



**BUILDING INSPECTION COMMISSION (BIC)  
Department of Building Inspection (DBI)**

**REGULAR MEETING**

**Wednesday, January 17, 2024 at 10:30 a.m.**

**City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416**

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**PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2660 060 4544**

**ADOPTED MARCH 20, 2024**

## **MINUTES**

### **1. Call to Order and Roll Call.**

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m., and a quorum was certified.

#### **COMMISSION MEMBERS PRESENT:**

Alysabeth Alexander-Tut, **Interim President**

Evita Chavez, **Commissioner**

Bianca Neumann, **Commissioner**

Earl Shaddix, **Commissioner**

Angie Sommer, **Commissioner**

Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

Monique Mustapha, **Assistant Secretary**

#### **D.B.I. REPRESENTATIVES:**

Patrick O’Riordan, **Director**

Christine Gasparac, **Assistant Director**

Matthew Greene, **Acting Deputy Director, Inspection Services**

Neville Pereira, **Deputy Director, Plan Review Services**

Alex Koskinen, **Deputy Director, Administrative Services**

Carl Nicita, **Legislative & Public Affairs Manager**

#### **CITY ATTORNEY REPRESENTATIVE:**

Robb Kapla, **Deputy City Attorney**

### **2. President’s opening remarks.**

Interim President Alexander-Tut said this meeting was the first of the year and the next few meetings would be characterized as special meetings focusing on the department’s budget. She thanked staff for their commitment and steadfastness while they all held a high level of ethical standards as reports of bad practices of the past continued to be revealed.

**There was no public comment.**

**3. General Public Comment: The BIC will take public comment on matters within the Commission’s jurisdiction that are not part of this agenda.**

Mr. Jerry Dratler shared a presentation and made the following points on the DBI Expanded Compliance Control Program (ECC):

- ECC required DBI to track significant violations and all parties associated with such violations
- ECC was created in 2021 as a way to ensure contractors, design professionals, building owners, and their agents fully complied with the City of San Francisco’s Building Code.
- The DBI ECC program was ineffective and poorly managed.
  - Mr. Dratler said at the time he prepared this presentation four violators should have been added to the ECC list: Ginny Santos, Tod Van Nguyen, John Pollard, and Harold Howell
- Housing Code violations should be included in the ECC program.
- DBI should be required to present a self-assessment of the ECC program within the next 90 days at a future BIC meeting.

Mr. Christopher Schroeder shared information and questioned the differences in Interim Director and Acting Director position past minimum qualifications and salary.

**4. Discussion and possible action to follow the Board of Supervisors’ remote public comment policy that eliminates remote public comment except when necessary to enable the participation of people with disabilities.**

**There was no public comment.**

Commissioner Chavez said that she did not think closing public comment online was necessary and it had not posed any issues for the current BIC especially since they met on a weekday morning which gave the public an opportunity to engage with the commission.

Interim President Alexander-Tut said she agreed public comment online should remain open as there was not always time preparation for an accommodation.

***Commissioner Williams made a motion, seconded by Commissioner Chavez to continue remote public comment.***

**Secretary Harris Called for a Roll Call Vote:**

<b>Interim President Alexander-Tut</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Shaddix</b>	<b>Yes</b>
<b>Commissioner Sommer</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried unanimously.*

**RESOLUTION NO. BIC 002-24**

- 5. Discussion and possible action regarding Board of Supervisors Ordinance (File #231163) amending the Fire Code to require filing with the Fire Department records of five-year inspection of fire sprinkler systems, mandate a filing fee to ensure that the costs of providing for such filings are recovered without producing revenue that is significantly more than such costs, and require a minimum five feet access from the public right-of-way to residential structures on newly subdivided lots.**

Legislative Affairs Manager Carl Nicita said this Ordinance was sponsored by Supervisor Connie Chan and Legislative Aide Frances Hsieh would share a few comments from the supervisor's office.

Ms. Hsieh read a letter into the record written by Supervisor Connie Chan who was unable to attend the BIC meeting.

Mr. Nicita provided the following points on the Ordinance:

- In attendance was the Fire Department's Chief of Operations Darius Luttrupp and Fire Marshall Ken Cofflin.
- The Ordinance had two parts one requiring fire sprinkler and alarm inspections with the Fire Department and the other was requiring five feet of access from the public right-of-way on newly subdivided lots.
- The second piece should be the focus of the BIC, though in the Fire Code the Ordinance was referred to the BIC for recommendation because the access requirement related to lot splits applications requiring ministerial review by DBI under Senate Bill (SB) 9 from 2021.
- SB9 requires ministerial approval for the subdivision of a parcel in a single family zone in to two parcels. It facilitates the creation of housing units in the lot area typically used for one single family home (SFH). Key provisions of SB9 included that the local agency modify or eliminate development standards on a project by project basis if they were to prevent the construction of up to two units of at least eight hundred square feet in size on both resulting lots.
- The Fire Department determined its operational needs require a minimum five feet of access to residential buildings on newly subdivided lots and the existing Fire Code did not address the minimum access to the public right-of-way for residential structures on subdivided lots.
- DBI reviews applications to subdivide a parcel in a single family zone into two parcels under SB9. An application made under SB9 must be considered ministerial without discretionary review or hearing, though DBI may apply objective standards to those applications and the five-foot access would be one of those standards.
- Also the requirement was subject to Administrative Bulletin (AB) 005; the procedures for approval of local equivalencies.
- The Code Advisory Committee met on January 10, 2024 and were in support of the Ordinance and requested clarification on the inspection piece that Ms. Hsieh spoke to.

Fire Marshall Ken Cofflin made the following points regarding Ordinance File No. 231163:

Mr. Cofflin shared a presentation and said as we build additional housing emergencies would happen and someone has to be able to get to it. Up to two units may be built in the back but if something happened how would emergency services get back there. What was enough distance for fire ground operations.

Mr. Cofflin said we had members go out and try different ways to access the backs of these lots which was why five feet was decided upon. This bill was meant for almost every other jurisdiction except San Francisco because we had zero lot lines, topography and hills made it much harder to act. Was there enough space for fire crews to act. There would be four firefighters carrying a 35-foot ladder weighing nearly one hundred pounds as well as another crew member carrying a three-inch line charger to operate the ladder.

Mr. Cofflin said the new regulation allowed for a building up to twenty feet to be built in the back with four foot setbacks from the property line fences. It was possible to have two units twenty feet tall eighty feet back from the street and without the five-foot change fire crew would only have three feet to maneuver.

Fire Department Chief of Operations Darius Luttrupp made the following points:

- To make one correction the ladder weighed closer to one hundred and eighty pounds
- The size of the ladder matters because if a fire in a rear building spread to additional properties the ladder would be needed in order to have flexibility in rescues.
- As demonstrated in the presentation of the Masonic building fire the greatest threat to San Franciscans was conflagration. The fire was already impinging on its two structures north and south of it and had the potential to spread greatly.
- There was a legacy form of construction in San Francisco, a lot of carriage houses or other full size Victorian structures behind a Victorian structure in parts of the city where that was a common practice and those are very difficult fires to fight.
- At the time the bill was being introduced the Masonic fire was the most recent experience the Fire Department had going into the conversation of the bill.
- A fire reported such as the one presented, up to thirty firefighters would be deployed along with at least seven pieces of equipment, overhead of three chiefs, an ambulance, an Emergency Management Services supervisor, public information officer and more.
- The Masonic immediately became a three-alarm fire which means a significant amount of personnel moving around. In that fire the tradesmen space did become impinged causing personnel to have to gain access from the adjacent building to rescue the two people from the rear.
- The ability to have the space was directly related to operational necessity.

**There was no public comment.**

Commissioner Questions and Comments:

Commissioner Neumann said would the permit for the lot split continue to be reviewed by DBI, and would the Ordinance remove some of the discretion from the review process and was there an Administrative Bulletin (AB) to explain the process further.

Fire Marshall Ken Cofflin said the Ordinance allowed for Planning to see at the beginning of the review process the required five feet alleviating discretion however that was for new lot lines but for existing buildings the five feet was still required but may be built above granted there was a sprinkler system and the AB would be published once the Ordinance was approved.

Commissioner Shaddix said he was generally in favor of the Ordinance moving forward and that he had been in San Francisco about forty years and witnessed a few fires in the city and felt good that he lived in a newer building that provided the requirements being mentioned and rescue teams were able to enter the building more than one way and he thanked the Fire Department for their work.

Commissioner Chavez said what was the average right-of-way access was. Mr. Cofflin said most single family dwellings had access through the front door however the Fire Department would not go through the front door to gain access to the rear of the dwelling and with the creation of Accessory Dwelling Units (ADU), junior ADU which was an attachment of the original dwelling and also attached and detached ADUs in the rear of the dwelling the Ordinance would not affect those it would still allow for the three-foot access.

Mr. Cofflin said the concern of Senate Bill (SB) 9 was two dwelling units were allowed in the back of the house and the amount of fire load made the Fire Department look at the need to improve their access and the Ordinance was solely for a lot split.

Interim President Alexander-Tut said did the Fire Department have discretion to when reviewing plans to require a five-foot entrance if the plans show three feet.

Mr. Cofflin said under SB 9 the discretion was to require four feet however the Fire Department was requesting to expand to five feet.

Commissioner Chavez said she thought it made sense to keep the process discretionary.

Mr. Cofflin said it was a concern that who do they give discretion to requiring the three or four or five-foot access.

Commissioner Neumann said she was concerned that pre-existing buildings that had tradesmen alleys would deter and alter their building to create the five-foot space.

Commissioner Williams said he was in agreement with the Fire Department to address the unique fire needs of San Francisco to protect the public health and safety.

Commissioner Williams asked Supervisor Chan Legislative Aide to comment on why the Code Advisory Committee recommended splitting the legislation.

Ms. Hsieh said Supervisor Chan's letter pointed out that if the city was to make changes to the Fire Code, especially to address an issue that was being seen which was access to the fires in the denser neighborhoods and the Ordinance was addressing the two parts as a whole and making sure preventative measures were part of the access as well.

Mr. Nicita said requirements under SB9 prohibits discretionary review and departments would have to follow objective standards and the five feet would be the objective standard.

Commissioners continued discussion around whether the extra foot of space requested would impact future housing development.

Public Comment:

Korey Smith on behalf of Housing Action Coalition said there was concern given San Francisco’s uniquely smaller lots, that the five foot requirement would have unintended consequences in relation to housing production in the future and the design community was willing to work together to be sure the city was not overstepping the state laws.

Serina Calhoun said she opposed the legislation and there was an ordinance the constraints reduction that allowed twenty-foot wide subdivisions in the city and this legislation would allow for five-foot setback open to the sky which would render lots unbuildable.

*Commissioner Shaddix made a motion, seconded by Commissioner Williams to approve Ordinance File # 231163.*

**Secretary Harris Called for a Roll Call Vote:**

<b>Interim President Alexander-Tut</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>No</b>
<b>Commissioner Neumann</b>	<b>No</b>
<b>Commissioner Shaddix</b>	<b>Yes</b>
<b>Commissioner Sommer</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried 4-2 with Commissioner Chavez and Commissioner Neumann descending.*

## **RESOLUTION NO. 003-24**

### **6. Director’s Report.**

#### **a. Director’s Update [Director O’Riordan]**

Director O’Riordan made the following points:

- In 2023, created new online portal for solar permits
- Received \$100,000 grant from the to offset the Department’s implementation costs
- Built online tools so customer can submit record request online and receive copies of plans electronically
- DBI relocated the information counter from the first floor lobby to the second floor in the Permit Center
- November 2023 some of the earlier efforts to improve the permitting process such as pre plan check and dynamic staffing assignments began to really produce results

- Compared to January the October 2023 permit assignment times were thirty-three percent faster and the first planning review conducted at the building station was completed forty-three percent faster. A full three weeks faster from in October versus January 2023
- In May 2023, the Department supported Mayor Breed’s efforts with a comprehensible proposal including teaming up with City partners to implement a new one hundred percent digital in house process, using concurrent electronic plan review
- A new webpage was launched of in-house review forms and application portals to make it easier for customers to find documents and submission pages needed to apply for building permits
- A results review function introduced in July 2023 added to the Permit Tracking System (PTS) substantially improved the transparency of the Departments reviews
- The Department commissioned a study after a series of high-rise window failures that revised the façade ordinance to provide additional guidance and require additional inspections
- The Department streamlined the process to legalize commercial awnings for small businesses who were targeted for noncompliance without penalizations
- DBI leads the way to the city back on track with building code changes including conversions of business to residential buildings
- Shout out to the administrative staff who worked through the holiday in facilitating preparation of Administration Bulletin 1114 and there was much more coming in 2024

**b. Update on major projects.**

Director O’Riordan gave an update on major projects for December 2023 as follows:

- Major projects are those with valuation of \$5 million or greater filed, issued, or completed.
  - 6 permits filed
  - \$190.1 million in valuation
  - 179 net units
- Major projects with permits issued.
  - 2 issued
  - \$52.5 million in valuation
  - 92 net units
- Major projects with Certificate of Occupancy
  - 4 completed
  - \$65.8 million in valuation
  - 210 net units

**c. Update on proposed or recently enacted State or local legislation.**

**Legislative & Public Affairs Manager Carl Nicita gave an update on recently enacted State or local legislation as follows:**

**File No. 231125:** Ordinance amending the local findings included by reference in the 2022 San

Francisco Building Codes and directing the Clerk of the Board to forward the Ordinance to the California Building Standards Commission as required by State law.

Mr. Nicita said this Ordinance passed and had its second reading at the Board of Supervisors (BOS) January 23, 2024.

**File No. 231130:** Ordinance amending the Existing Building Code to require buildings with 15 or more stories to conduct and submit supplemental inspection reports that will focus on windows and exterior glass surfaces to identify any defective or damaged materials that may cause glass failure.

Mr. Nicita said Supervisor Peskin accepted the recommendations of the BIC and this Ordinance would be heard by BOS on January 23, 2024.

**File No. 230862:** Ordinance amending the Building Code to temporarily suspend the annual registration requirement and registration fee for vacant or abandoned commercial storefronts through December 31, 2024; and affirming the Planning Department's determination under the California Environmental Quality Act.

Mr. Nicita said after discussion with DBI staff the Mayor's office requested a continuation to a date to be determined and if remained a priority it would be considered in a broader budget process due the fiscal impact it would have on the Department.

**File No. 231163:** Ordinance amending the Fire Code to require filing with the Fire Department records of five-year inspection of fire sprinkler systems and annual inspection of fire alarm and detection systems, mandate a filing fee to ensure that the costs of providing for such filings are recovered without producing revenue that is significantly more than such costs, and require a minimum five feet access from the public-right-of-way to residential structures on newly subdivided lots.

This Ordinance was considered at this meeting agenda number five.

**File No. 230310:** Ordinance amending the Planning Code to clarify the ministerial approval process for certain Accessory Dwelling Units (ADUs) meeting certain requirements in single-family and multifamily buildings and to permit certain ADUs in the rear yard under the City's local, discretionary approval program.

**File No. 231005:** Ordinance amending the Building Code to extend the deadlines for existing buildings with a place of public accommodation to comply with the Accessible Business Entrance Program; to extend the period for granting extensions from those deadlines; and to extend the time for the Department of Building Inspection's Report to the board of Supervisors regarding the disability access improvement program.

Mr. Nicita said File No's. 230310 and 231005 were considered at the BIC October 2023 and were pending.

**File No. 231224:** Ordinance amending the Housing Code to authorize occupants of residential dwelling units to sue to enforce the prohibition on substandard housing conditions.

Mr. Nicita said this Ordinance had been referred to the Land-Use Committee for a public hearing.



**File No. 231118:** Resolution retroactively authorizing the Department of Building Inspection to accept and expend a grant in the amount of \$100,000 from the California Energy Commission for participation in the California Automated Permit Processing Program and for cost associated directly with the adoption and maintenance of SolarAPP+, an online, automated solar permitting platform, for the period of September 1, 2023.

**File No. 231120:** Hearing regarding the timeline for lead and asbestos remediation completion and the consequences of extensive closure of parts of the Richmond Senior Center on operations and service delivery; and requesting the Department of Building Inspection, Department of Disability and Aging Services, and Felton Institute to report.

**File No. 230464:** Hearing to discuss San Francisco’s efforts to prepare for, respond to, recover from a large earthquake, and a status update on pre-disaster hazard mitigation (retrofit programs under the Earthquake Safety Implementation Program), strengthening of city-owned buildings, and the Tall Buildings Safety Strategy, as well as post-disaster response (post-disaster building safety inspection and emergency response); and requesting the Department of Building Inspection, Office of Emergency Management, and Office of Resilience and Capital Planning to report.

Mr. Nicita said DBI was requested to participate in hearings for File No. 231120 with the Human Services Agency scheduled with the Neighborhood Services Committee January 25, 2024 and File No. 230464 hearing would be held by the Land Use and Transportation Committee in the near future not January 22, 2024.

**d. Update on Inspection Services.**

Acting Deputy Director of Inspection Services Matthew Greene presented the following Building Inspection Division Performance Measures for October 1, 2023 to December 31, 2023:

• Building Inspections Performed	5,257	4,809	4,480
• Complaints Received	411	389	285
• Complaint Response within 24-72 hours	410	388	285
• Complaints with 1st Notice of Violation sent	54	55	65
• Complaints Received & Abated without NOV	237	203	145
• Abated Complaints with Notice of Violations	53	28	33
• 2nd Notice of Violations Referred to Code Enforcement	34	24	21

Acting Deputy Director of Inspection Services Matthew Greene presented the following Housing Inspection Division Performance Measures October 1, 2023 to December 31, 2023:

• Housing Inspections Performed	851	856	802
• Complaints Received	448	472	370
• Complaint Response within 24-72 hours	437	465	361
• Complaints with Notice of Violations issued	129	161	136
• Abated Complaints with NOVs	435	350	336
• # of Cases Sent to Director's Hearing	26	37	31
• Routine Inspections	151	115	89

Acting Deputy Director of Inspection Services Matthew Greene presented the following Code Enforcement Services Performance Measures for October 1, 2023 to December 31, 2023:

• # Housing of Cases Sent to Director’s Hearing	78	63	44
• # Complaints of Order of Abatements Issues	18	10	13
• # Complaint of Cases Under Advisement	0	0	0
• # Complaints of Cases Abated	89	83	107
• Code Enforcement Inspections Performed	515	439	438
• # of Cases Referred to BIC-LC	0	1	0
• # of Case Referred to City Attorney	0	1	0

Acting Deputy Director of Inspection Services Matthew Greene said Code Enforcement Outreach Programs are updated on a quarterly as follows for the 1<sup>st</sup> quarter:

• # Total people reached out to	35,848
• # Counseling cases	590
• # Community Program Participants	5,086
• # Cases Resolved	191

**e. Update on DBI’s finances**

Deputy Director of Administrative Services Alex Koskinen gave an update on the Department’s December 2023 finances as follows:

Revenues:

- 50% of the year had elapsed
- Total year-end revenues were projected to be \$60.4 million, (4% below budget)

Expenditures:

- Total year-end expenditures were projected at \$89 million (3% below budget) and there was no plan to use any more of the fund balance this fiscal year

Permits:

- Year to Date (YTD) permits were 9% higher than the prior year
- YTD valuation was 11% lower than last year

Public Comment:

Mr. Jerry Dratler gave a presentation and made the following points:

- Alteration inspection records in the DBI Permit Tracking System (PTS) by DBI employees is likely illegal because it is illegal to alter public records.
- The BIC should ask DCA Kapla to issue a written opinion in thirty days to whether DBI’s after-the-fact changes to inspection records in PTS is an illegal alteration of public records.

Mr. Christopher Schroeder said he had seen the same as Mr. Dratler and DBI was focused on the numbers especially in Code Enforcement and when it says permit research that could go on for years but will reflect the Department responded within forty-eight hours.

Mr. Schroeder mentioned projects at 24 Ord Street and 2178 Pine Street.

## **7. Discussion and possible action on the proposed budget of the Department of Building Inspection for fiscal years 2024/2025 and 2025/2026.**

Deputy Director of Finance Alex Koskinen gave a presentation and made the following points:

- February 21 – All departments submit 2-year budget proposal to Mayor’s Budget Office and Controller
- March to April – BIC recommends proposed legislation adopting new fees and fee adjustment process
- May – Board of Supervisors (BOS) modifies Mayor’s proposed budget
- Late July – (BOS) adopts final budget and trailing legislation
- Late August – Department certification letters sent to Controller and Mayor
- Financial history of DBI the last twenty years; the last few years shows the intent to close the structural deficit and bring revenues back in line with expenditures
- The dotted blue lines had not been incorporated into the budget however given the six month projections of \$3 million revenue shortfall it was likely the budget would be adjusted downward by \$3 million each year and that was what the blue dotted line represented.
- If revenue needed to be adjusted downward the fund balance would be lower and the revenue would be lower however the tentative plan was to increase fees slowly with step increases to fully achieve cost recovery in fiscal year 2027.
- \$35.9 million available fund balance is projected at the end of fiscal year 2024.
- It was very early in the budget development process and very little had been done to the budget, it was less than a week since the last fee study.
- The only changes that had been made to the budget so far were adding revenue estimates from the fee study, technical salary and benefit changes made by the Controller, ten percent general fund support reduced per Mayor citywide direction, and fund project cleanup
- Meetings with department heads and managers to figure what the priorities are for the upcoming year, additional staff, software, trainings, furniture, and overhead

### Public Comment:

Contracts and Services Director at Causa Justa (Just Cause) Becky Hom, Serina Calhoun and an online caller from the Housing Rights of San Francisco spoke on the budget cuts and fee increases and how they would affect customers, residents, and advocate programs of San Francisco.

### Commissioner Questions and Comments:

Commissioner Williams said was the fee increased being phased in finalized.

Mr. Koskinen said fee study showed the maximum that could be charged and the amount needed to recover costs. The Department was implementing charges less than those numbers to avoid significant increases and impact on customers.

Commissioner Williams said were there other options than DBI being the sole provider of subsidies due to not charging the full cost.

Mr. Koskinen said that decision would be made by the Controller's Office and the Mayor's Office.

Interim President Alexander-Tut said when was the Commission finalizing the fee study.

Mr. Koskinen said the next meeting was when the BIC would discuss and recommend approval of the budget to be sent to the Mayor's Office.

## **8. Commissioner's Questions and Matters.**

- a. Inquiries to all Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.**
- b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.**

Secretary Harris said the next regular meeting of the BIC was scheduled for February 21, 2024 and the dates offered for a special meeting were February 7 and 13.

Commissioner Neumann said she proposed moving the start time from 9:00 a.m. to 9:30 a.m. for both regular meetings of the AAB and BIC.

There was no public comment.

## **9. Review and approval of the minutes of the Regular Meeting of December 13, 2023.**

*Commissioner Shaddix made a motion to approve the Regular Meeting minutes of December 13, 2023, seconded by Interim President Alexander-Tut.*

*The motion carried unanimously.*

## **RESOLUTION NO. 003-24**

## **10. Discussion and possible action regarding Director O'Riordan's performance evaluation.**

- a. Public Comment on all matters pertaining to the Closed Session.**

Mr. Christopher Schroeder shared a document on the projector and made comments that were not pertaining to the item.

- b. Possible action to convene a Closed Session.**

*Commissioner Neumann made a motion, seconded by Interim President Alexander-Tut to convene a*

*closed session.*

Secretary Harris called a Roll Call Vote:

Interim President Alexander-Tut	Yes
Commissioner Chavez	Yes
Commissioner Neumann	Yes
Commissioner Shaddix	Yes
Commissioner Sommer	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

**RESOLUTION NO. 004-24**

- c. **CLOSED SESSION:** Pursuant to Government Code Section 54957(b) and the San Francisco Administrative Code Section 67.10(b).

The Closed Session began at 1:02 p.m.

**Director of the Department of Building Inspection – Mr. Patrick O’Riordan**

- d. **Reconvene in Open Session to vote on whether to disclose any or all discussions held in Closed Session (Administrative Code Section 67.10(b)).**

*Interim President Alexander-Tut made a motion to reconvene in Open Session, seconded by Commissioner Neumann.*

*The motion carried unanimously.*

**RESOLUTION NO. 005-24**

Interim President Alexander-Tut said based on scheduling this item was continued to the regular meeting of March 20, 2024.

**11. Adjournment.**

*Interim President Alexander-Tut made a motion, seconded by Commissioner Chavez to adjourn the meeting.*

The meeting adjourned at 1:10 p.m.

**RESOLUTION NO. 006-24**

<b>SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS</b>	
Commissioner Neumann said she proposed moving the start time from 9:00 a.m. to 9:30 a.m. for both regular meetings of the AAB and BIC. – Neumann	Page 12

Respectfully submitted,

*Monique Mustapha*

Monique Mustapha, Assistant BIC Secretary

*Sonya Harris*

Edited By: Sonya Harris, BIC Secretary