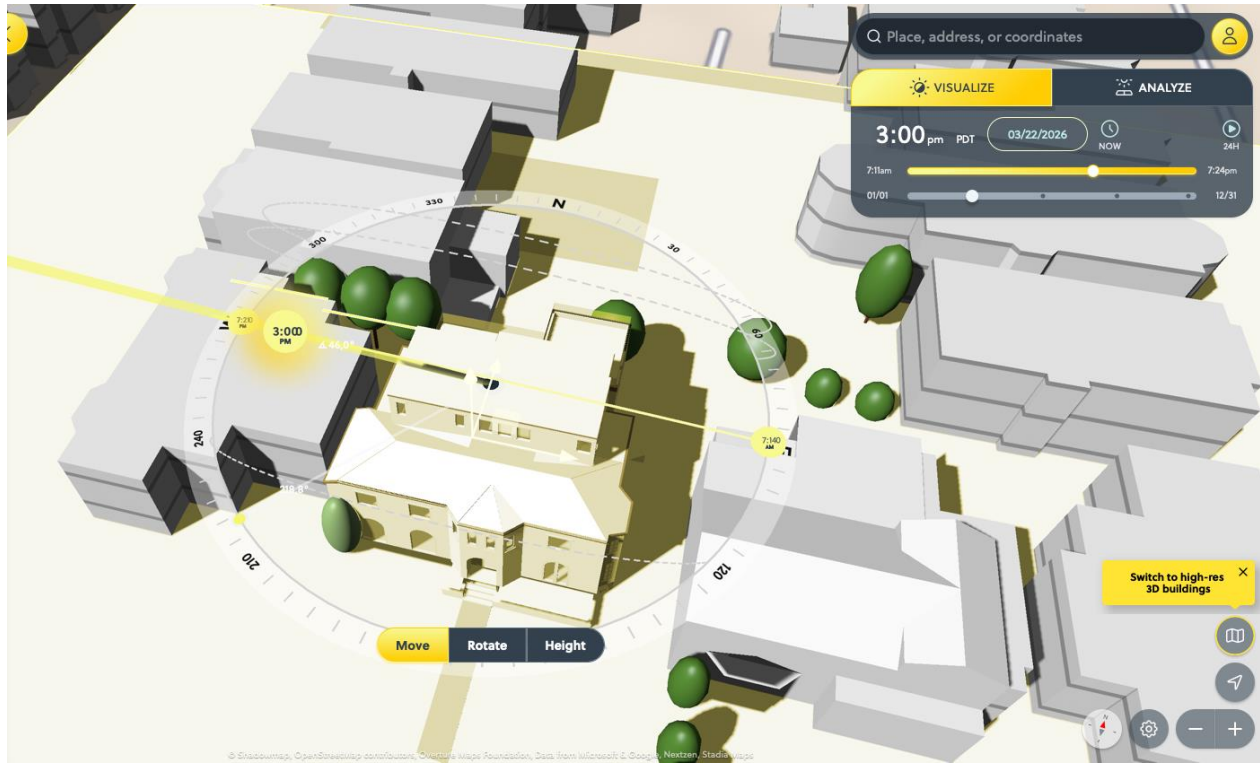
Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Mar 22, 3pm



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Mar 22, 3pm – Facing East



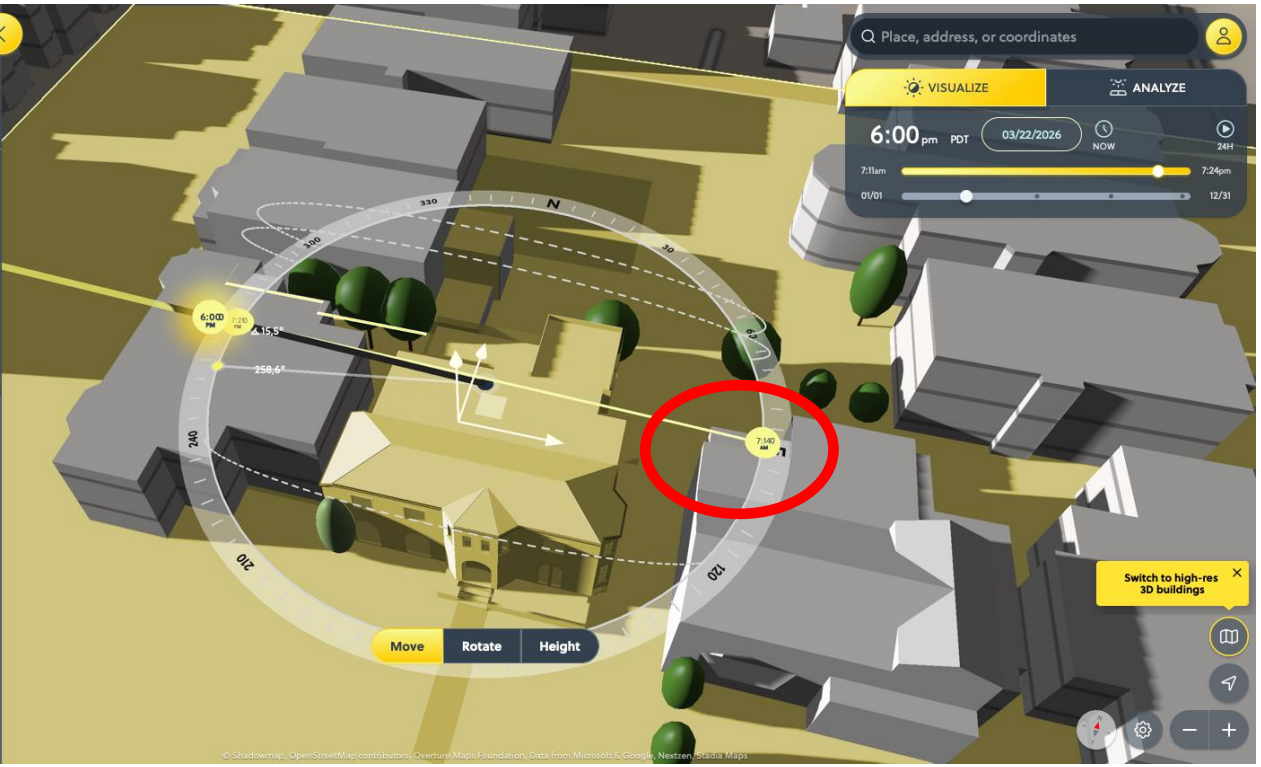
Existing house at 2840 Lake St.



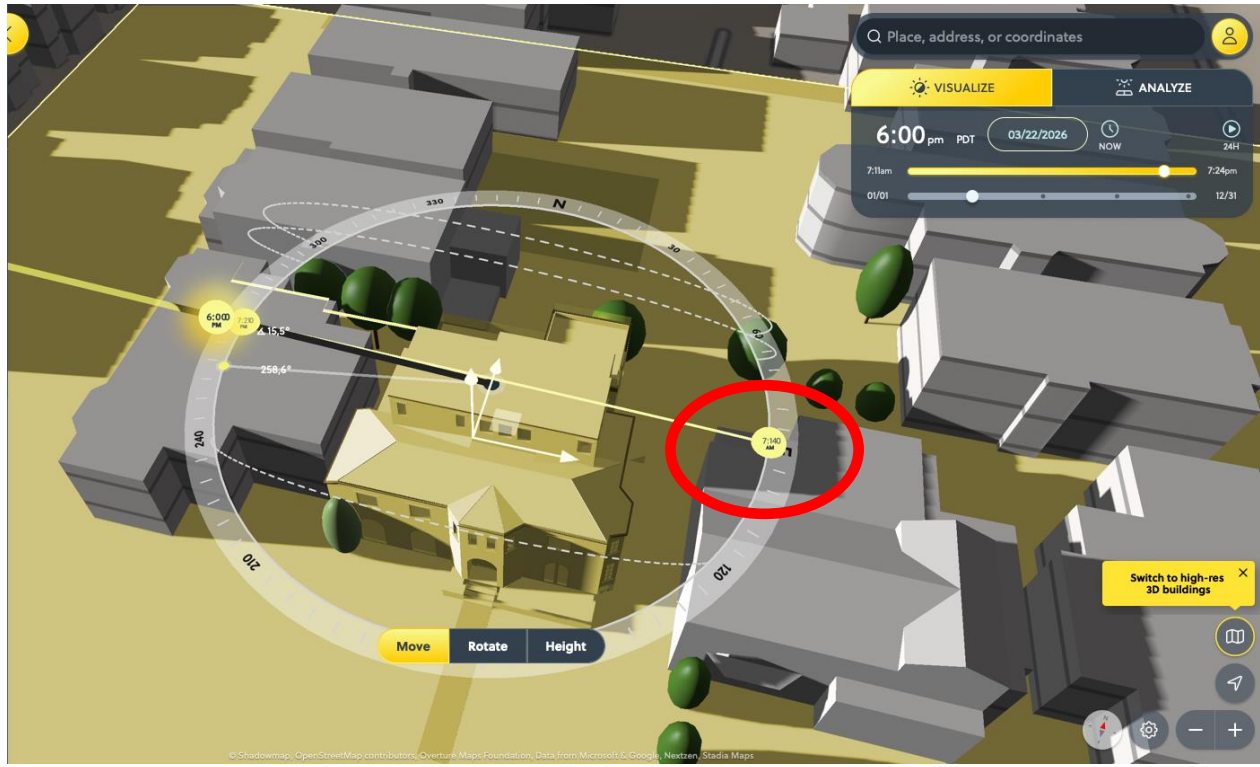
Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Mar 22, 6pm



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on 2 of 3 windows on the West side of 2820 Lake St.
Renovation casts new shadows on roof of 2820 Lake St. with slight additional shade that covers the rest of 2 of 3 windows on the West side of 2820 Lake St.

Mar 22, 6pm – Facing East



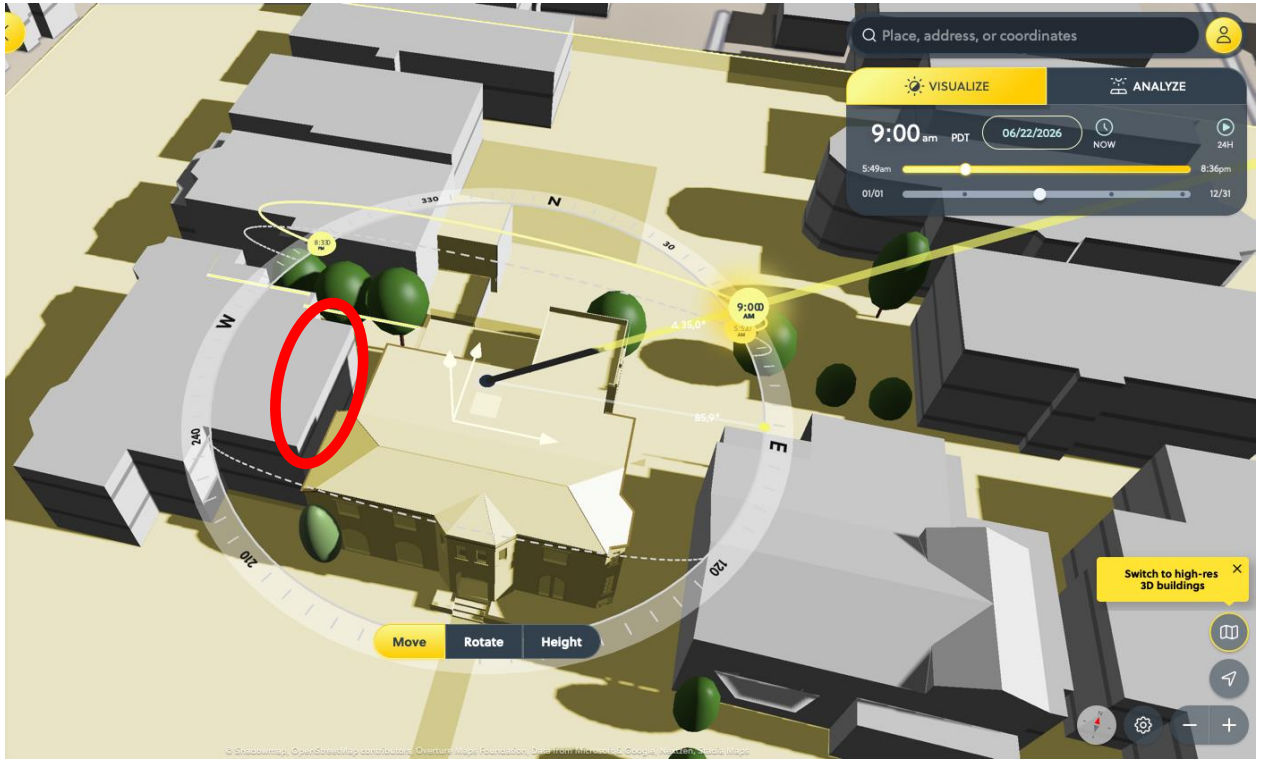
Existing house at 2840 Lake St.



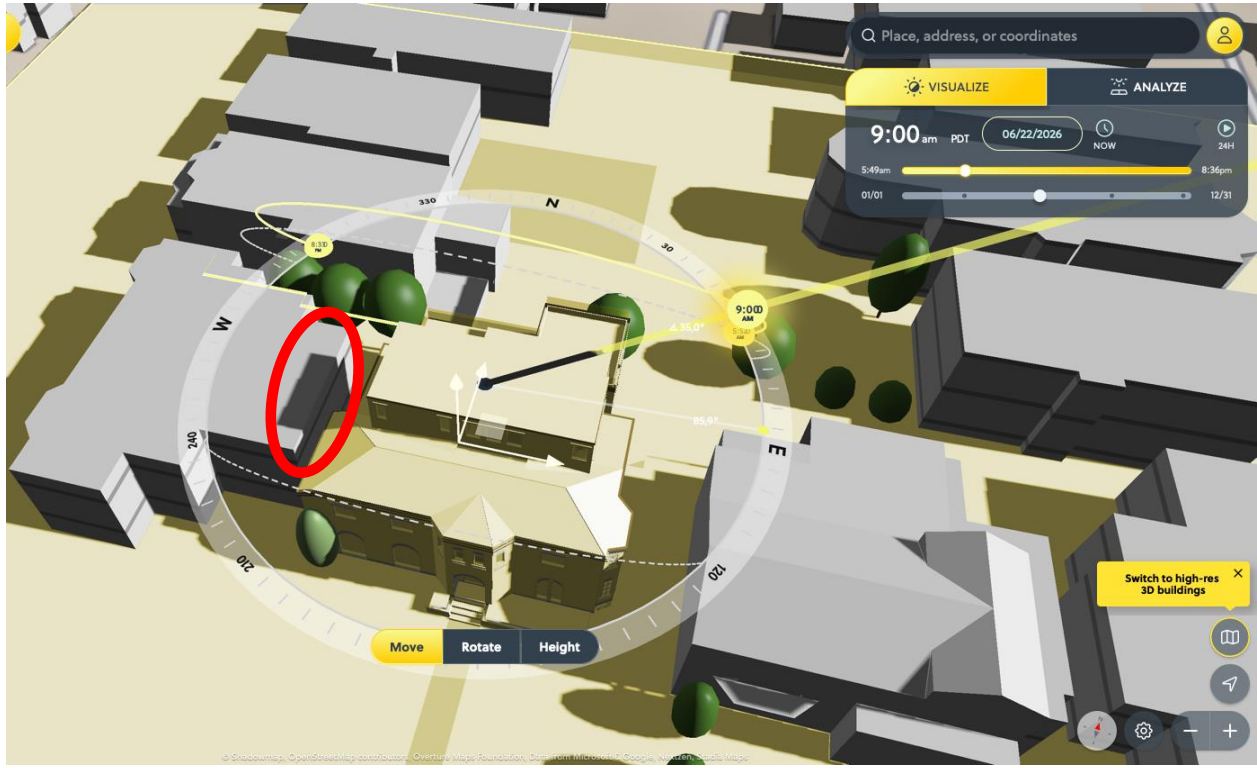
Proposed renovation at 2840 Lake St.

Existing house casts shadows on 2 of 3 windows on the West side of 2820 Lake St.
Renovation casts new shadows on roof of 2820 Lake St. with slight additional shade that covers the rest of 2 of 3 windows on the West side of 2820 Lake St.

Jun 22, 9am



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows much, but not all, of 2 of 4 windows on the East side of 2850 Lake St.
Renovation casts new shade that covers the rest of 2 of 4 windows on the East side of 2850 Lake St

Jun 22, 12pm



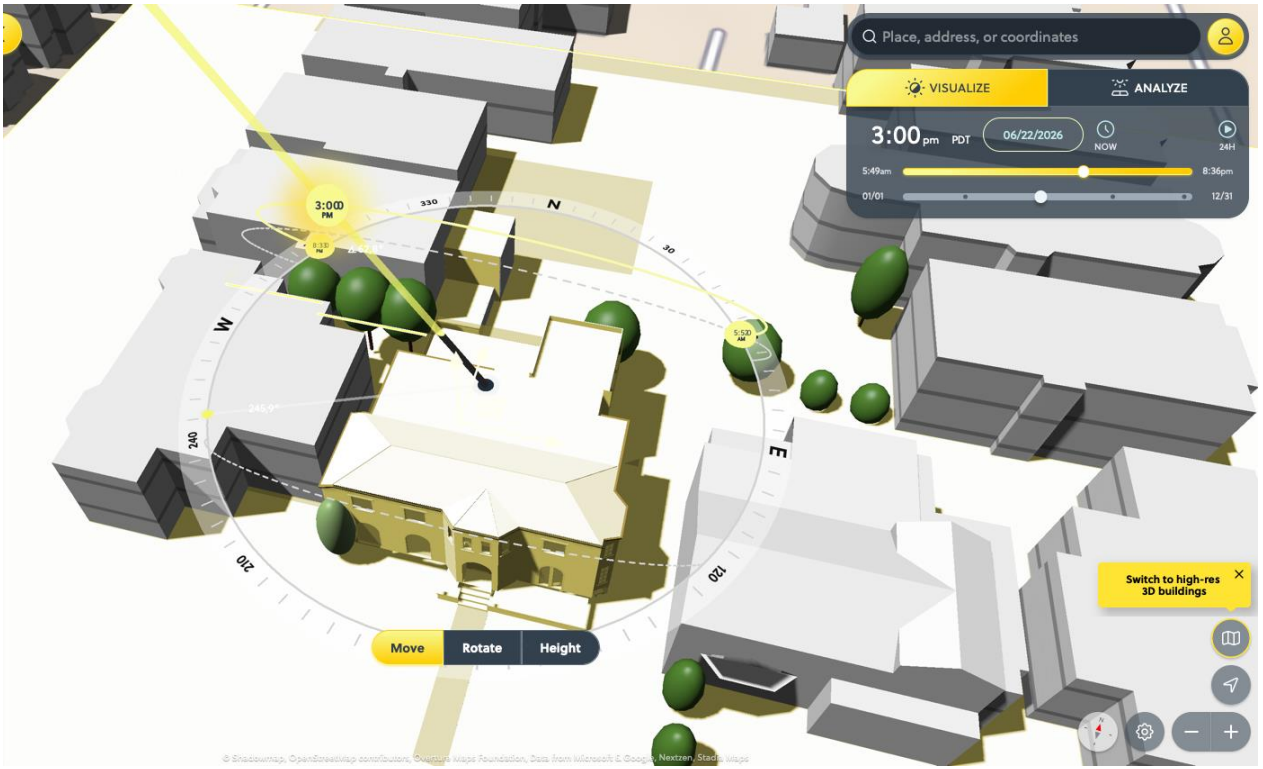
Existing house at 2840 Lake St.



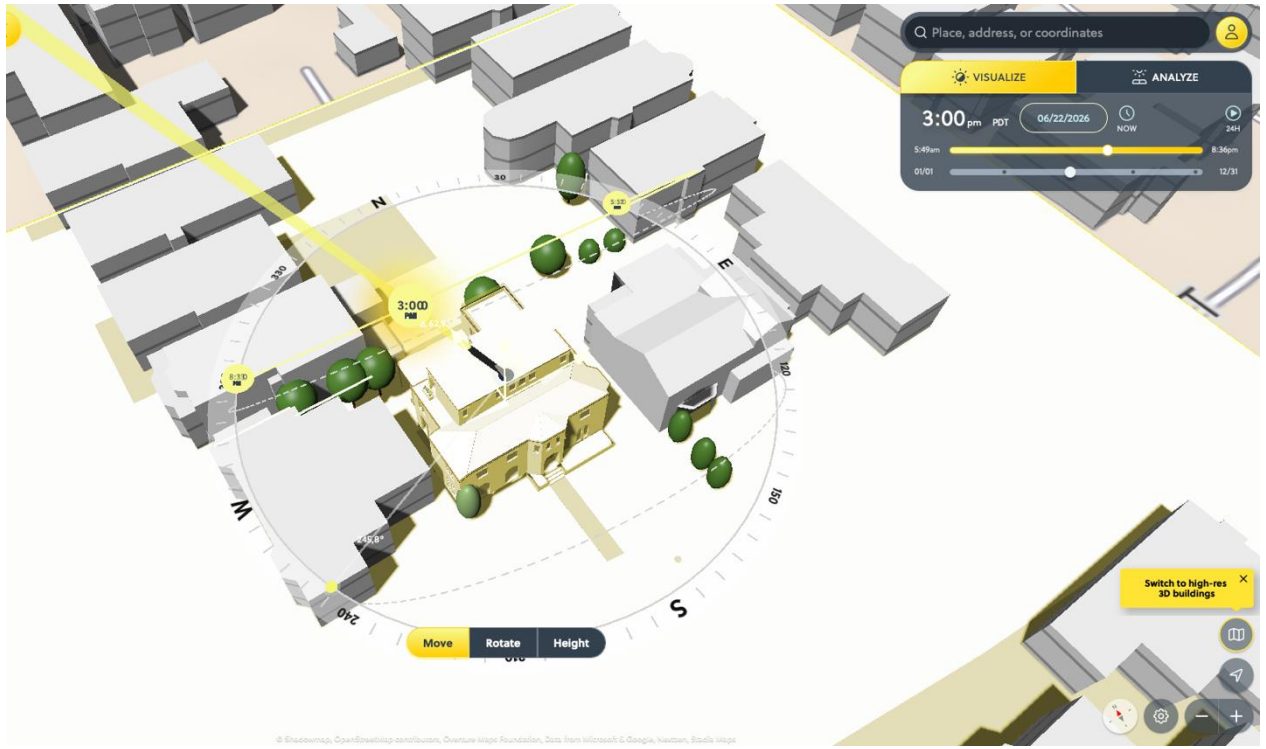
Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Jun 22, 3pm



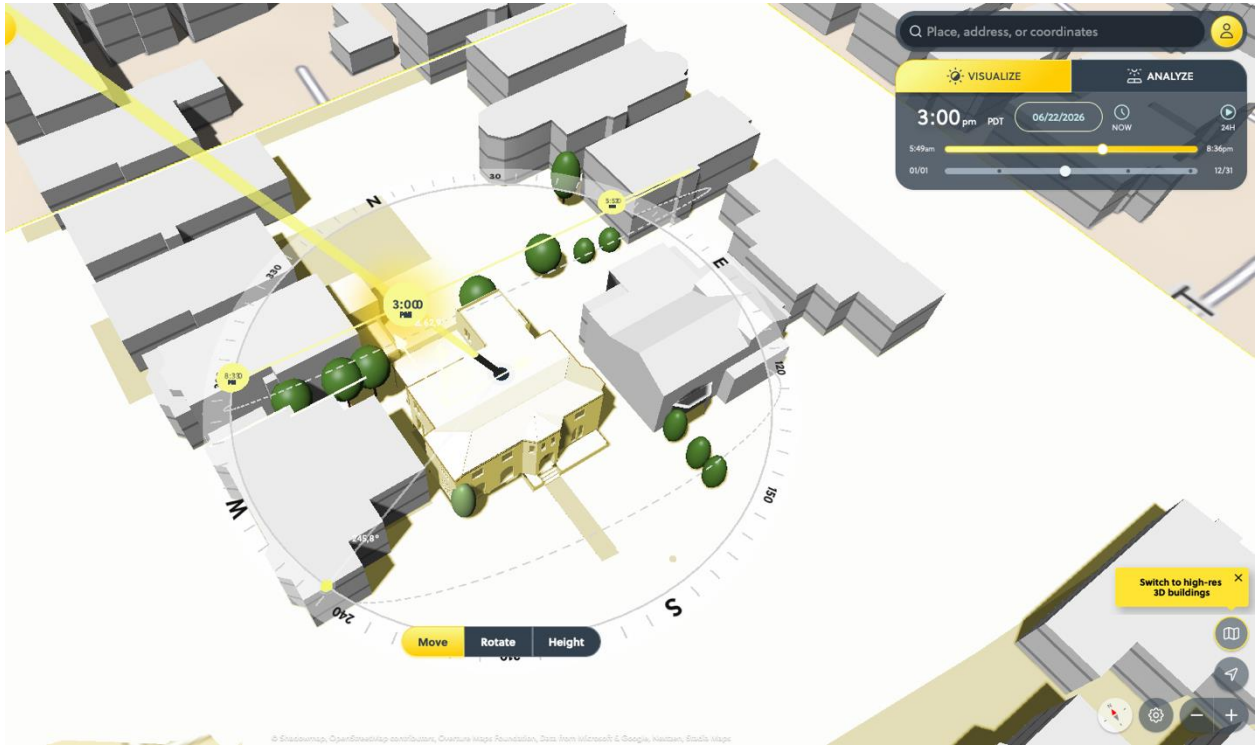
Existing house at 2840 Lake St.



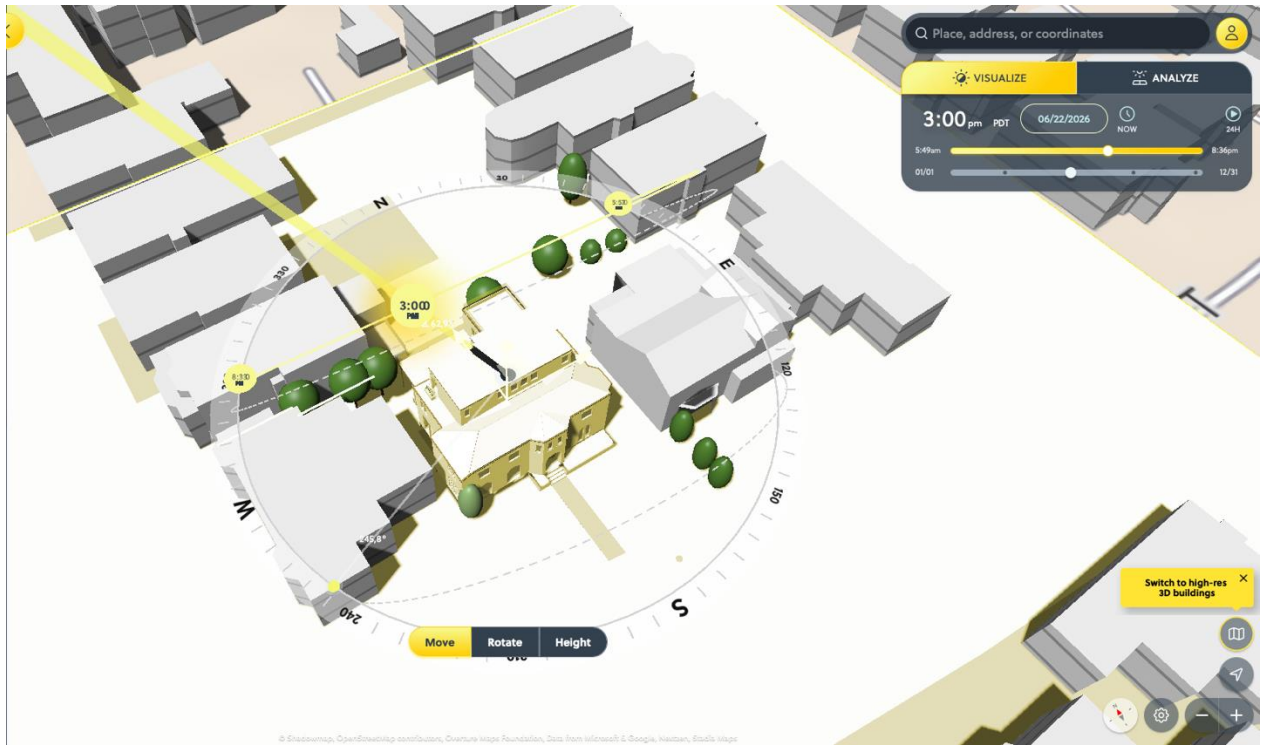
Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Jun 22, 3pm – Facing East



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Jun 22, 6pm



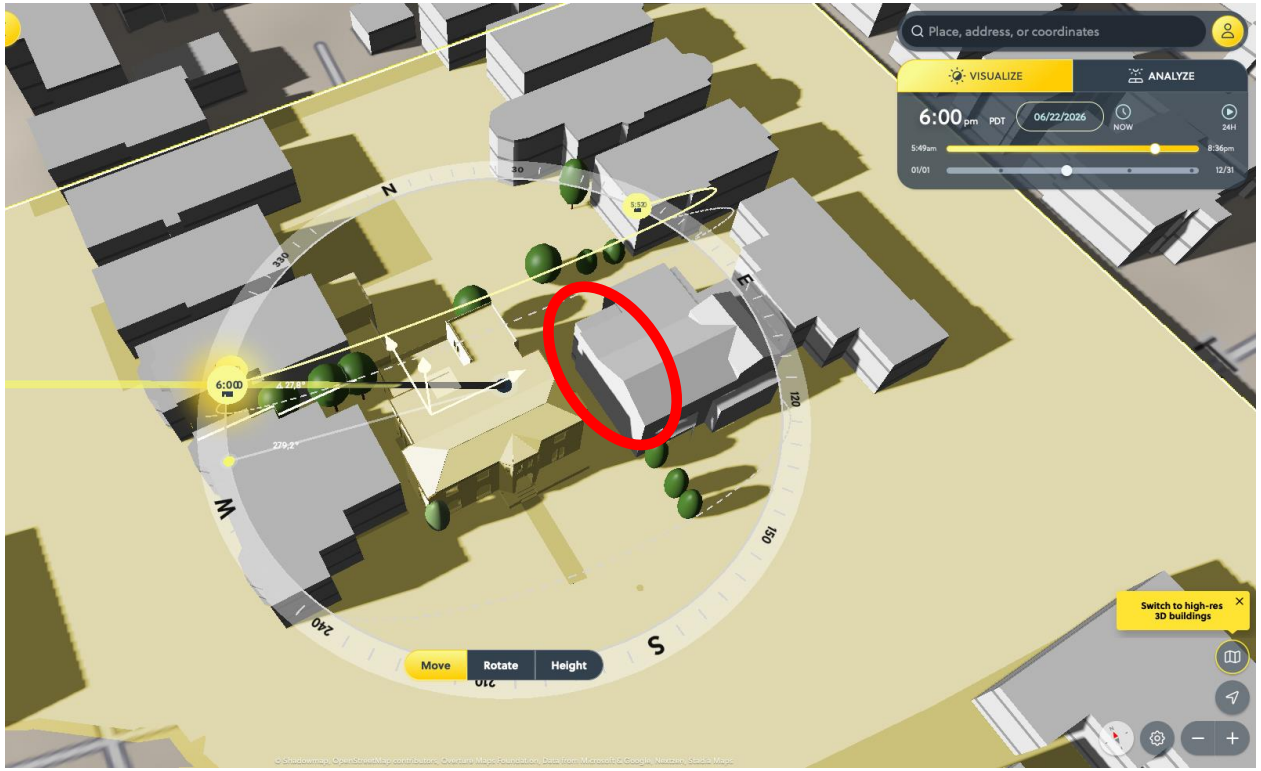
Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on some, but not all, of 2 of 3 windows on the West side of 2820 Lake St.
Renovation casts new shadows that cover the rest of 2 of 3 windows on the West side of 2820 Lake St.

Jun 22, 6pm – Facing East



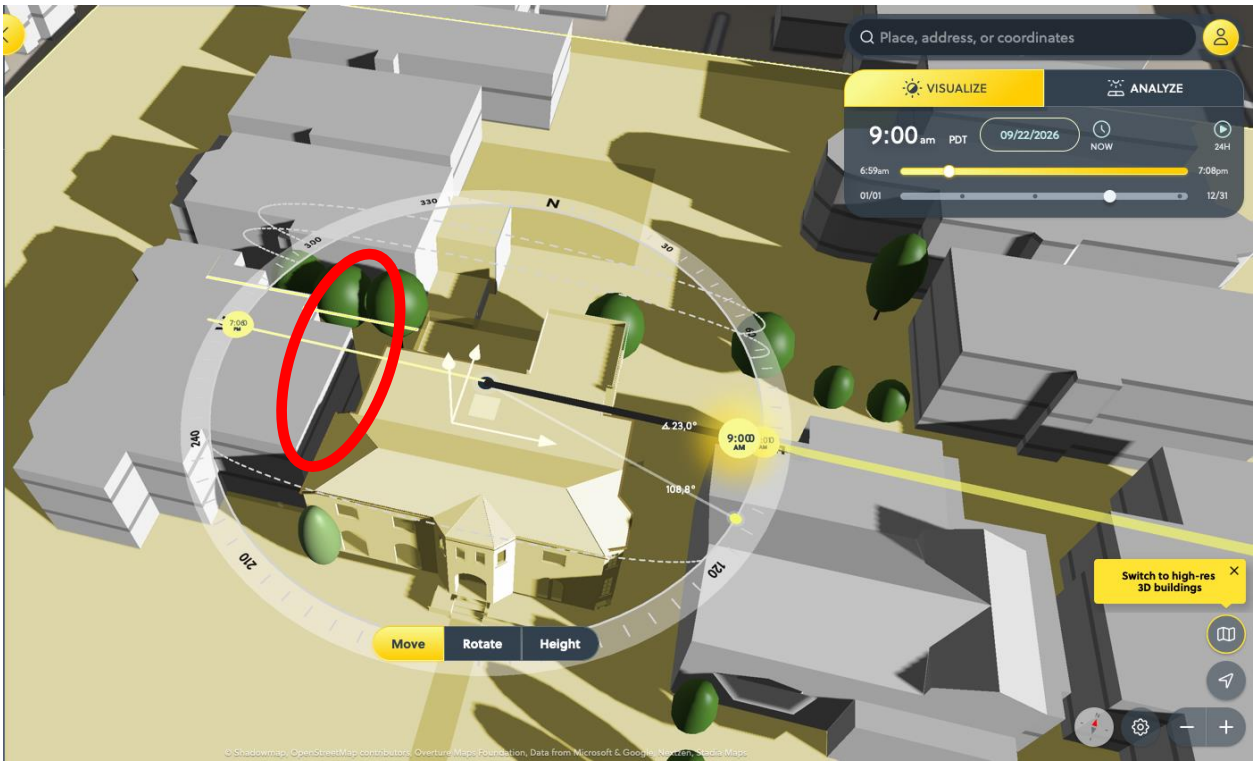
Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on some, but not all, of 2 of 3 windows on the West side of 2820 Lake St.
Renovation casts new shadows that cover the rest of 2 of 3 windows on the West side of 2820 Lake St.

Sep 22, 9am



Existing house at 2840 Lake St.



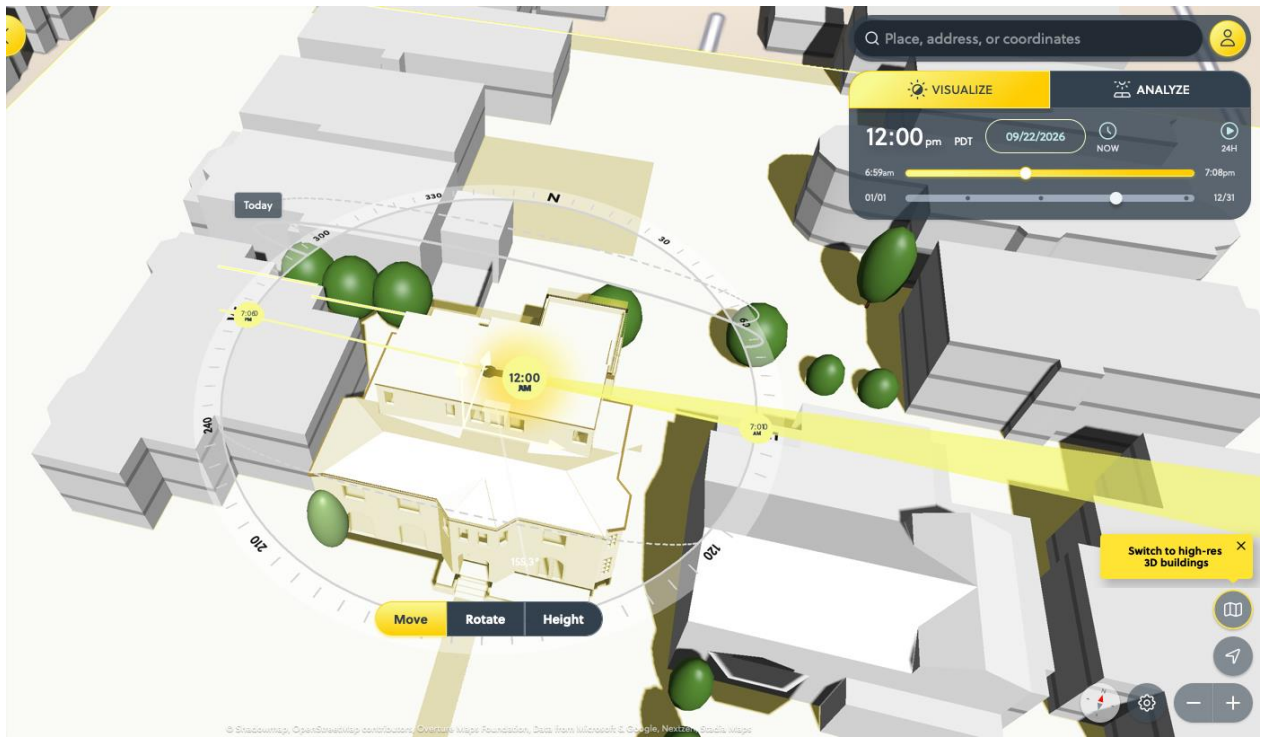
Proposed renovation at 2840 Lake St.

Existing house covers 3 of 4 windows on the East side of 2850 Lake Street and part of the back patio deck of 180 30th St.
Renovation casts new shadows on 1 of 4 windows on the East side of 2850 and the trees in front of 180 30th St.

Sep 22, 12pm



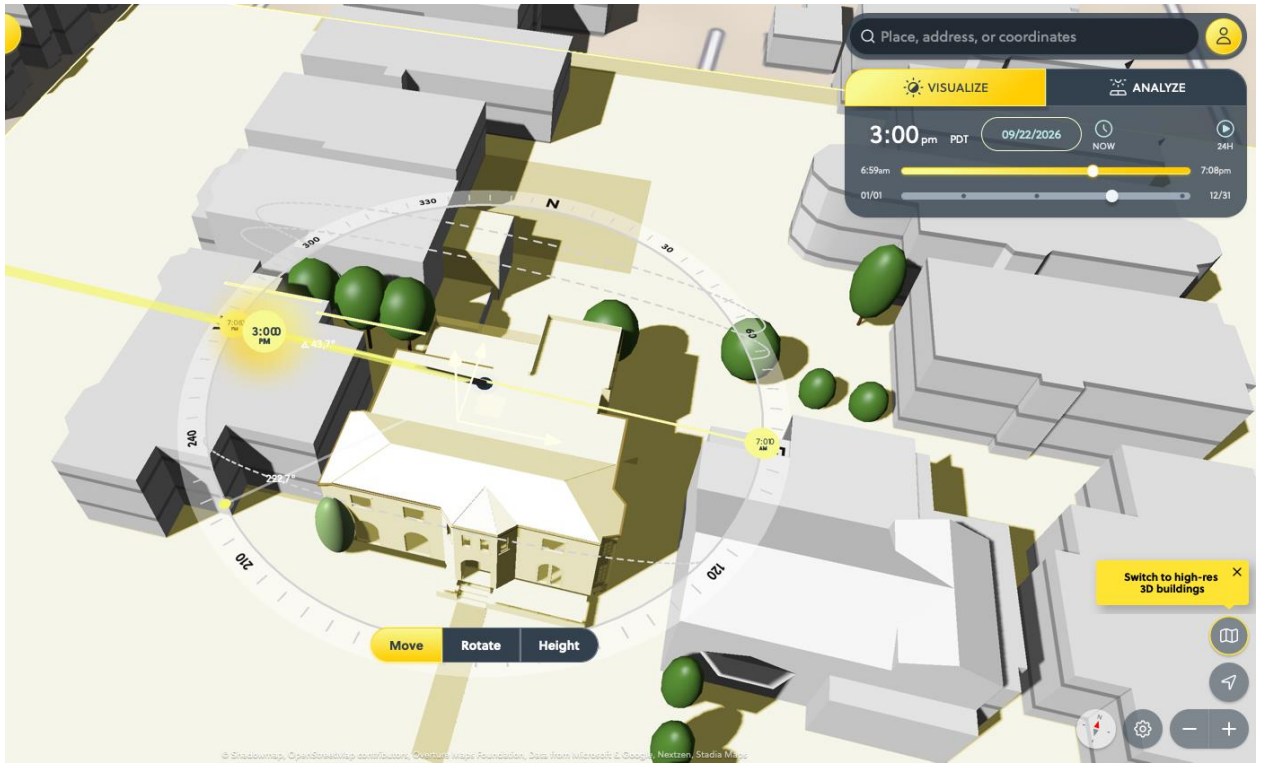
Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Sep 22, 3pm



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Sep 22, 3pm – Facing East



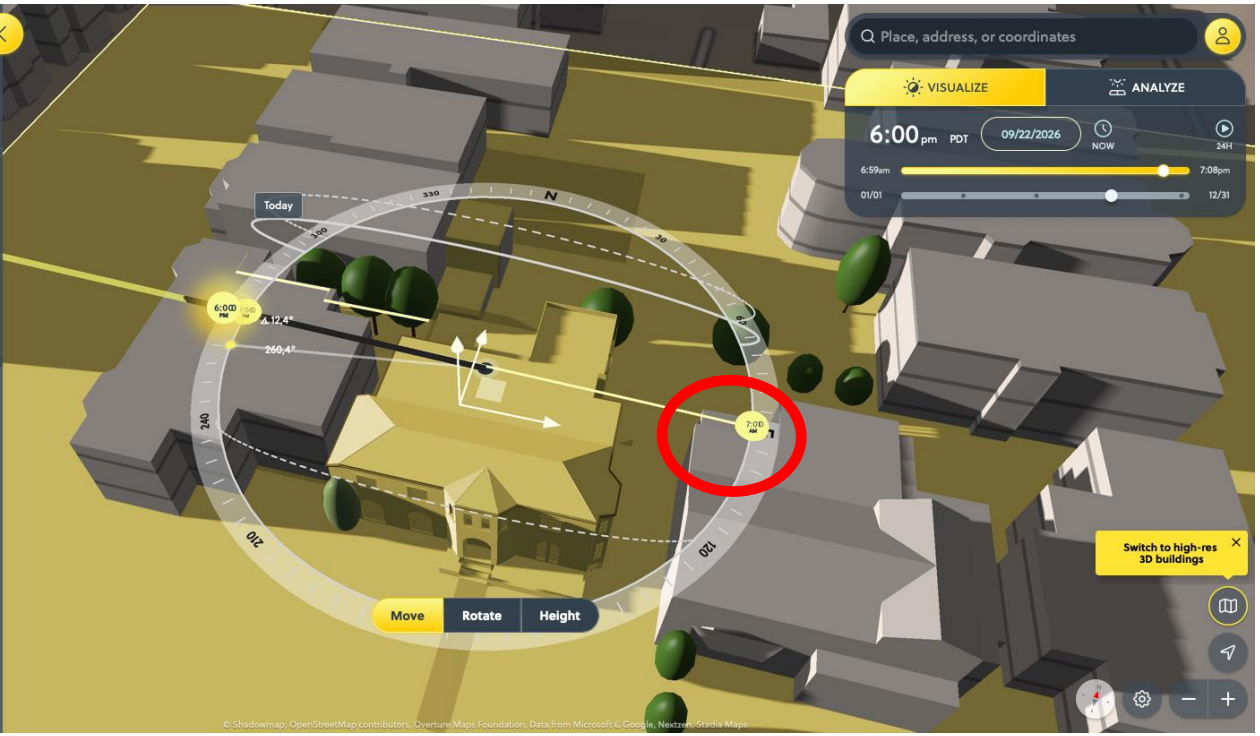
Existing house at 2840 Lake St.



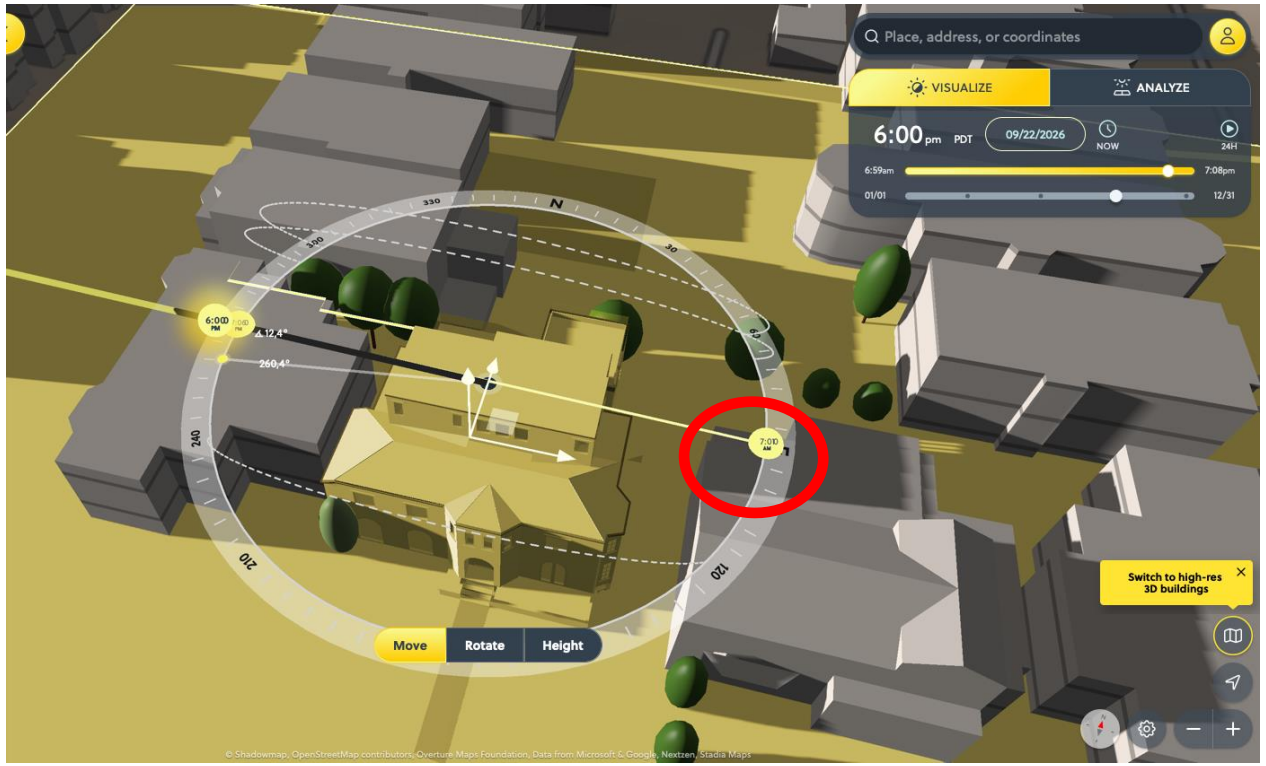
Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

Sep 22, 6pm



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on 2 of 3 windows on the East side of 2820 Lake St.
Renovation casts new shadows on the roof of 2820 Lake St. with slight additional shade that covers the rest of 2 of 3 windows on the East side of 2820 Lake St.

Sep 22, 6pm – Facing East



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on 2 of 3 windows on the East side of 2820 Lake St.
Renovation casts new shadows on the roof of 2820 Lake St. with slight additional shade that covers the rest of 2 of 3 windows on the East side of 2820 Lake St.

Dec 22, 9am



Existing house at 2840 Lake St.

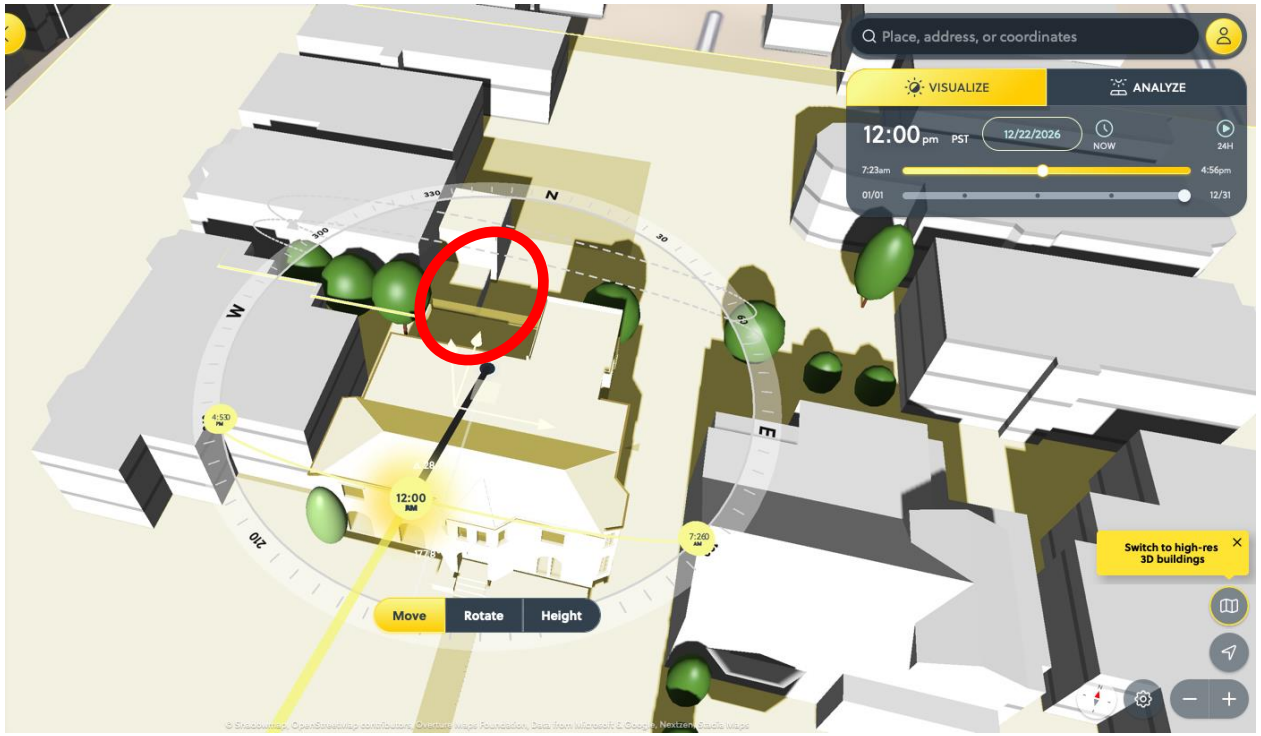


Proposed renovation at 2840 Lake St.

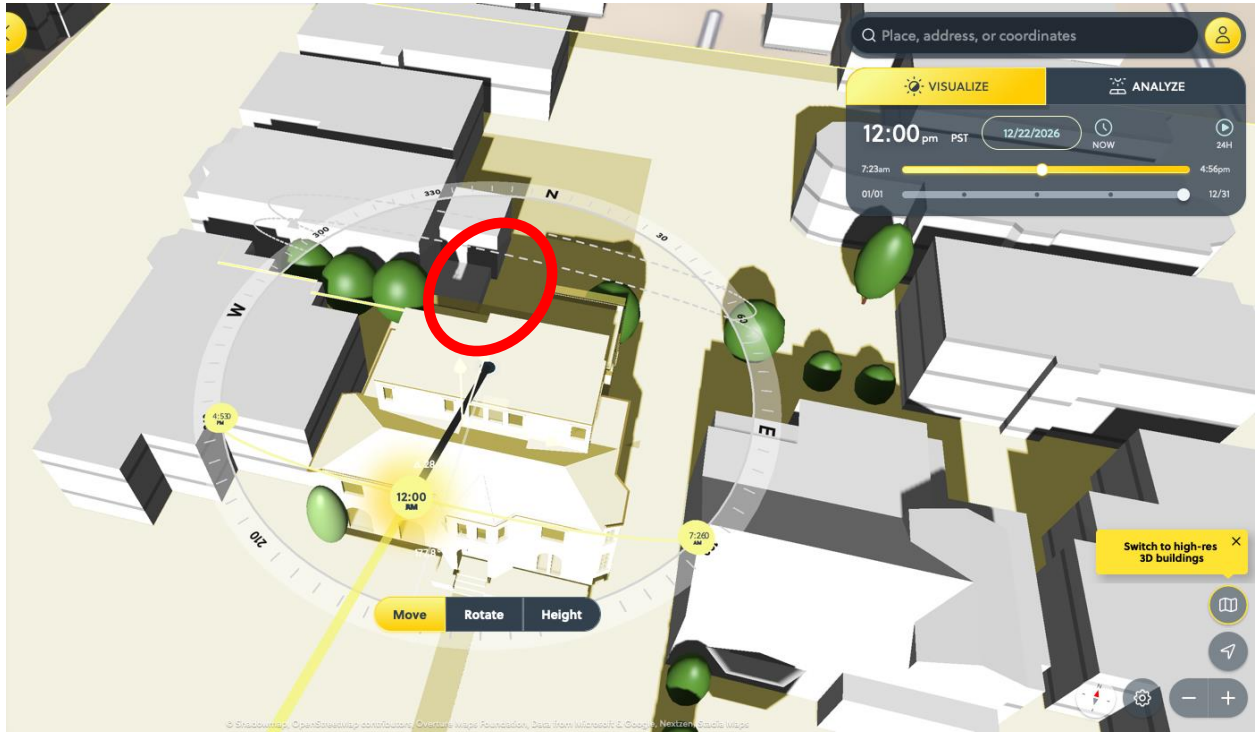
Existing house casts shadows 4 of 4 windows on East side of 2820 Lake St and on patio deck and stairs of 180 30th Ave. Trees from North side of 180 30th Ave cover most of windows on North Side.

Renovation casts new shadows 2nd floor windows on East side of 180 30th St. and rest of windows on North side of 180 30th Ave.

Dec 22, 12pm



Existing house at 2840 Lake St.



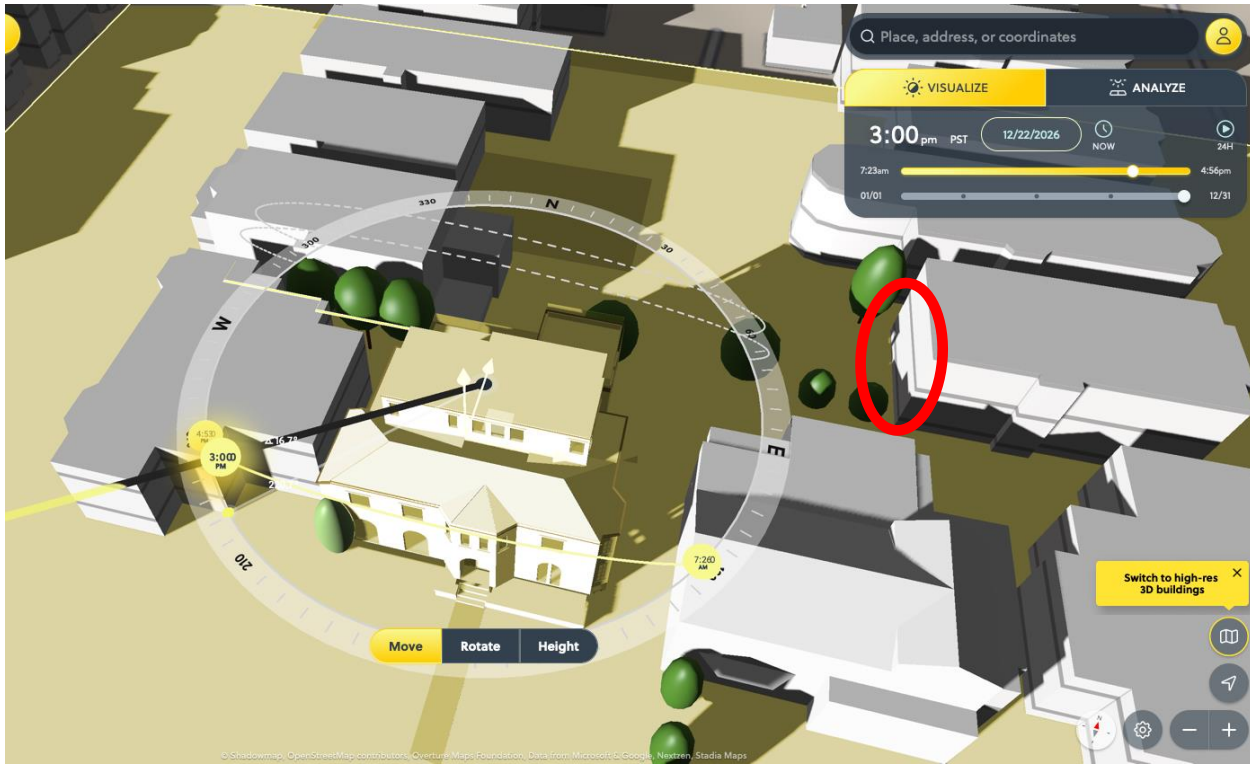
Proposed renovation at 2840 Lake St.

Existing house casts shadows most of patio deck at 180 30th Ave. Tree covers most windows on East side of 180 30th Ave. Renovation casts new shadows more of the patio deck and partially on the stairs.

Dec 22, 3pm



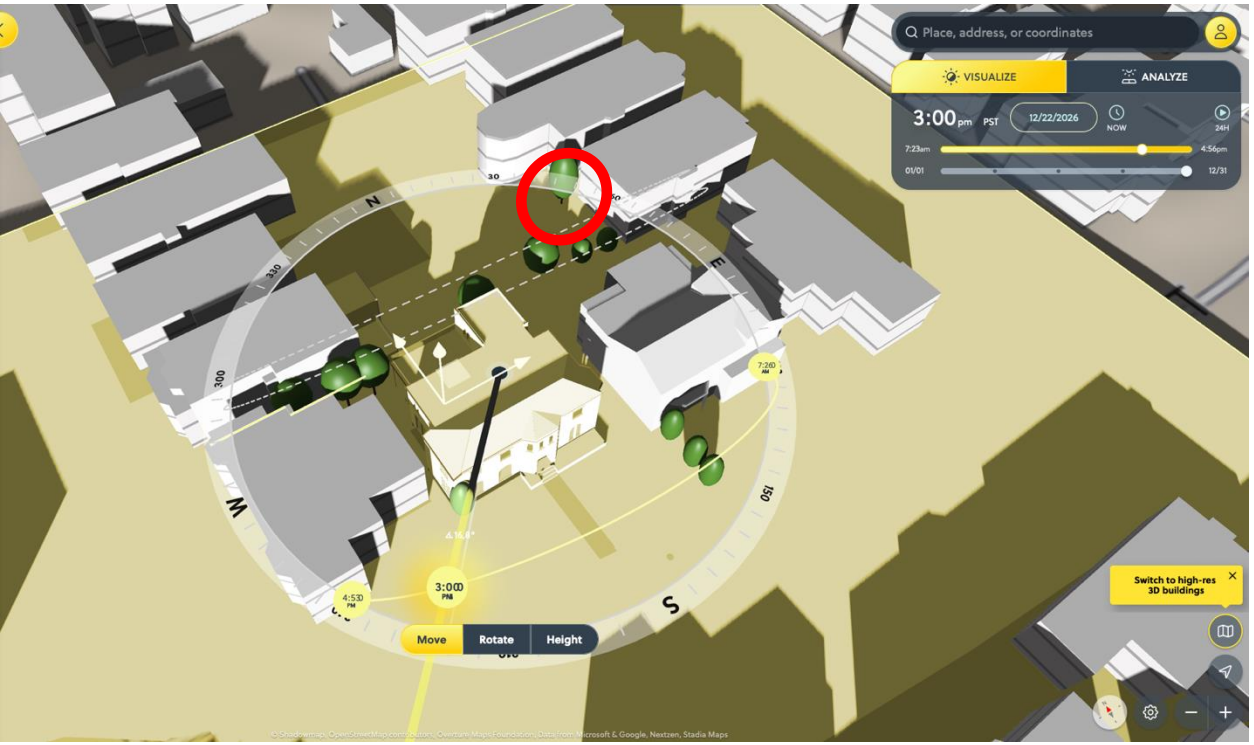
Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on most of the driveway to 185 29th Ave.
Renovation casts new shadows on the driveway of 185 29th Ave and on bushes at the North West part of 185 29th St. No impact on windows at 185 29th Ave.

Dec 22, 3pm – Facing East



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

Existing house casts shadows on most of the driveway to 185 29th Ave.
Renovation casts new shadows on the driveway of 185 29th Ave and on bushes at the North West part of 185 29th St. No impact on windows at 185 29th Ave.

Dec 22, 6pm



Existing house at 2840 Lake St.



Proposed renovation at 2840 Lake St.

No impact on shade from renovation.

BRIEF SUBMITTED BY RESPONDENT DEPARTMENT

San Francisco Planning

49 South Van Ness Avenue, Suite 1400
San Francisco, CA 94103
628.652.7600
www.sfplanning.org

BOARD OF APPEALS BRIEF

HEARING DATE: May 27, 2026

May 21, 2026

Appeal No.:	26-021
Project Address:	2840 Lake Street
Subject:	Variance Case No. 2015-013369VAR-02
Block/Lot:	1329/008
Zoning District:	RH-1(D) (Residential-House, One-Family-Detached) Family and Senior Housing Opportunity SUD
Height/Bulk:	40//40-R-4
Staff Contact:	Corey Teague, Zoning Administrator – (628) 652-7328 corey.teague@sfgov.org

Background & Analysis

The issued variance decision letter describes how each of the required findings are met for the subject project. It also provides the background related to the previous variance granted in 2017 (Case No. 2015-013369VAR) for a slightly larger version of the same project, the subsequent appeals of the associated building permit, and the determination that the previous variance had expired and a new variance was required. The Variance Decision Letter and plans for Case No. 2015-013369VAR are provided as Exhibit A for comparison.

The project approved for the current variance under appeal differs from the original project in the following ways:

1. Removed the front stair bay from the new third floor;

2. Reduced the depth of the new third floor by nearly 10 inches on its western side;

3. Reduced the overall height of the new third floor by changing the originally-proposed sloped roof to a flat roof; and

4. Greatly reducing the number and size of western-facing windows on the new third floor.

While the existing building is not small or constrained by topography or other physical issues, the variance was considered within the context of the lot size, lot sizes in the area, the location of the building at the rear of the lot, and the limits on additions outside of the required rear yard due to the historic nature of the building. For example, while the proposed project will continue to be a larger single-family building, it will only represent approximately half of the overall permitted development on the lot. Considering variances within their surrounding context has been done consistently over time, and is typical in certain neighborhoods like Presidio Heights, Pacific Heights, Saint Francis Wood, and other neighborhoods with typically large lots and buildings.

The Appellant raises concerns about the Zoning Administrator's communications with the applicants after the variance hearing. However, as was discussed in a recent appeal for 170 Bocana Street, it is common for the Zoning Administrator to have such conversations after taking a proposed variance under advisement. The neighbors' input was provided in writing and in person at the hearing, and the additional communication and analysis after the hearing only led to the project becoming smaller and more contextual.

The Appellant takes the position that the shadow created by the new third floor is materially injurious to their property. However, unless there are other unique circumstances, the additional shadow created by adding a third story to a building, especially in a generally flat area, has not been considered to be materially injurious to nearby properties and is found to be consistent with the Residential Design Guidelines. The Residential Design Guidelines actually address the fact that vertical additions beyond the neighborhood pattern (e.g., going from 2 to 3 stories) is to be expected, and the design guidance is to provide appropriate setbacks (typically at the street front). In this case, appropriate setbacks are provide.

Finally, only the rearmost 6 feet 4 inches of the new third floor is within the required rear yard. As such, a Code-complying third floor would still cast a similar amount of shadow as what is approved in the variance.

Conclusion

The subject variance was issued with an understanding that it would not fully address all the concerns raised by the neighbors. However, given that the prior variance was granted without appeal, and that the current project has been reduced in size and modified to address privacy concerns, and that the findings made for the variance are consistent with other similar variances in the city, it is respectfully requested that the Board deny the appeal.

cc: Darryl & Celeste Woo (Appellant)
Julia & Taylor Moore (Appellant)
Katherine Scangos & Jeffrey Willis (Appellant)
Marc & Alison Chaput (Appellant)
Suzy Cronholm (Appellant)
Carey McElroy (Department of Building Inspection)

EXHIBIT A

SAN FRANCISCO
PLANNING DEPARTMENT

Variance Decision

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Date:	November 1, 2017
Case No.:	**2015-013369VAR**
Project Address:	**2840 LAKE STREET**
Zoning:	RH-1(D) [Residential-House, One-Family - Detached] 40-X Height and Bulk District
Block/Lots:	1329/008
Applicant:	Mark English Mark English Architects 523 Francisco Street San Francisco, CA 94133
Owner:	Richard & Fiona Kwee 2840 Lake Street San Francisco, CA 94121
Staff Contact:	Christopher May – (415) 575-9087 christopher.may@sfgov.org

DESCRIPTION OF VARIANCE – REAR YARD VARIANCE SOUGHT:

The proposal is to construct an approximately 717 square-foot 3rd floor vertical addition above the existing two-story dwelling, a two-story horizontal addition to the west side and a three-story hortizontal addition to the east side of the building in order to accommodate a new elevator. The proposal also involves the partial excavation of the existing attached garage in order to facilitate a new new stacked parking space.

Section 134 of the Planning Code requires the subject property to maintain a rear yard equal to 25% of the lot depth, which in this instance is approximately 21 feet. The 1-story-over-garage portion of the existing dwelling maintains a rear yard of approximately 3 feet with the remainder of the dwelling maintaining a rear yard of approximately 19 feet. The proposed three-story east side horizontal elevator addition, the two-story horizontal west side addition, and the 3rd floor vertical addition would maintain the same 19-foot rear yard and therefore, the project requires a variance.

PROCEDURAL BACKGROUND:

1. The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 categorical exemption.

2. The Zoning Administrator reviewed the project administratively and opted to not hold a public hearing on **Variance Application No. 2015-013369VAR** pursuant to Planning Code Section 305(c).

3. Neighborhood notification pursuant to Planning Code Section 311 notification was performed for Building Permit Application No. 201509167124 between June 6, 2017 and July 6, 2017. One Discretionary Review request was filed during the notification period (Case No. 2015-013369DRP); however, the request was subsequently withdrawn.

DECISION:

GRANTED, in general conformity with the plans on file with this application, shown as EXHIBIT A, to construct a 3rd floor vertical addition, a three-story hortizontal east side addition, and two-story west side horizontal addition that will extend into the required rear yard of the single-family dwelling, subject to the following conditions:

1. Any future physical expansion, even in the buildable area, shall be reviewed by the Zoning Administrator to determine if the expansion is compatible with existing neighborhood character and scale. If the Zoning Administrator determines that there would be a significant or extraordinary impact, the Zoning Administrator shall require either notice to adjacent and/or affected property owners or a new Variance application be sought and justified.

2. The proposed project must meet these conditions and all applicable City Codes. In case of conflict, the more restrictive controls apply.

3. Minor modifications as determined by the Zoning Administrator may be permitted.

4. The owner of the subject property shall record on the land records of the City and County of San Francisco the conditions attached to this Variance decision as a Notice of Special Restrictions in a form approved by the Zoning Administrator.

5. This Variance Decision and the recorded Notice of Special Restrictions shall be reproduced on the Index Sheet of the construction plans submitted with the Site or Building Permit Application for the Project. This Index Sheet of the construction plans shall reference the Variance Case Number.

FINDINGS:

Section 305(c) of the Planning Code states that in order to grant a variance, the Zoning Administrator must determine that the facts of the case are sufficient to establish the following five findings:

FINDING 1.
That there are exceptional or extraordinary circumstances applying to the property involved or to the intended use of the property that do not apply generally to other properties or uses in the same class of district.

Requirement Met.

A. The subject property has an average lot depth of approximately 85 feet; shallower than the typical San Francisco lot. The existing dwelling is situated closer to the rear lot line than the front such that the existing rear yard is deficient by between approximately 2-18 feet (with a front setback of more than 25 feet). The subject building is a contributor to the Sea Cliff Historic

District, and, therefore, any additions to the existing building are limited to those areas at the rear which are minimally visible from the street.

FINDING 2.
That owing to such exceptional and extraordinary circumstances the literal enforcement of specified provisions of this Code would result in a practical difficulty or unnecessary hardship not created by or attributed to the applicant or the owner of the property.

Requirement Met.

A. Due to the substandard lot depth, the existing non-complying rear yard, and the historic nature of the subject building, none of which are created by or attributable to the owner of the property, it is not possible to expand the existing building in conformance with the the rear yard requirements of the Planning Code. Literal enforcement of the Planning Code would not allow the property owner to expand the dwelling, thereby restricting the owner's reasonable development of the property.

FINDING 3.
That such variance is necessary for preservation and enjoyment of a substantial property right of the subject property, possessed by other property in the same class of district.

Requirement Met.

A. A rear yard variance is necessary in order to allow the property owner to reasonably expand the subject building, as other properties in the RH-1(D) Zoning District are allowed. Without the variance, the building would not be permitted to expand, thereby limiting the enjoyment of a substantial property right of the subject property.

FINDING 4.
That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity.

Requirement Met.

A. The portions of the proposed horizontal and vertical expansions within the required rear yard will be minimally visible from the street. The roof deck above the existing one-story-over garage portion of the dwelling would provide more usable open space for the property owner, with no detriment to the public welfare or any effect on the overall character of neighboring properties.

B. The Planning Department is not aware of any opposition to the proposed project.

FINDING 5.
The granting of such variance will be in harmony with the general purpose and intent of this Code and will not adversely affect the General Plan.

Requirement Met.

A. This development is consistent with the generally stated intent and purpose of the Planning Code to promote orderly and beneficial development. Planning Code Section 101.1 establishes eight priority-planning policies and requires review of variance applications for consistency with said policies. The project meets all relevant policies, including conserving neighborhood character, and maintaining housing stock.

1. Existing neighborhood retail uses will not be adversely affected by the proposed project.

2. The proposed project will be in keeping with the existing housing and neighborhood character. The proposal will preserve the existing single-family dwelling on the property.

3. The proposed project will have no effect on the City's supply of affordable housing.

4. The proposed project does not adversely affect neighborhood parking or public transit.

5. The project will have no effect on the City's industrial and service sectors.

6. The proposed project will have no effect on the City's preparedness to protect against injury and loss of life in an earthquake.

7. The project will have no effect on the City's landmarks or historic buildings.

8. The project would not affect any existing or planned public parks or open spaces.

The effective date of this decision shall be either the date of this decision letter if not appealed or the date of the Notice of Decision and Order if appealed to the Board of Appeals.

Once any portion of the granted variance is utilized, all specifications and conditions of the variance authorization became immediately operative.

The authorization and rights vested by virtue of this decision letter shall be deemed void and cancelled if (1) a Building Permit has not been issued within three years from the effective date of this decision; or (2) a Tentative Map has not been approved within three years from the effective date of this decision for Subdivision cases; or (3) neither a Building Permit or Tentative Map is involved but another required City action has not been approved within three years from the effective date of this decision. However, this authorization may be extended by the Zoning Administrator when the issuance of a necessary Building Permit or approval of a Tentative Map or other City action is delayed by a City agency or by appeal of the issuance of such a permit or map or other City action.

Protest of Fee or Exaction: You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section

66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission's adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator's Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives **NOTICE** that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.

APPEAL: Any aggrieved person may appeal this variance decision to the Board of Appeals within ten (10) days after the date of the issuance of this Variance Decision. For further information, please contact the Board of Appeals in person at 1650 Mission Street, 3rd Floor (Room 304) or call 575-6880.

Very truly yours,

Scott F. Sanchez
Zoning Administrator

THIS IS NOT A PERMIT TO COMMENCE ANY WORK OR CHANGE OCCUPANCY. PERMITS FROM APPROPRIATE DEPARTMENTS MUST BE SECURED BEFORE WORK IS STARTED OR OCCUPANCY IS CHANGED.

THIRTIETH AVENUE

EXISTING 2 STORY
SINGLE-FAMILY RESIDENCE
180 THIRTIETH AVENUE
1329 / 010

EXISTING 2 STORY
SINGLE-FAMILY RESIDENCE
185 TWENTY NINTH AVENUE
1329 / 005

EXISTING 2 STORY
SINGLE-FAMILY RESIDENCE
2800 LAKE STREET
1329 / 009

71'-0 1/4" (OVERALL ADJACENT LOT LENGTH)

80'-10 1/8"

±51'-4 3/8"

±7'-9"

±8'-11 3/4"

(E) CHAIN LINK FENCE

±9'-9 1/2"

±19'-0 3/8"

EXISTING 2 STORY
SINGLE-FAMILY RESIDENCE
2840 LAKE STREET
1329 / 008

(E) DECK

(E) FLAT ROOF

20'-9 3/8" REQ SETBACK

(E) FLAT ROOF

(E) SKYLIGHT

±1'-0"

(E) FLUE

(E) ROOF

(E) DECK BELOW

5'-0" SETBACK

5'-0" SETBACK

10'-0" EASEMENT

±26'-8 1/8"

12'-3 3/8" SETBACK (15% PROPERTY DEPTH)

13'-2 1/4" SETBACK (15% PROPERTY DEPTH)

PROPERTY LINE, TYP

±10'-11" (E) SIDEWALK

(E) STREET TREE, TYP

(E) CURB CUT, TYP

EXISTING 2 STORY
SINGLE-FAMILY RESIDENCE
2820 LAKE STREET
1329 / 007

89'-5 3/8"

83'-9" (OVERALL ADJACENT LOT LENGTH)

65'-0" (OVERALL ADJACENT LOT WIDTH)

60'-0" (OVERALL LOT WIDTH)

60'-0" (OVERALL ADJACENT LOT WIDTH)

LAKE STREET

EXHIBIT A
APPLICATION No. 2015-013369VAR
PLANS DATED: 10/5/2017
DEPARTMENT OF CITY PLANNING

APPLICATION PLANS
SUBMITTED ON: 10/5/2017
APPLICATION NO.: 2015-013369VAR

1 G1.1 EXISTING SITE PLAN
Scale: 1/8" = 1'-0"

N

0 4 8FT

KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

MARK ENGLISH architects
523 Francisco Street
San Francisco, California
94133
t. 415.391.0186
e. mark@markenglisharchitects.com
w. www.markenglisharchitects.com

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18694
07.31.17
RENEWAL DATE
STATE OF CALIFORNIA

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EXISTING SITE PLAN

CLIENT APPROVAL SIGNATURE:

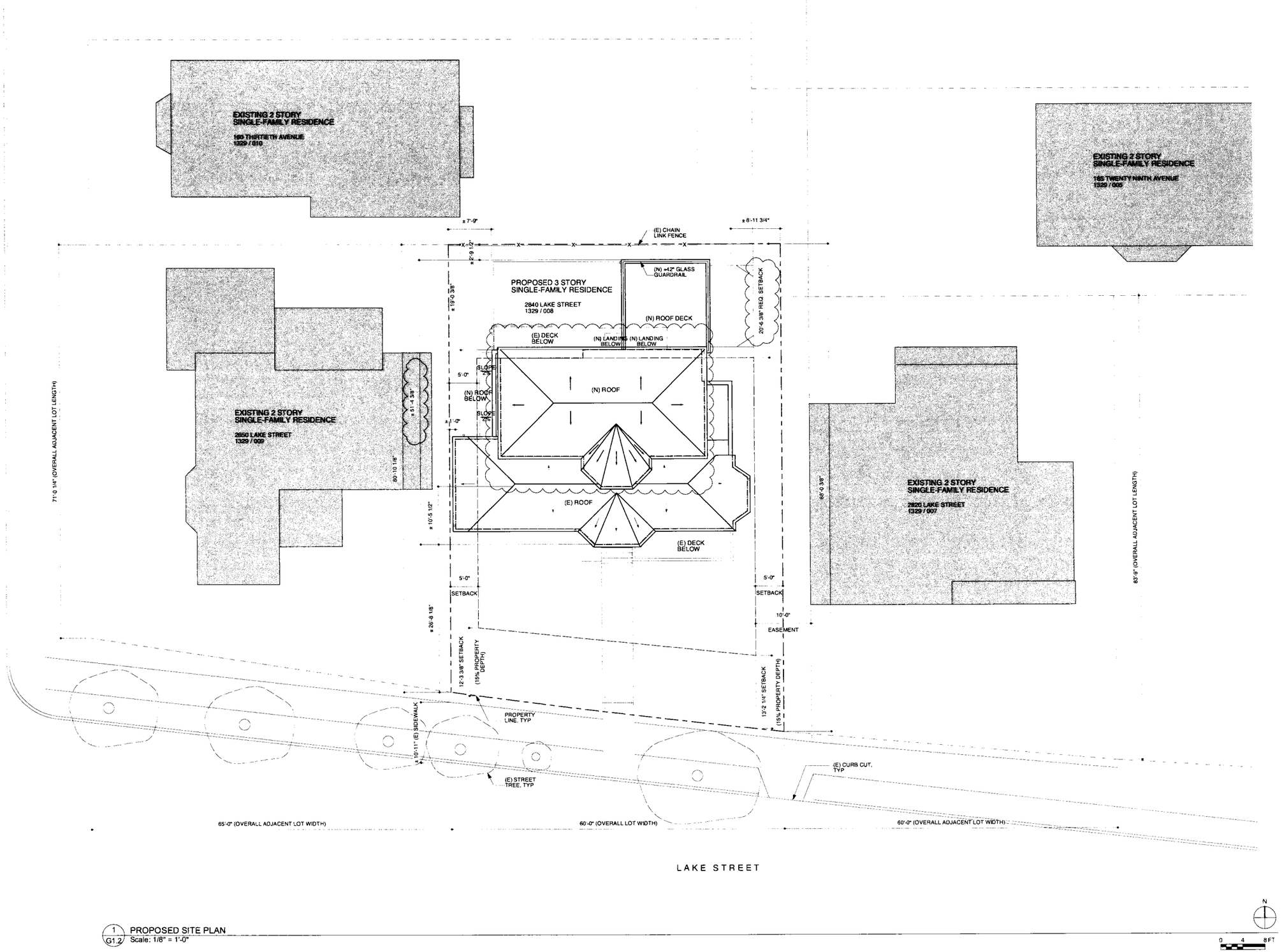
REVISIONS:

NO.	DATE	DESCRIPTION
	05.26.15	311 PRE-APPLICATION
	09.15.15	SITE PERMIT
1	03.28.17	SITE PERMIT

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DRAFTED BY:	CHECKED BY:
mvl	ME
PRINT DATE:	03.28.2017
SCALE:	1/8" =1'-0"

G1.1



1 G1.2 PROPOSED SITE PLAN
Scale: 1/8" = 1'-0"

KWEE RESIDENCE

2840 LAKE STREET
SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

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e. mark@markenglisharchitects.com
w. www.markenglisharchitects.com

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.17
RENEWAL DATE
STATE OF CALIFORNIA

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PROPOSED SITE PLAN

CLIENT APPROVAL SIGNATURE:

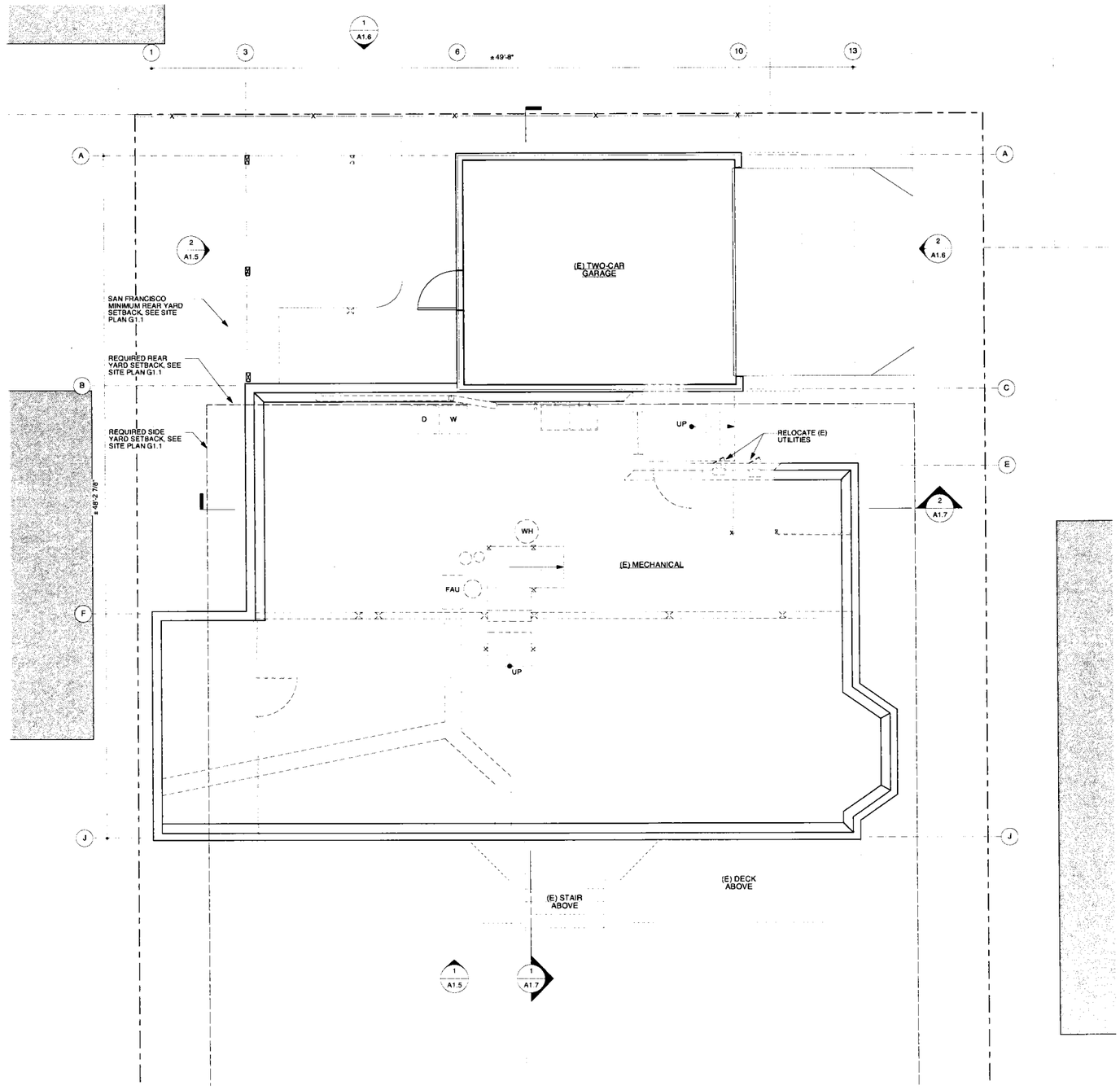
REVISIONS:

NO.	DATE	DESCRIPTION
	05.26.15	311 PRE-APPLICATION
	09.15.15	SITE PERMIT
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SCALE:	1/8" =1'-0"

G1.2



1 A1.1 EXISTING/ DEMOLITION BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION

(E) CONSTRUCTION TO BE REMOVED

(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN FROM DAMAGE DURING DEMOLITION.
2. CONTRACTOR SHALL PATCH AND / OR REPAIR ALL EXISTING ADJACENT CONSTRUCTION AS REQUIRED AFTER DEMOLITION TO PROVIDE A COMPLETE AND FINISHED INSTALLATION.
3. CONTRACTOR TO PROVIDE TEMPORARY SHORING AS NECESSARY DURING DEMOLITION. CONTRACTOR RESPONSIBLE FOR SITE SAFETY AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION. SAFETY ON SITE INCLUDES PREVENTING ACCESS TO SITE WHEN AND IF IT CONSTITUTES A PUBLIC NUISANCE OR HAZARD.
4. CONTRACTOR TO PROPERLY CAP ALL EXISTING SANITARY SEWER AND / OR FILLING SEPTIC SYSTEM TO HEALTH DEPARTMENT STANDARDS.
5. CONTRACTOR SHALL DEMOLISH AND / OR REMOVE ALL ITEMS AS INDICATED ON THE DRAWINGS.
6. CONTRACTOR RESPONSIBLE FOR REMOVING ALL DEBRIS CAUSED BY DEMOLITION AND OTHER DEBRIS IN THE BUILDING. CONTRACTOR SHALL CLEAN UP DAILY AND SHALL NOT ALLOW AN EXCESSIVE AMOUNT OF DEBRIS TO ACCUMULATE AT ANY TIME.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND LEGAL DISPOSAL OF ALL ITEMS, MATERIALS, ETC. DEMOLISHED FROM PROPERTY.
8. WHERE EXISTING LIGHT FIXTURES, ELECTRICAL OUTLETS, ETC. ARE TO BE REMOVED, ALL SERVICE TO SAME SHALL BE CAPPED OR REMOVED IN ACCORDANCE WITH ALL APPLICABLE CODES.
9. EXISTING GAS AND ELECTRICAL METERS ARE TO BE REMOVED BY PG&E PRIOR TO ANY DEMOLITION OR CONSTRUCTION ACTIVITY.

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

LICENSED ARCHITECT MARK DAVID ENGLISH C-18694 07.31.17 RENEWAL DATE STATE OF CALIFORNIA

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EXISTING/ DEMOLITION BASEMENT FLOOR PLAN

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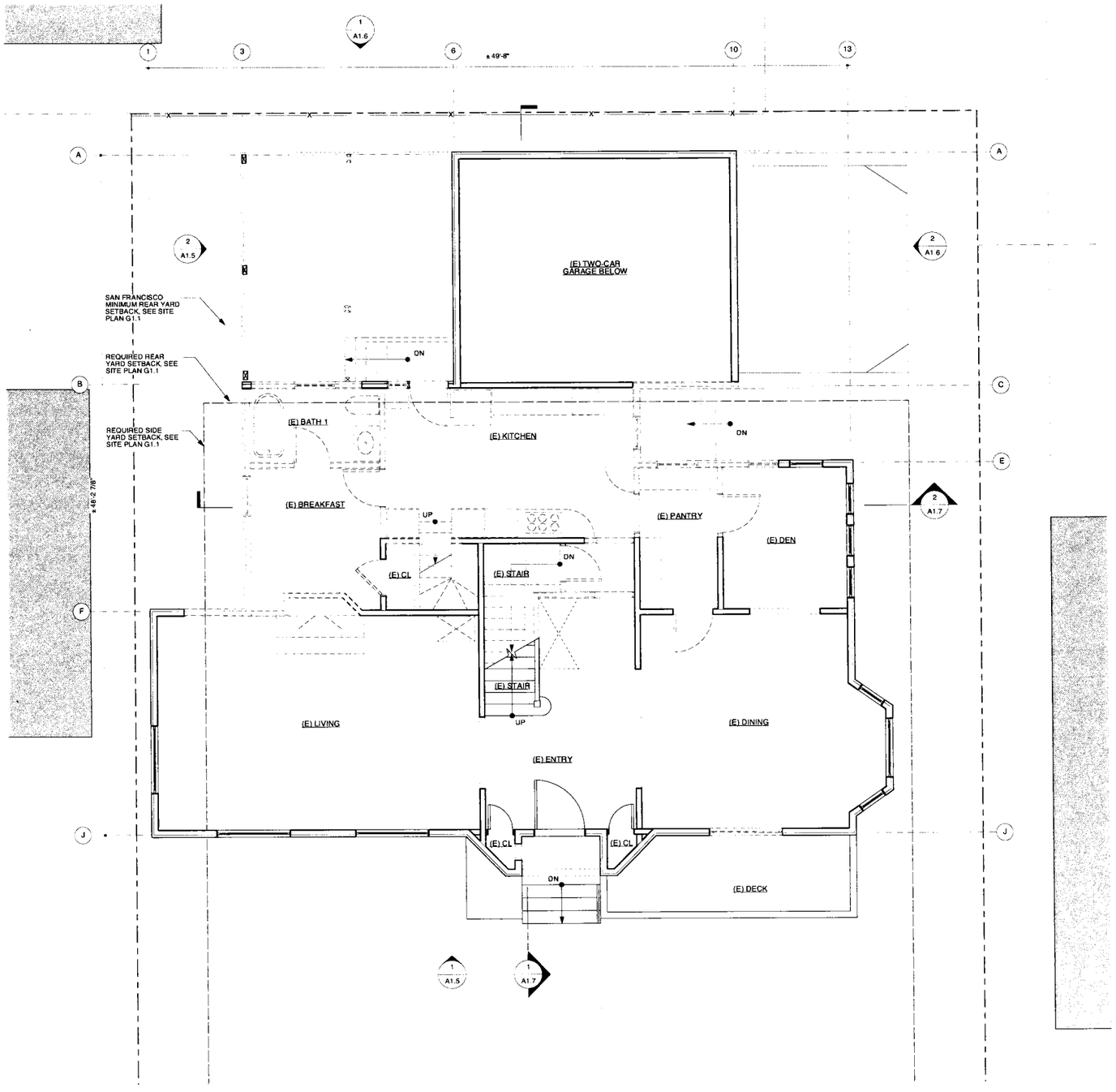
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A1.1



1 A1.2 EXISTING/ DEMOLITION FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION

(E) CONSTRUCTION TO BE REMOVED

(E) CONSTRUCTION TO REMAIN

DEMOLITION NOTES:

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PROJECT NUMBER: V-12

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-19504
07.31.17
RENEWAL DATE
STATE OF CALIFORNIA

EXISTING/ DEMOLITION FIRST FLOOR PLAN

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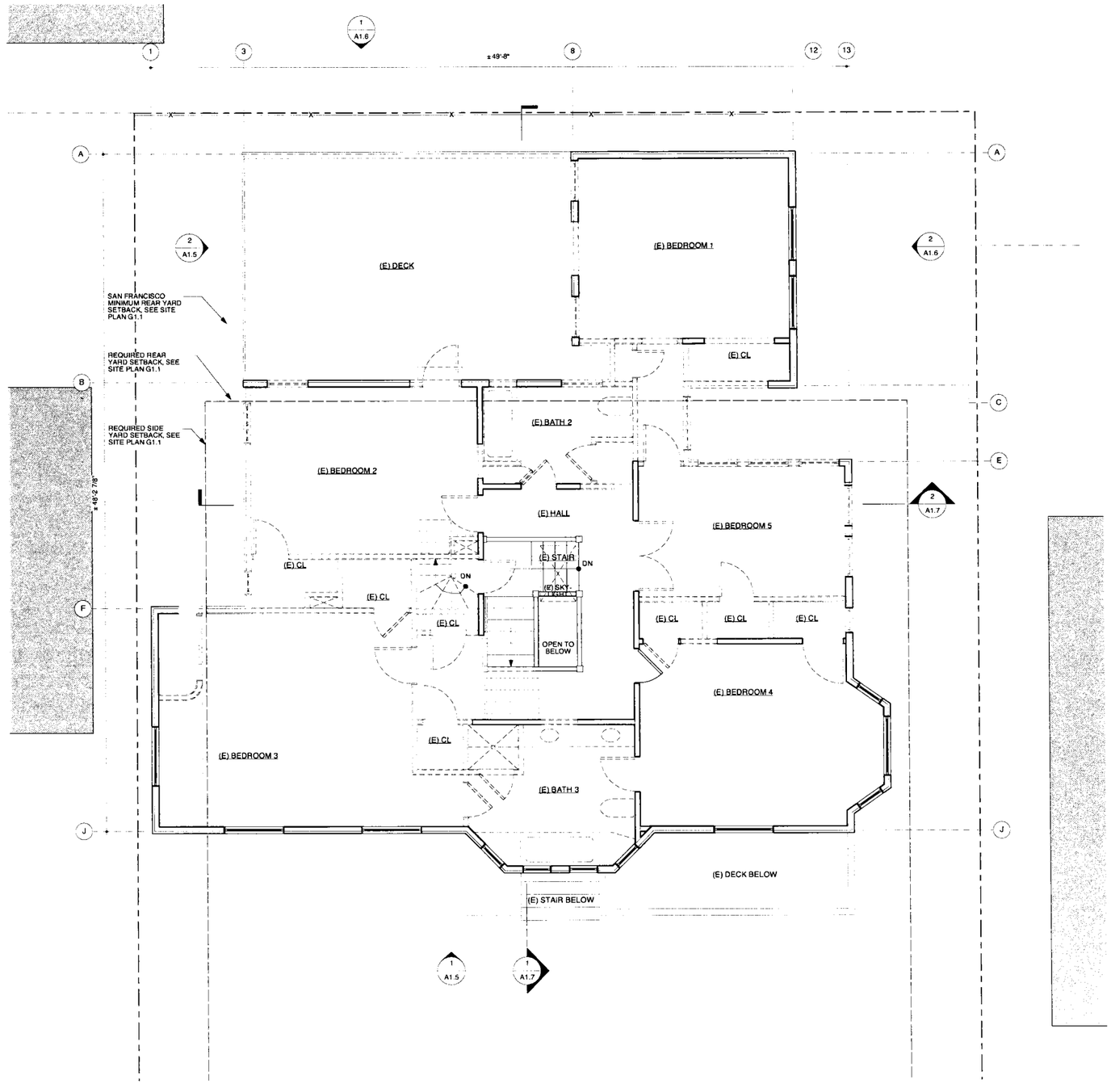
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SCALE:	1/4" =1'-0"

A1.2



1 A1.3 EXISTING/ DEMOLITION SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

DEMOLITION NOTES:

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AREA OF DEMOLITION
(E) CONSTRUCTION TO BE REMOVED
(E) CONSTRUCTION TO REMAIN

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PROJECT NUMBER: V-12

LICENSED ARCHITECT MARK DAVID ENGLISH C-18594 07.31.17 RENEWAL DATE STATE OF CALIFORNIA

EXISTING/ DEMOLITION SECOND FLOOR PLAN

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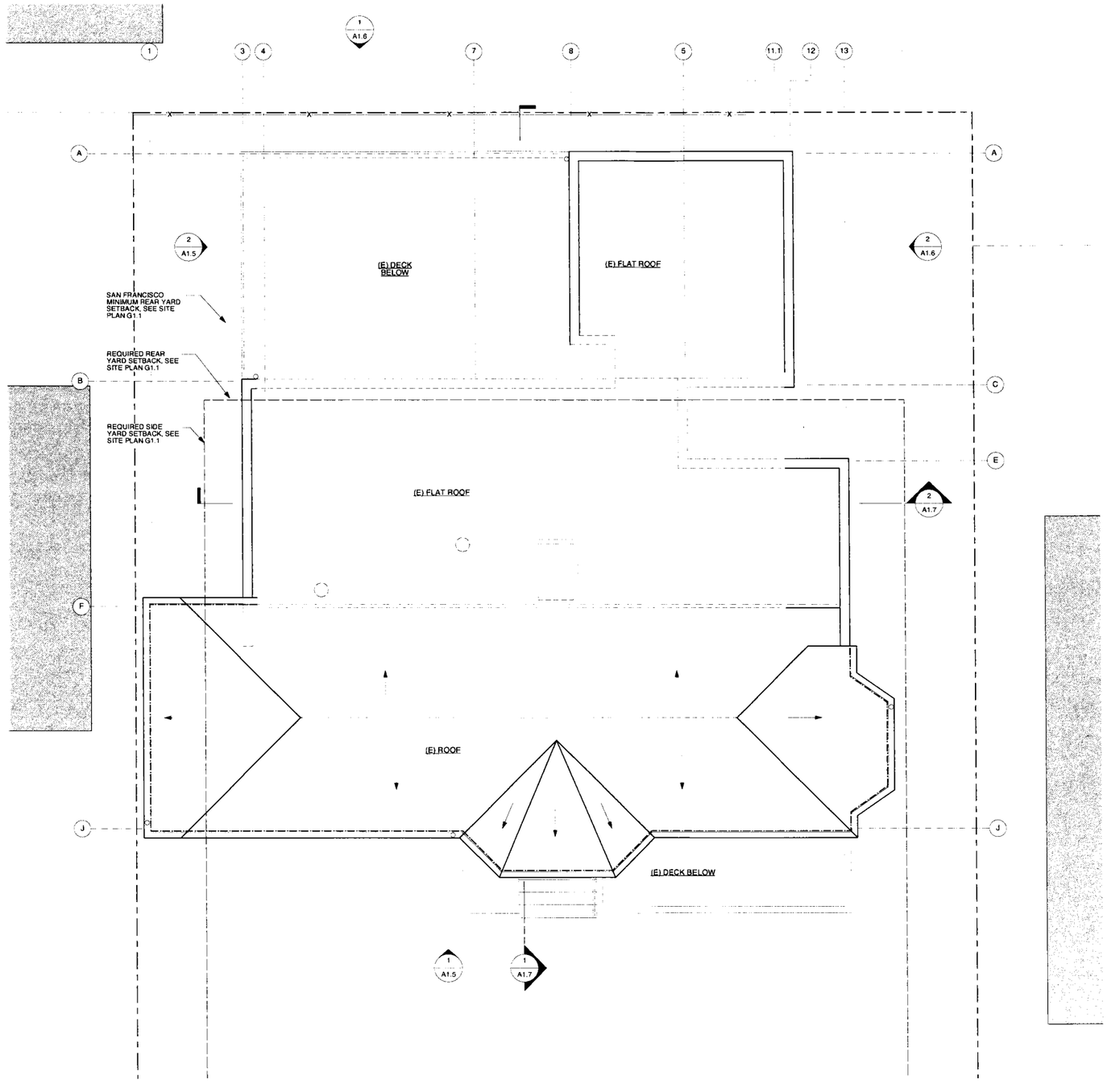
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A1.3



1 A1.4 EXISTING/ DEMOLITION ROOF PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

AREA OF DEMOLITION

(E) CONSTRUCTION TO BE REMOVED

(E) CONSTRUCTION TO REMAIN

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C-10594
07.31.17
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EXISTING/ DEMOLITION ROOF PLAN

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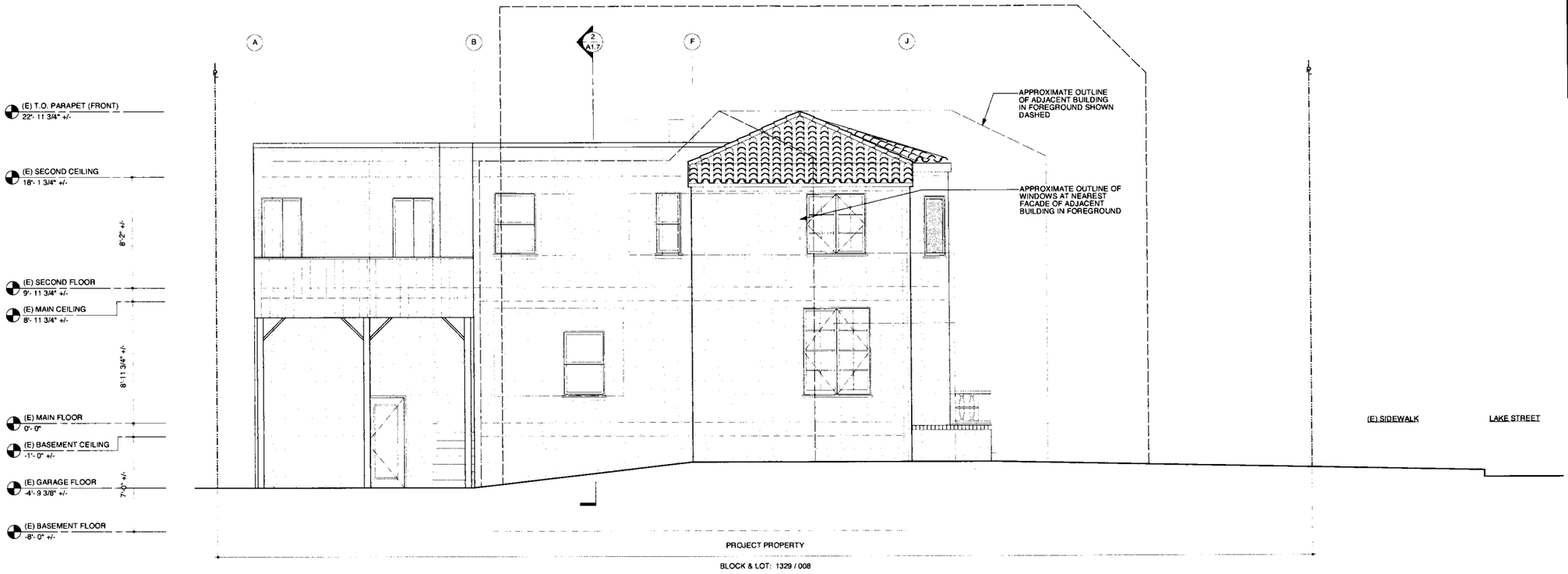
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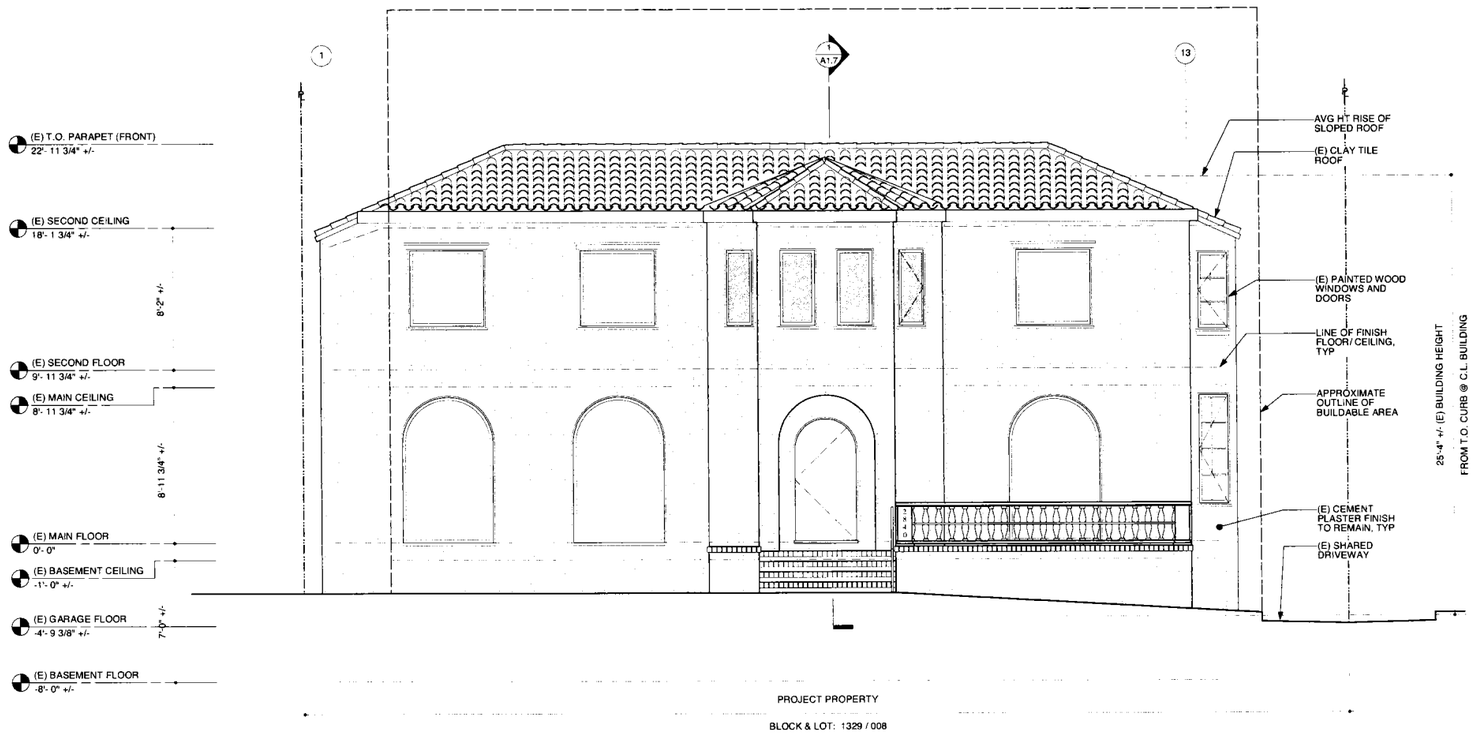
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A1.4



2 / A1.5 EXISTING WEST ELEVATION
Scale: 1/4" = 1'-0"



1 / A1.5 EXISTING SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

0 4 8 FT

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EXISTING ELEVATIONS

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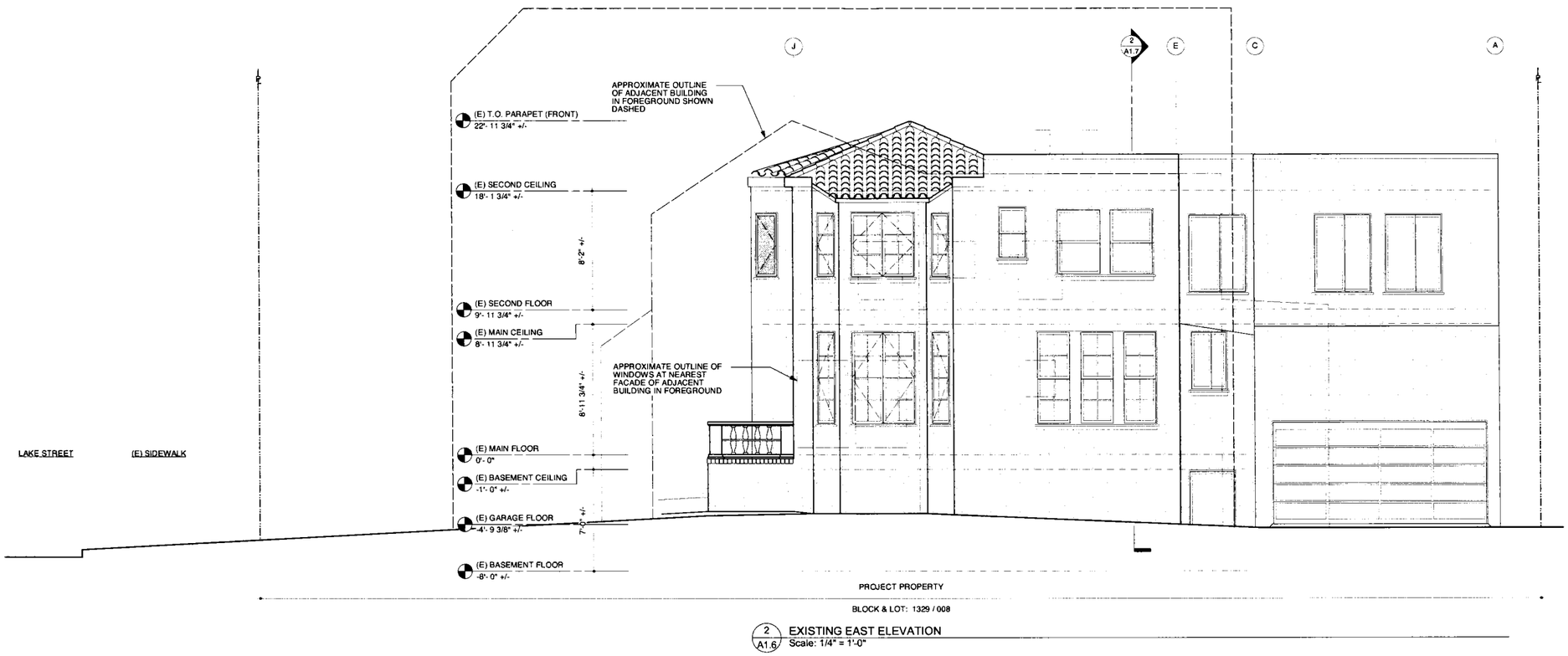
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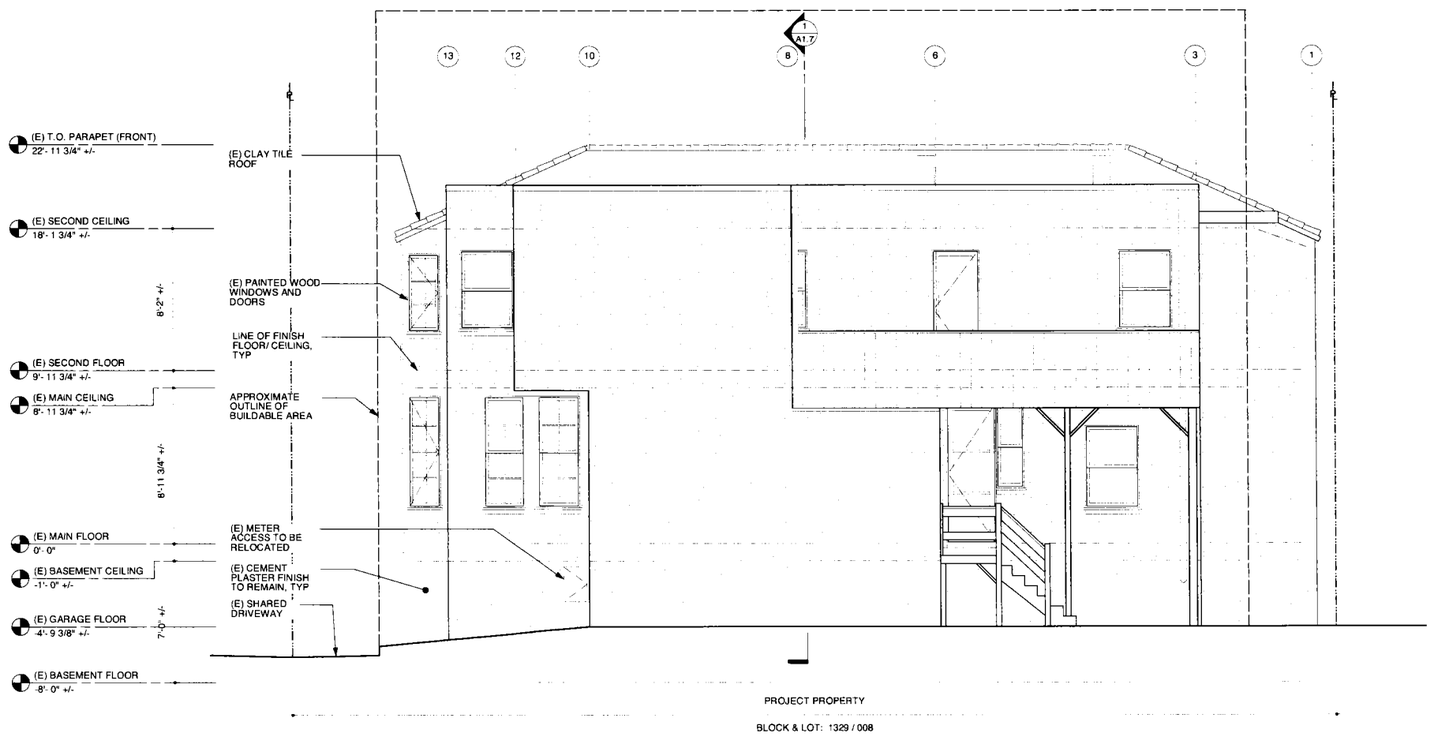
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A1.5



2 / A1.6 EXISTING EAST ELEVATION
Scale: 1/4" = 1'-0"



1 / A1.6 EXISTING NORTH ELEVATION
Scale: 1/4" = 1'-0"

0 4 8 FT

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EXISTING ELEVATIONS

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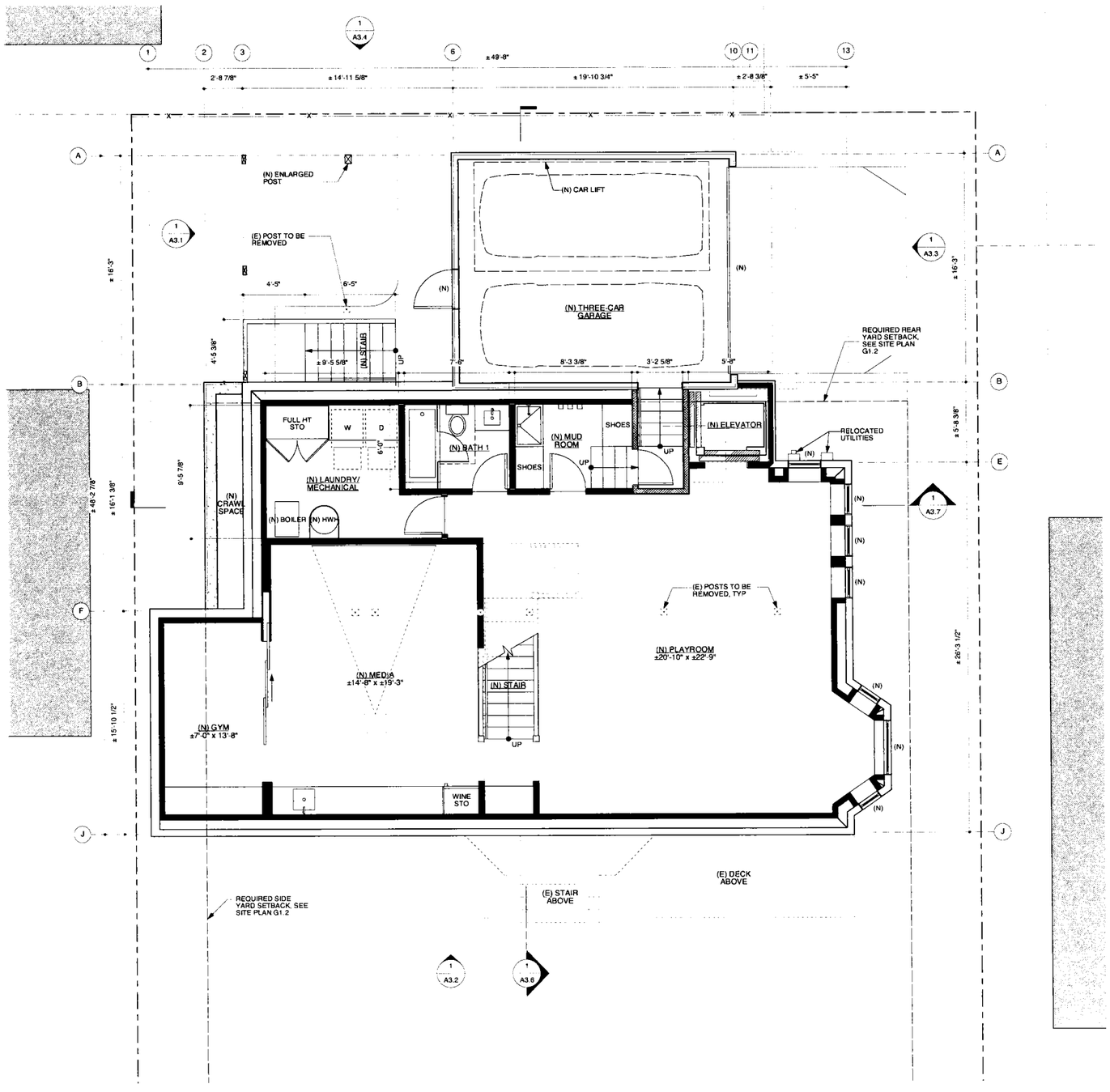
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SCALE:	1/4" =1'-0"

A1.6



1 A2.1 PROPOSED BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

0 4 8 FT

(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING. C.B.C. SECTION 1026 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1 AND E2.2 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.3
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
8. ALL BUILDING WATER SUPPLY SYSTEMS IN WHICH QUICK-ACTING VALVES ARE INSTALLED SHALL BE PROVIDED WITH DEVICES TO ABSORB HIGH PRESSURES RESULTING FROM THE QUICK CLOSING OF THESE VALVES PER U.P.C.
9. PROVIDE SEISMIC RESTRAINTS AT ALL NEW MECHANICAL EQUIPMENT.
10. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL DIMENSIONS NOT SHOWN HERE.
11. SEE STRUCTURAL DRAWINGS FOR LOCATION OF INTERIOR SHEARWALLS AND PLYWOOD PLACEMENT.
12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.5 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 2.2 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER SECTION R308.4. THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET THE FOLLOWING CONDITIONS:

A. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
B. WINDOWS WHERE THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES ABOVE THE FLOOR.
C. WINDOWS WHERE THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES ABOVE THE FLOOR.
D. WINDOWS THAT ARE WITHIN 24 INCH ARC OF DOOR OPENINGS.

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

PROPOSED BASEMENT FLOOR PLAN

LICENSED ARCHITECT MARK DAVID ENGLISH C-10594 07.31.17 RENEWAL DATE STATE OF CALIFORNIA

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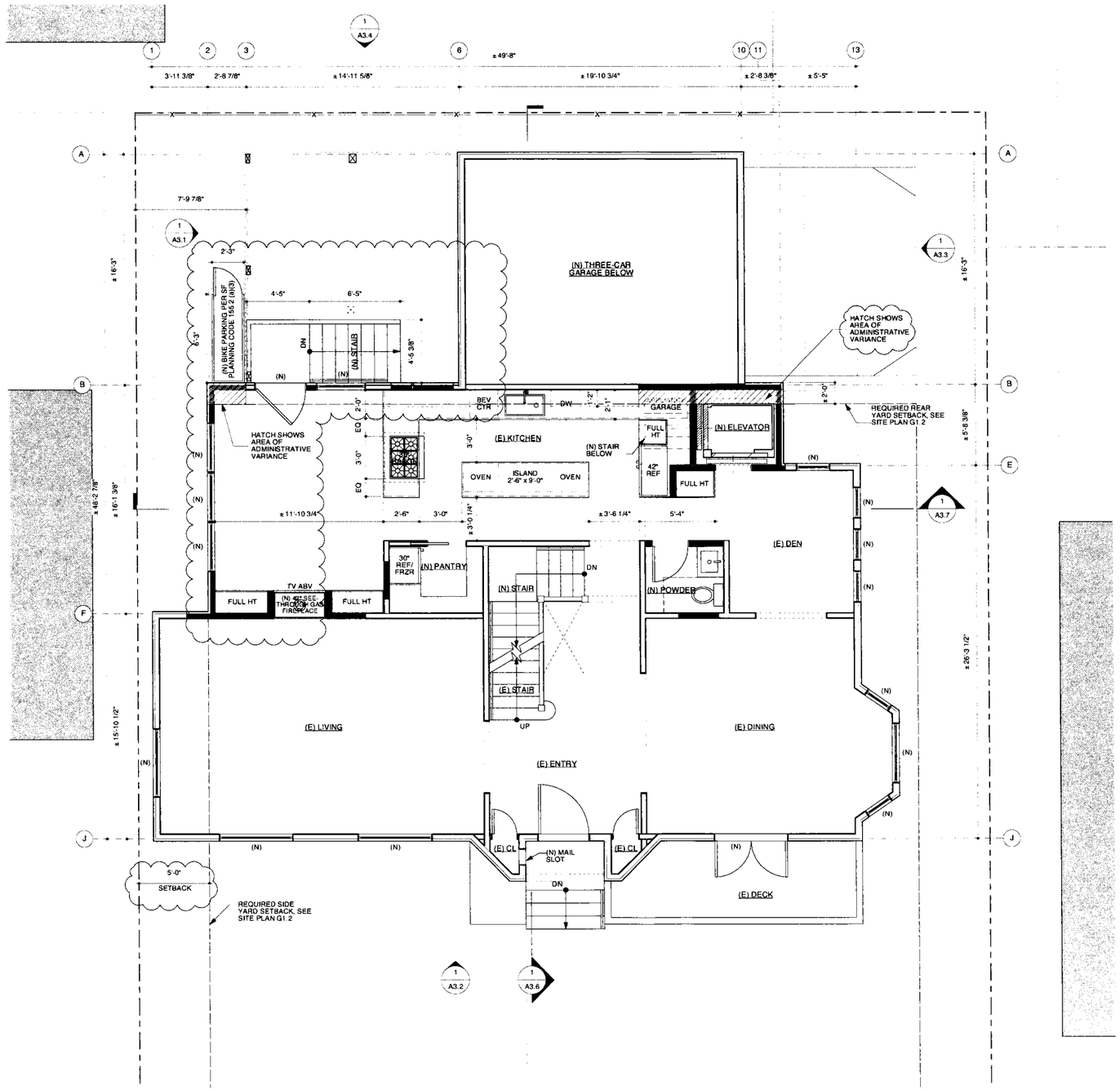
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mt	ME
PRINT DATE:	03.28.2017
SCALE:	1/4" =1'-0"

A2.1



1 A2.2 PROPOSED FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

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12. PROVIDE MINERAL WOOL INSULATION AT ALL BATHROOM AND LAUNDRY WALLS.
13. ALL (N) TOILETS SHALL HAVE MAX 1.28 GALLON/FLUSH, SHOWER HEAD TO HAVE A MAX FLOW OF 2.5 GPM, AND FAUCETS TO HAVE A MAX FLOW OF 2.2 GPM PER CPC 402.
14. EXISTING WOOD FLOORING TO REMAIN TO BE PATCHED AND STAINED TO MATCH ADJACENT NEW WOOD FLOORING.
15. PROVIDE WOOD SHELF AND CHROME ROD AT CLOSETS WHERE INDICATED.
16. SEE SHEET G0.0 FOR ADDITIONAL NOTES.

TEMPERED GLASS NOTES:

PER SECTION R308.4, THE FOLLOWING ARE REQUIRED FOR TEMPERED GLASS AT WINDOWS THAT MEET THE FOLLOWING CONDITIONS:

A. WINDOWS WHERE THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET.
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D. WINDOWS THAT ARE WITHIN 24 INCH ARC OF DOOR OPENINGS.

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

LICENSED ARCHITECT
NAME: DAVID ENGLISH
C-16506
07.31.17
RENEWAL DATE
STATE OF CALIFORNIA

PROPOSED FIRST FLOOR PLAN

DISCLAIMER:

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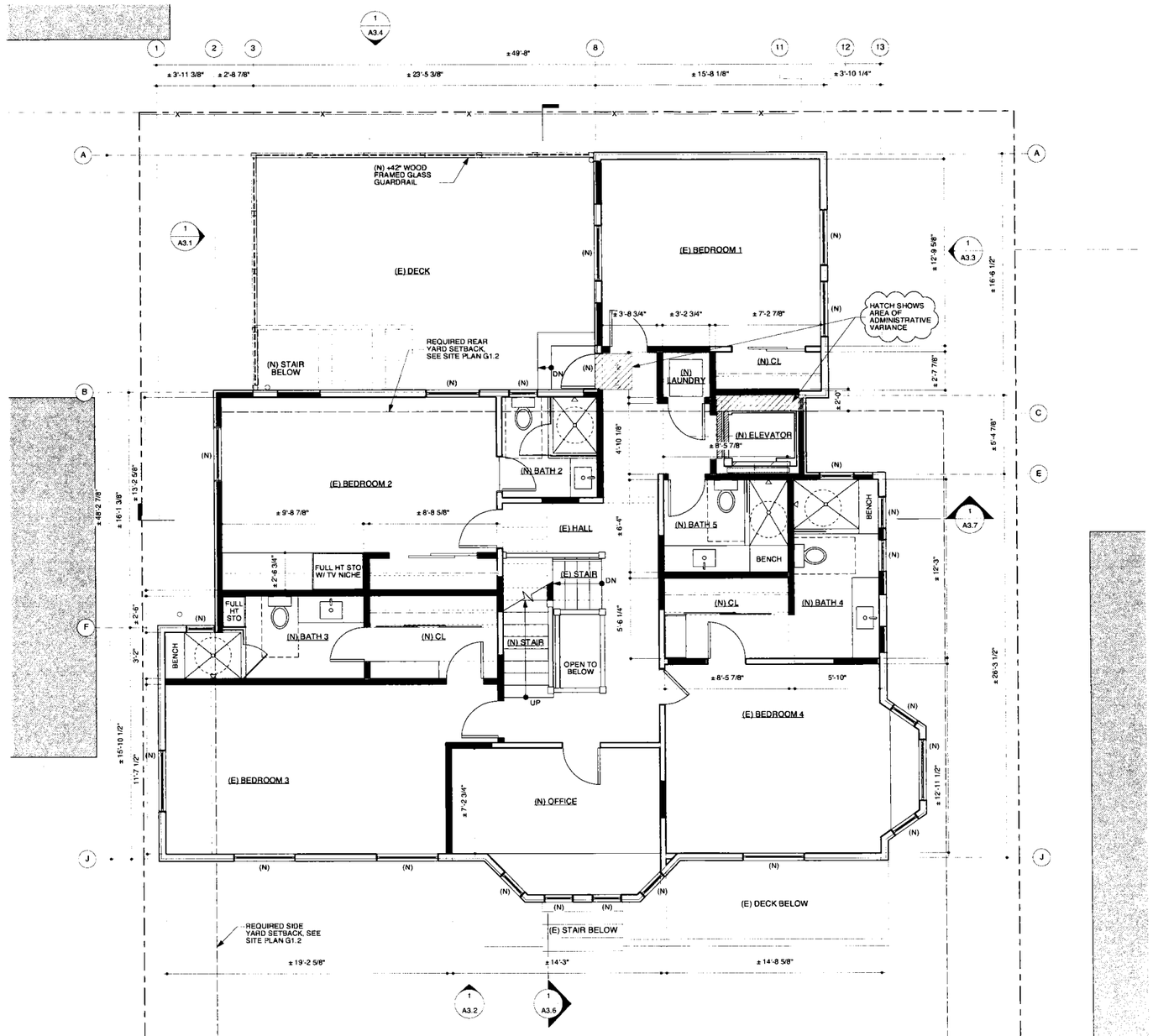
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PRINT DATE:	03.28.2017
SCALE:	1/4" =1'-0"

A2.2



1 A2.3 PROPOSED SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

0 4 8 FT

(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

1. ALL DIMENSIONS TO FACE OF STUD, FACE OF MASONRY OR FACE OF CONCRETE, U.N.O.
2. ALL EXTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
3. ALL INTERIOR WALLS ARE 2 x 4 STUDS @ 16" o./c. U.N.O., SEE STRUCTURAL DRAWINGS.
4. PROVIDE AN ESCAPE OR RESCUE WINDOW IN EACH BEDROOM THAT INCORPORATES THE FOLLOWING: C.B.C. SECTION 1026 REQUIREMENTS - A MINIMUM NET CLEAR OPENABLE AREA OF 5.7 SQ. FT. - A MINIMUM NET CLEAR HEIGHT OF 24 INCHES - A MINIMUM NET CLEAR WIDTH OF 20 INCHES - A MAXIMUM FINISHED SILL HEIGHT OF 44 INCHES ABOVE F.F.
5. SEE SHEET E2.1 AND E2.2 FOR MANDATORY CARBON MONOXIDE DETECTOR REQUIREMENTS.
6. PROVIDE SAFETY GLAZING WITHIN SHOWER / TUB ENCLOSURE (INCLUDING EXTERIOR WINDOWS), PER C.B.C. SECTION 2406.3
7. CONTROL VALVE FOR SHOWER OR TUB / SHOWER SHALL BE OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE PER U.P.C.
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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

LICENSED ARCHITECT MARK DAVID ENGLISH C-16504 07.31.17 RENEWAL DATE STATE OF CALIFORNIA

PROPOSED SECOND FLOOR PLAN

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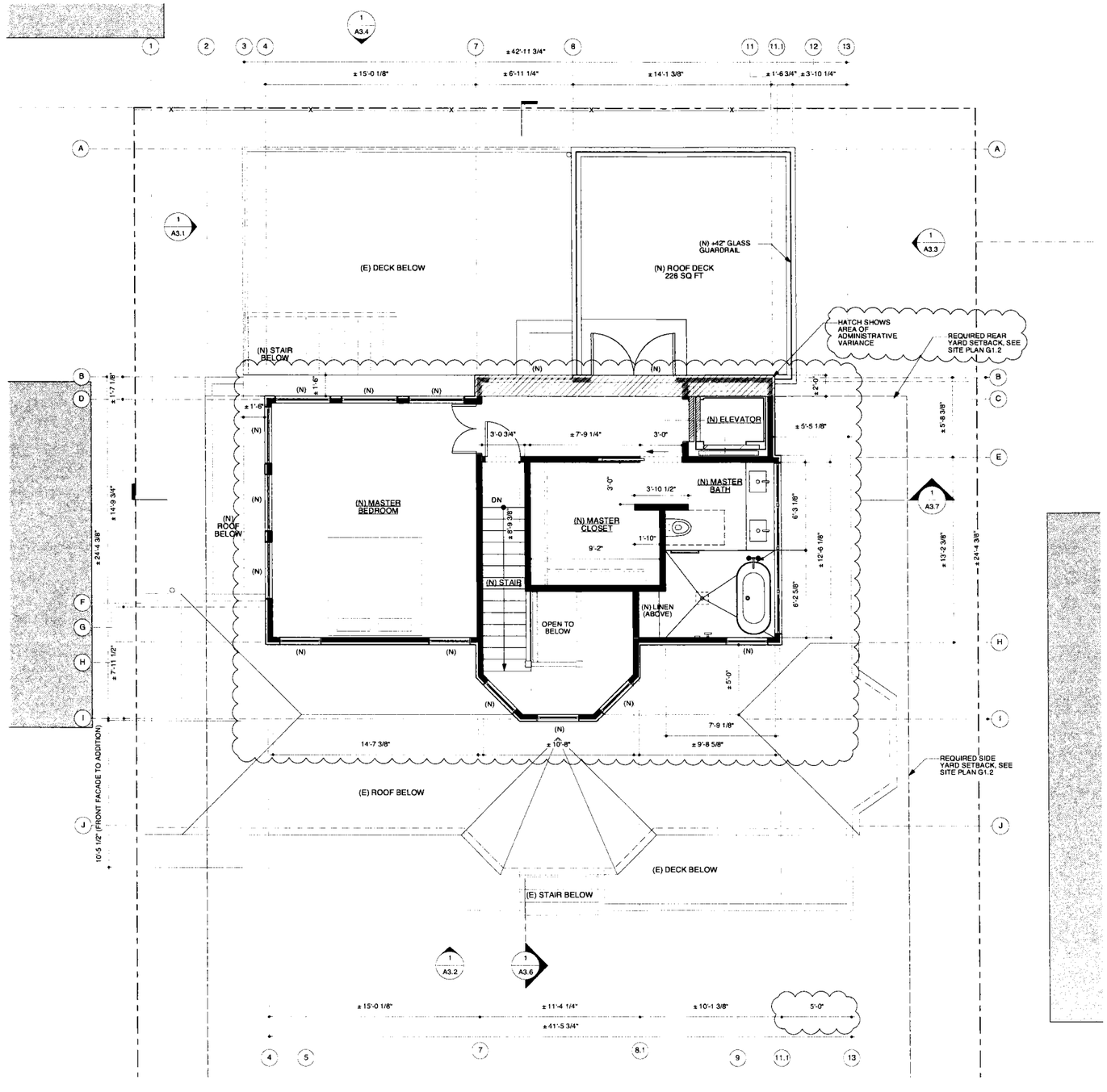
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SCALE:	1/4" =1'-0"

A2.3



1 A2.4 PROPOSED THIRD FLOOR PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

(E) CONSTRUCTION TO REMAIN
(N) CONSTRUCTION
(N) 1 HR RATED CONSTRUCTION

PROPOSED FLOOR PLAN NOTES:

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KWEE RESIDENCE

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BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

LICENSED ARCHITECT MARK DAVID ENGLISH C-18594 07.31.17 RENEWAL DATE STATE OF CALIFORNIA

PROPOSED THIRD FLOOR PLAN

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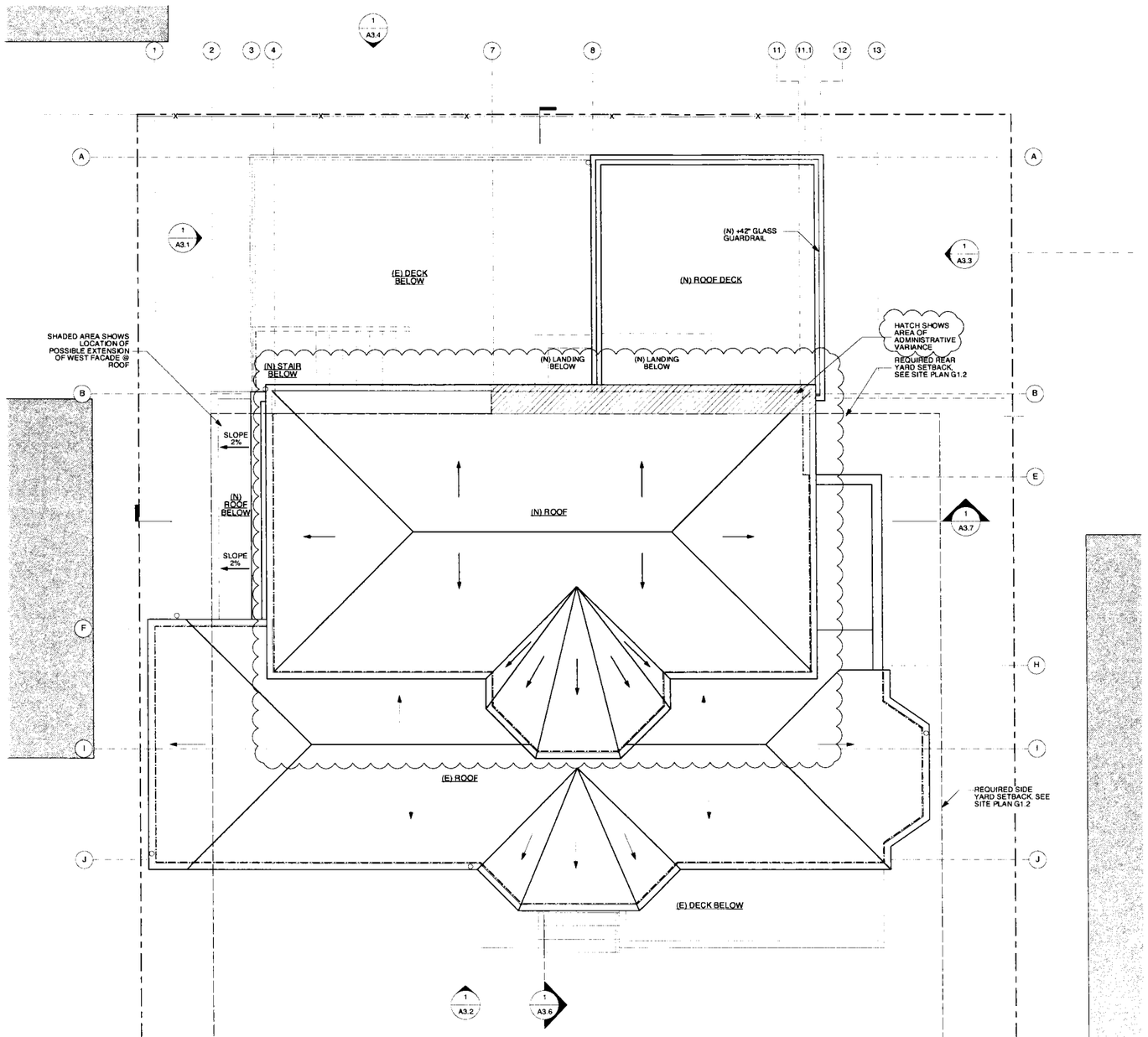
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PRINT DATE:	03.28.2017
SCALE:	1/4" =1'-0"

A2.4



1 A2.5 PROPOSED ROOF PLAN
Scale: 1/4" = 1'-0"

N

0 4 8 FT

KWEE RESIDENCE

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PROJECT NUMBER: V-12

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LICENSED ARCHITECT
MARK DAVID ENGLISH
C-18594
07.31.17
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PROPOSED ROOF PLAN

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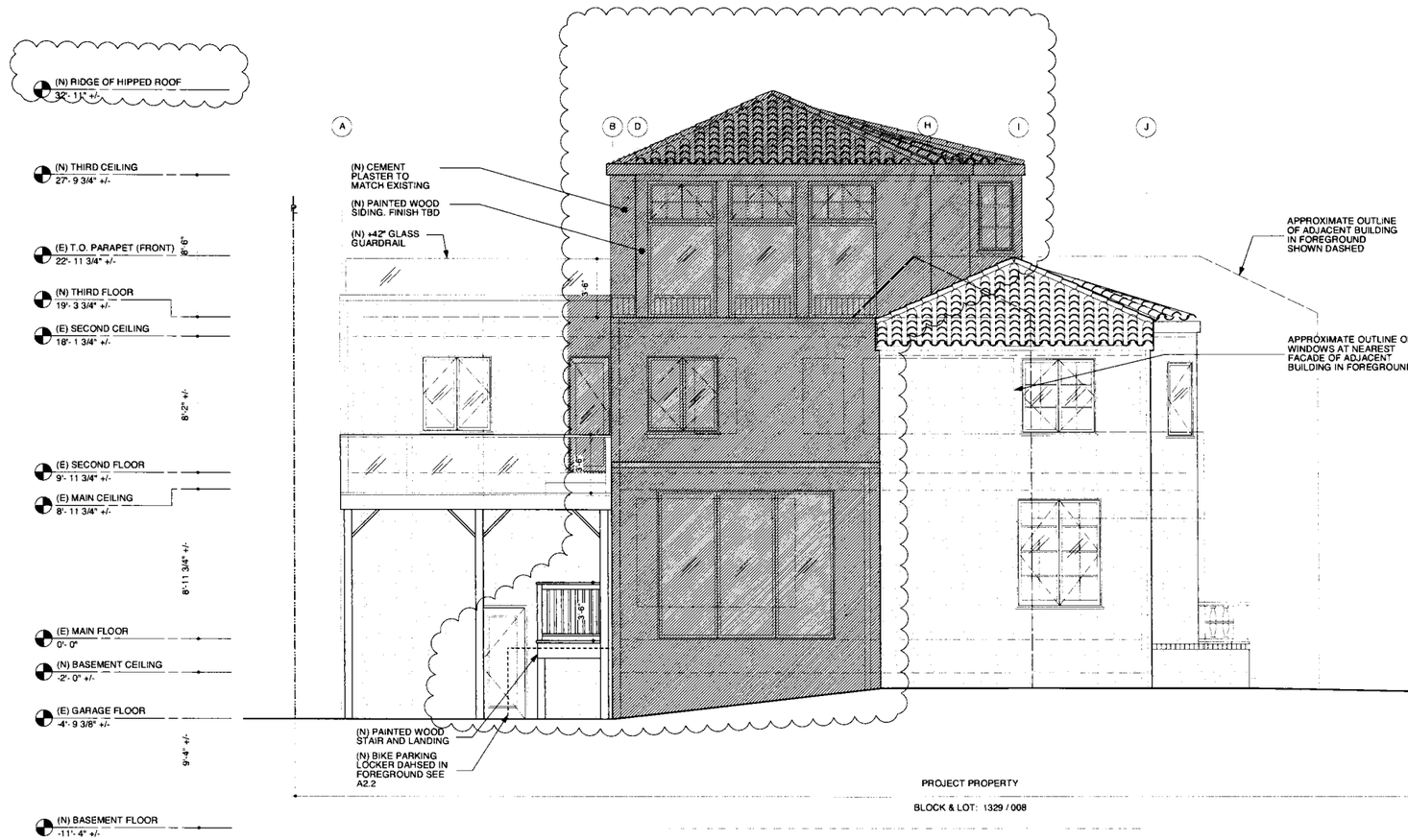
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SCALE:	1/4" =1'-0"

A2.5



1 A3.1 PROPOSED WEST ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADDITION

0 4 8 FT

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SAN FRANCISCO CA 94121
BLOCK & LOT: 1329/008

PROJECT NUMBER: V-12

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-16504
07.31.17
RENEWAL
STATE OF CALIFORNIA

PROPOSED ELEVATIONS

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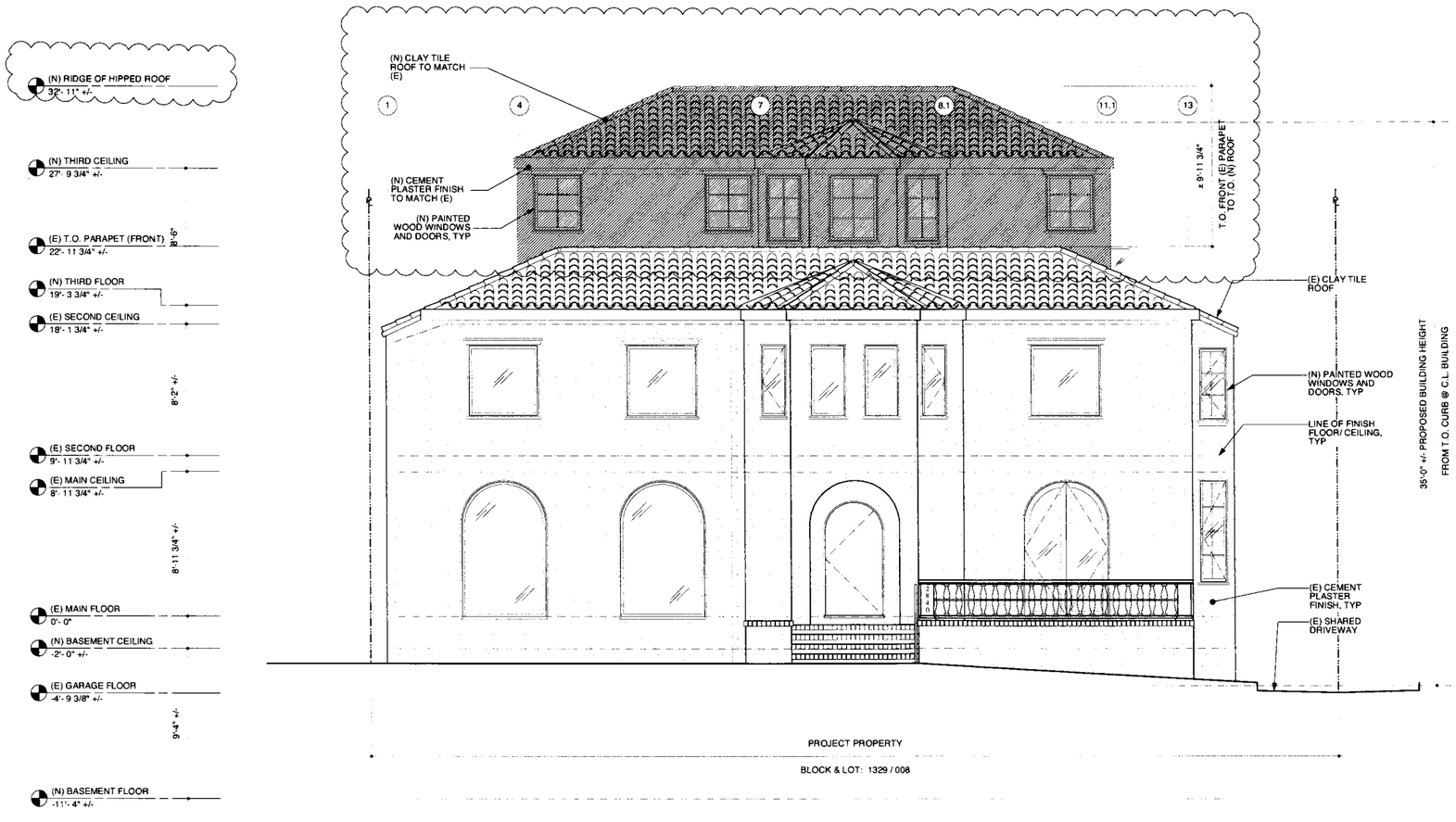
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SCALE:	1/4" =1'-0"

A3.1



1 A3.2 PROPOSED SOUTH ELEVATION (STREET)
Scale: 1/4" = 1'-0"

AREA OF ADDITION

0 4 8 FT

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PROJECT NUMBER: V-12

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-10604
07.31.17
RENEWAL
DATE
STATE OF CALIFORNIA

PROPOSED ELEVATIONS

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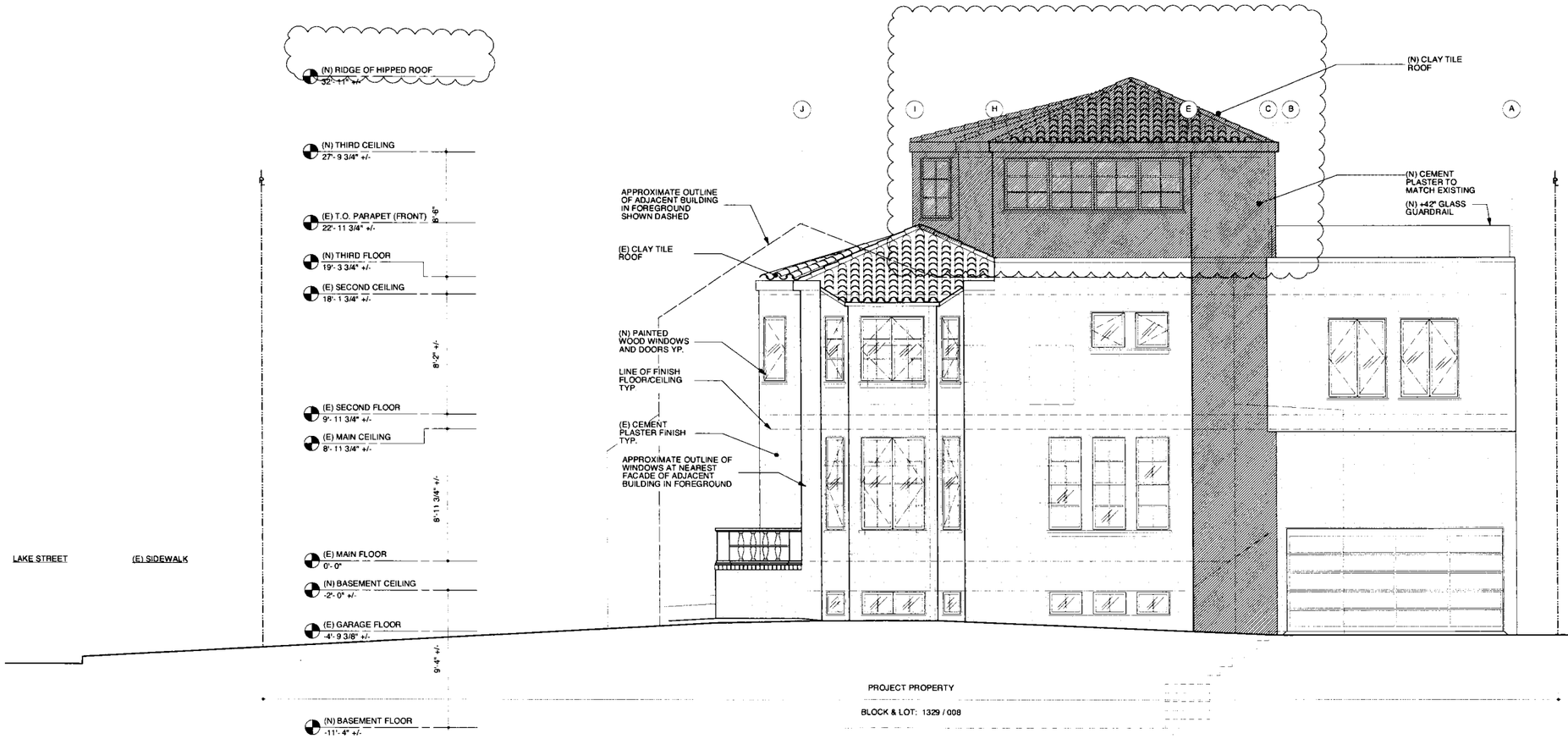
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A3.2



1 A3.3 PROPOSED EAST ELEVATION
Scale: 1/4" = 1'-0"

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PROJECT NUMBER: V-12

LICENSED ARCHITECT
MARK DAVID ENGLISH
C-10594
07.31.17
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PROPOSED ELEVATIONS

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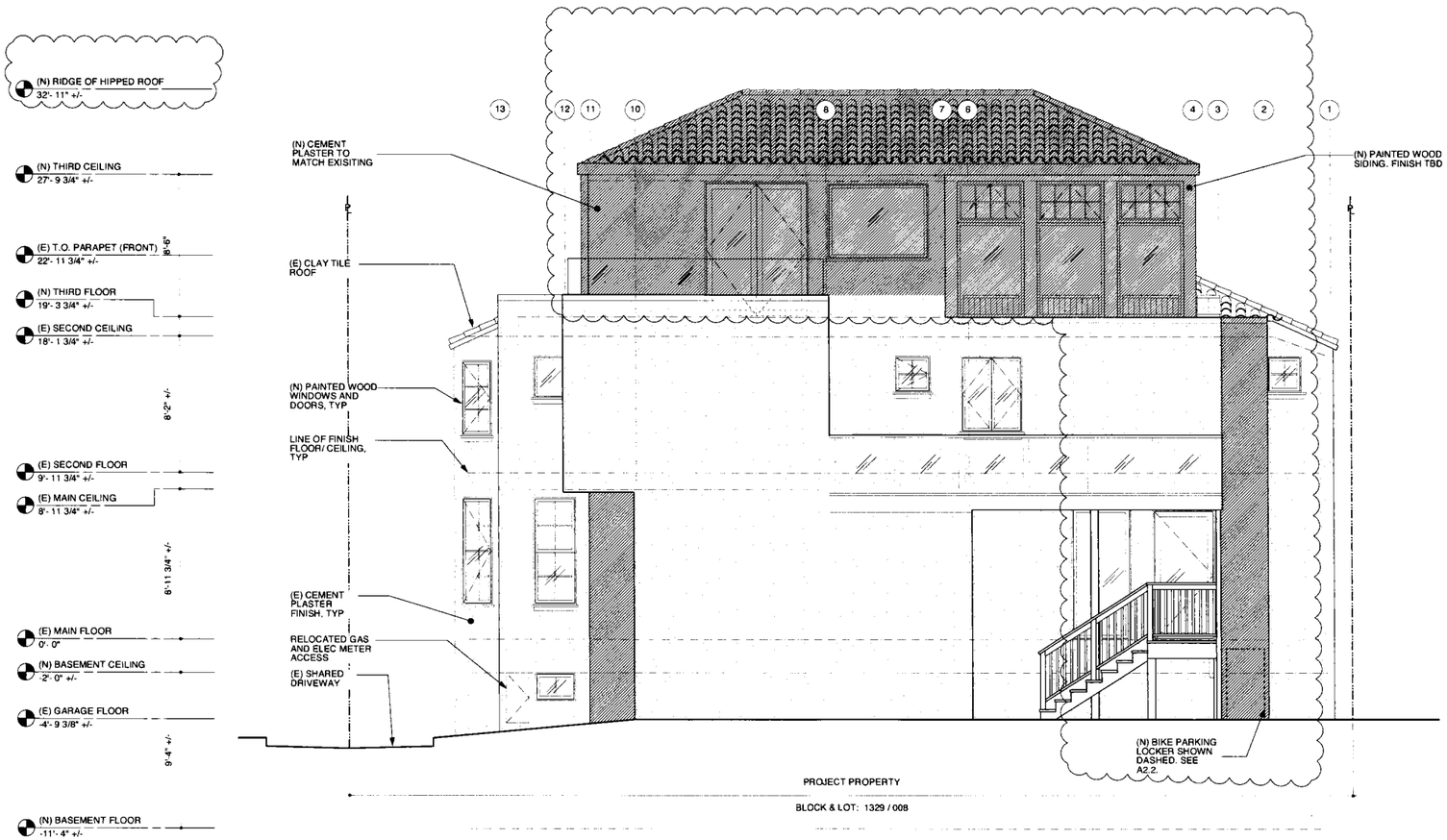
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mh	ME
PRINT DATE:	03.28.2017
SCALE:	1/4" =1'-0"

A3.3



1 / A3.4 PROPOSED NORTH ELEVATION
Scale: 1/4" = 1'-0"

AREA OF ADDITION

0 4 8 FT

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C-10594
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A3.4