



**BUILDING INSPECTION COMMISSION (BIC)**  
**Department of Building Inspection (DBI)**  
**NOTICE OF SUBCOMMITTEE MEETING**  
**CLIENT SERVICES SUBCOMMITTEE**

**Thursday, April 27, 2023 at 4:00 p.m.**

**Department of Building Inspection, 49 South Van Ness Ave., Room 544**

**WATCH: <https://bit.ly/3V52QVB>**

**Webex Webinar Password: 0427**

Members of the Client Services Subcommittee will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online as described below. Members of the public attending the meeting in person will have an opportunity to provide public comment on every item.

In addition to in-person public comment, the Building Inspection Commission will hear up to 60 minutes of remote public comment on each agenda item. The Building Inspection Commission will hear remote public comment on each item in the order that commenters add themselves to the queue to comment on the item. Because of the 60-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 60-minute limit.

**To ensure the Building Inspection Commission receives your comment on any agenda item in advance of the meeting, please email [dbi.commission@sfgov.org](mailto:dbi.commission@sfgov.org) by 5pm on Wednesday, April 26<sup>th</sup> or call (628) 652-3510.**

**LISTEN/PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2493 027 1061**

**To raise your hand for public comment on a specific agenda item press \*3 when prompted by the meeting moderator.**

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**MEMBERS OF THE COMMITTEE**

Raquel Bito, Commissioner  
Alysabeth Alexander-Tut, Commissioner  
Jason Tam, Commissioner

**COMMISSION STAFF**

Sonya Harris, Secretary (628) 652-3510  
Monique Mustapha, Assistant Secretary (628) 652-3529

## AGENDA

**(The Client Services Subcommittee will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether they wish to identify themselves for the record.)**

1. Call to Order and Roll Call.
2. General Public Comment: The Client Services Subcommittee will take public comment on matters within the Subcommittee's jurisdiction that are not a part of this agenda.
3. Update and discussion of the proposed site permit reform project.
4. Review and possible action to make recommendations to the Building Inspection Commission regarding proposed items for consideration by the Client Services Subcommittee.
5. Discussion and possible action to set a meeting and identify items that could be placed on the agenda of future meetings of the Client Services Subcommittee.
6. Adjournment.

Copies of documents referred to in the agenda will be available at <https://sf.gov/public-body/building-inspection-commission> [Sonya Harris, 628-652-3510] If any materials related to an item on this agenda have been distributed to the BIC Client Services Subcommittee after distribution of the agenda packet, those materials will be available for public inspection.

### REMOTE MEETING PARTICIPATION TO ACCOMMODATE DISABILITY

The Department of Building Inspection located at 49 South Van Ness Avenue, 5<sup>th</sup> Floor, Room 544 is wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request.

If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4 business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Sonya Harris, [sonya.harris@sfgov.org](mailto:sonya.harris@sfgov.org) or call (628) 652-3510.

To access the meeting remotely as an accommodation, please use this link – <https://bit.ly/3V52QVB> or call (415) 655-0001. Enter the Webinar password **0427**, and the Meeting Access Code **2493 027 1061**. Please find instructions for how to use Webex towards the end of the agenda for the purposes of remote public comment.

## Remote Meeting Access (WEBEX)

To watch via WebEx application on your desktop/laptop: **2493 027 1061**

**Click the link to join the meeting - <https://bit.ly/3V52QVB>**

You will then be prompted to enter the following information:

**First and Last Name:** These fields are required to be entered; however, if you wish to remain anonymous, you may type “Public” in the first and last name fields.

**Email Address:** This field is required to be entered; however, if you wish to remain anonymous, you may type “[public@public.com](mailto:public@public.com)” in the email field

Click the “**Join Now**” button to join the meeting

**Public Comment Call-In: 1-415-655-0001 / Access Code: 2493 027 1061**

**Webinar Password: 0427**

### Providing Public Comment:

- Dial in to 1-415-655-0001 and then enter access code 2493 027 1061 then #
- **Press #** again to enter meeting as an ATTENDEE
- You will hear a beep when you join the meeting as a participant. Stop and LISTEN
- Wait for Public Comment to be announced.
- When the Chair or Commission Secretary calls for Public Comment, dial ‘\*’ then ‘3’ to be added to the speaker line.
- You will then hear “You have raised your hand to ask a question, please wait to speak until the host calls on you.” Callers will hear silence when waiting for their turn to speak.
- Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. **It is especially important that you mute your computer (if you are watching via the web link) so there is no echo sound when you speak.**
- To withdraw your question, press ‘\*’ then ‘3’. – you will hear: “You have lowered your hand.”
- When the system message says “Your line has been unmuted” - **THIS IS YOUR TIME TO SPEAK.**
- When the Chair or Commission Secretary states “Welcome Caller,” you are encouraged to state your name clearly. As soon as you speak, you will have 3 minutes to provide your comments.
- Once your 3 minutes have expired, you will be moved out of the speaker line and back as a participant in the meeting (unless you disconnect). You will hear “Your line has been muted.”
- Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.

## **RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

The Building Inspection Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone, who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, TO OBTAIN A COPY OF THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE AT CITY HALL, 1 DR. CARLTON B. GOODLETT PLACE, ROOM 244 SAN FRANCISCO, CA 94102. OFFICE (415) 554-7724, FAX (415) 554-5163, E-MAIL: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/> and at the San Francisco Public Library.

## **MISSION STATEMENT**

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

## **CLIENT SERVICES SUBCOMMITTEE MISSION STATEMENT**

The Client Services Subcommittee focuses on improving the quality, consistency, and predictability of Department of Building Inspection (DBI) services in three key areas: 1. Plan Check and Permitting 2. Inspections 3. Automation/Technology.

Serving the community of San Francisco, building occupants, individual applicants, and the development community, the goal of the subcommittee is to streamline and reduce the approvals process and provide consistent and transparent services to DBI's clients.

## ACCESSIBLE MEETING INFORMATION POLICY



The meeting will be held at the Department of Building Inspection, located at 49 South Van Ness Avenue, Room 544. The closest accessible BART station is the Civic Center Station at 8th (at the United Nations Plaza) and Market Streets.

Accessible MUNI/Metro lines servicing this location are the J-Church, K-Ingleside, L-Taraval, M-Ocean view, and N-Judah at Van Ness and Civic Center Stations; 9-San Bruno, 71-Haight, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.

The Commission meeting room is wheelchair accessible. Accessible curbside parking spaces have been designated on the Van Ness Avenue and McAllister Street perimeters of City Hall for mobility-impaired persons. There is accessible parking available within the Civic Center Underground Parking Garage at the corner of McAllister and Polk Streets, and within the Performing Arts Parking Garage at Grove and Franklin Streets.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available. Assistive Listening devices will be available at the meeting. To request a sign language interpreter, reader, materials in alternative formats, or other accommodations for a disability, please contact the **Commission Secretary, Sonya Harris (628) 652-3510**. Providing 72-hour notice will help to ensure availability.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call (628) 652-3510 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such persons, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## LANGUAGE ACCESS

Please note: For questions about the Language Access Ordinance, please contact OCEIA at (415) 581-2360 and ask for the Executive Director or Language Access Compliance Officer. Language Assistance: To request an interpreter for a specific item during the meeting, please contact the **Commission Secretary, Sonya Harris, at (628) 652-3510** or by email at [sonya.harris@sfgov.org](mailto:sonya.harris@sfgov.org) at least 48 hours in advance of the hearing.

## POLICY STATEMENT OF PUBLIC HEARING OR MEETING

Pursuant to Section 67.7-1(c) of the San Francisco Administrative Code, members of the public who are unable to attend the public meeting or hearing may submit written comments regarding a calendared item to the BIC Commission Secretary, Sonya Harris, at 49 South Van Ness Avenue, Suite 500, San Francisco, CA 94103 or at the place of the scheduled hearing before the proceedings begin. These written comments shall be made a part of the official public record and these comments will be brought to the attention of the members of the Client Services Subcommittee.

## POLICY STATEMENT OF PUBLIC COMMENT

Pursuant to Section 67.16 of the San Francisco Administrative Code, each member of the public may address the Commission once for up to two minutes on any agenda item.

## SAN FRANCISCO LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; web site: <https://sfethics.org/>.

## CONTRIBUTION RESTRICTION

Campaign & Governmental Conduct Code section 1.127 prohibits any person with a financial interest in certain land use matters from making a political contribution to any committee controlled by an individual currently holding, or seeking election to, the office of Mayor, Supervisor, or City Attorney.

Solicitation or acceptance of such a contribution is also prohibited. Be aware that certain matters pending before or acted upon by the Building Inspection Commission may constitute land use matters under section 1.127. Please visit [sfethics.org](http://sfethics.org) to learn more about whether your involvement in such matters affects your ability to make political contributions, or contact the Ethics Commission at [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) or (415) 252-3100.