



**NOTICE OF MEETING**

**Regular Meeting of the  
CODE ADVISORY COMMITTEE**

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**DATE:** March 13, 2024 (Wednesday)  
**TIME:** 9:30 a.m. to 11:00 a.m.  
**LOCATION:** 49 South Van Ness Ave, 5<sup>th</sup> Floor, **Room 0511 (Room Changed)**

This Committee meets regularly every second Wednesday of the month. If you wish to be placed on a mailing list for agendas, please email [ken.hu@sfgov.org](mailto:ken.hu@sfgov.org).

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**Members of the Code Advisory Committee will attend this meeting in-person.**

**Members of the public are invited to meet in-person or to participate remotely. Please see the information on Page 3 for remote meeting access.**

**Remote Access to Information and Participation:**

**PUBLIC COMMENT CALL-IN: 1-415-655-0001    Access Code: 2499 199 8829    ID: 7335 2494**

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

**Event address for attendees:** <https://bit.ly/CAC031324>

Note: Public comment is welcome and will be heard during each agenda item. Reference documents relating to agenda are available for review at the 49 South Van Ness Ave, 2<sup>nd</sup> Floor, Technical Services Counter. For information, please email [ken.hu@sfgov.org](mailto:ken.hu@sfgov.org).

**AGENDA**

**1.0** Call to Order, Roll Call and confirmation of quorum.

**Members of the Code Advisory Committee**

Ned Fennie, A.I.A., Chair	Stephen Harris, S.E., Vice-Chair	Gina Centoni
Marc Cunningham	Ira Dorter	Henry Karnilowicz
Arnie Lerner, FAIA, CASp	Don Libbey, P.E.	Zachary Nathan, AIA, CASp
Deepak Patankar, AIA, LEED AP	Jim Reed	Jonathan Rodriguez
Brian Salyers, F.P.E.	Tony Sanchez-Corea, III	Paul Staley
John Tostanoski	Rene’ Vignos, S.E	

**2.0** Approval of the minutes of the Code Advisory Committee special meeting of January 10, 2024.

- 3.0** Election of the Code Advisory Committee Chair and Vice-Chair. The term of office for each is one year and will commence immediately upon the announcement of the election results.
- 4.0** Discussion and possible action regarding proposed ordinance amending the Administrative Code, Building Code, Business and Tax Regulations Code, and Planning Code to clarify the state-mandated, ministerial approval process and local, discretionary approval process for certain Accessory Dwelling Units (ADUs) meeting certain requirements in single-family and multifamily buildings. (File # 230310)
- Possible action would be to make a recommendation to the Department of Building Commission for their further action.
- 5.0** Summary of agenda items or programs discussed or approved by the Code Advisory Committee in 2023.
- 6.0** Review of communication items. The Committee may discuss or acknowledge communication items received for discussion.
- 7.0** Public Comments on items not on this agenda but within the jurisdiction of the Code Advisory Committee. Comment time is limited to 3-minutes or as determined by of the Chairperson.
- 8.0** Committee comments on items not on this agenda.
- 9.0** Subcommittee Reports: (Discussion & possible action)
- a. Housing Code Subcommittee:
- Subcommittee Chair: Henry Karnilowicz  
Subcommittee Members: Ira Dorter  
Jim Reed  
Paul Staley
- b. Mechanical Electrical Plumbing & Fire Subcommittee:
- Subcommittee Chair: Brian Salyers, F.P.E.  
Subcommittee Members: Henry Karnilowicz  
Jim Reed  
John Tostanoski
- c. Administrative & General Design and Disability Access Subcommittee
- Subcommittee Chair: Jonathan Rodriguez  
Subcommittee Members: Arnie Lerner, F.A.I.A., CASp  
Zachary Nathan, A.I.A., CASp  
Henry Karnilowicz  
Tony Sanchez-Corea  
Deepak Patankar, AIA, LEED AP
- d. Structural Subcommittee
- Subcommittee Chair: Stephen Harris, S.E.  
Subcommittee Members: Rene' Vignos, S.E., LEED A.P.  
Marc Cunningham  
Ned Fennie, AIA  
Don Libbey, P.E.
- e. Green Building Subcommittee
- Subcommittee Chair: Zachary Nathan, AIA, CASp

Subcommittee Members: Jonathan Rodriguez  
Gina Centoni  
Henry Karnilowicz

**10.0** Committee Member's and Staff's identification agenda items for the next meeting, as well as current agenda items to be continued to another CAC regular meeting or special meeting, or a subcommittee meeting.

**11.0** Adjournment.

**Note to Committee Members:** Please review the appropriate material and be prepared to discuss at the meeting. If you are unable to attend, please contact Chairperson Ned Fennie at [JEF@FM-ARCH.COM](mailto:JEF@FM-ARCH.COM) or Ken Hu at [ken.hu@sfgov.org](mailto:ken.hu@sfgov.org). The meeting will begin promptly.

### Remote Meeting Access (WebEx)

To watch via WebEx application on your desktop/laptop:

Click the link to join the meeting: <https://bit.ly/CAC031324>

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" in the email field
- Click the "Join Now" button to join the meeting

**PUBLIC COMMENT CALL-IN: 1-415-655-0001 Access Code: 2499 199 8829 ID: 7335 2494**

**Providing Public Comment:**

- Dial in to **1-415-655-0001** and then enter access code **2499 199 8829** then #
- Press ID number: **7335 2494 and #** 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 Committee 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 Committee Secretary states "Welcome Caller," you are encouraged to state your name clearly. As soon as you speak, you will have 2 minutes to provide your comments.
- Once your 2 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.

### 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: [soft@sfgov.org](mailto:soft@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.

## **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 Technical Services Division, at 49 South Van Ness Ave, 5<sup>th</sup> floor, San Francisco, CA 94103 or at the place of the scheduled meeting. These written comments shall be made a part of the official public record.

## **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 Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, SF, CA 94102 or (415) 554-9510 voice, or (415) 703-0121 fax, or visit their website at <http://www.sfgov/ethics/>.

## **ACCESSIBLE MEETING INFORMATION POLICY**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, 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.

The meeting will be held at the Department of Building Inspection, 49 South Van Ness Ave. The closest accessible BART stations are the Civic Center Station at 8th (at the United Nations Plaza) and Market Street and 16th at Mission Street.

Accessible MUNI/Metro lines servicing this location are the, 42 - Downtown, 14 & 14 Limited - Mission, and F - Market bus lines. For information about MUNI accessible services call (415) 923-6142.

The meeting room is wheelchair accessible. Accessible curb side parking spaces have been designated on Mission and Otis Streets. There is accessible parking available within the Department of Building Inspection parking lot. The entrance to this lot is on Otis Street.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available. Assistive Listening devices will be available at the meeting. A sign language interpreter will be available upon request. Agendas and Minutes of the meeting are available in large print/tape form and/or readers upon request. Please contact Technical Services Division at (628) 652-3730, providing 72 hours notice will help to ensure availability.

To request a sign language interpreter, reader, materials in alternative formats, or other accommodations for a disability, please contact Technical Services Division at (628) 652-3730. Providing 72 hours notice will help to ensure availability.

Materials are available in alternate formats on request.