



## **DRAFT MINUTES**

### **Regular Meeting of the CODE ADVISORY COMMITTEE**

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**DATE:** August 14, 2024 (Wednesday)  
**TIME:** 9:30 a.m. to 11:00 a.m.  
**LOCATION:** 49 South Van Ness Ave, 5<sup>st</sup> Floor, Room 0511

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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, 2nd Floor, TSD Counter. For information, please email [ken.hu@sfgov.org](mailto:ken.hu@sfgov.org).

#### **Present**

Ned Fennie, A.I.A, Chair  
Stephen Harris, S.E., Vice-Chair  
Paul Staley  
Jim Reed  
Don Libbey, P.E.  
Tony Sanchez-Corea  
Gina Centoni  
Jonathan Rodriguez  
Deepak Patankar, AIA, LEED AP  
Brian Salyers  
Zachary Nathan, AIA, CASp

#### **Excused**

John Tostanoski  
Henry Karnilowicz  
Rene’ Vignos, S.E.  
Marc Cunningham  
Arnie Lerner, FAIA, CASp

#### **Absent**

Ira Dorter

#### **Others Present**

Thomas Fessler, DBGI	Tate Hanna, DBI	Janey Chan, DBI
Aaron Starr, CPC	Call-in User_2 (415510****), Public	Public, Public
Matthew Armour, DBI	Call-in User_3 (916869****), Public	Ken Hu, DBI

- 1.0 The meeting was called to order. Roll call found a quorum of committee members were present.
- 2.0 Approval of the minutes of the Code Advisory Committee regular meeting of July 10, 2024.
  - A motion was made to approve the minutes as written.
  - Seconded and approved.

- 3.0 Discussion and possible action regarding proposed ordinance amending the Building and Planning Codes to correct typographical errors, update outdated cross-references, make non-substantive revisions to clarify or simplify Code language, and make other minor, substantive updates to various Code provisions.

Possible action would be to make a recommendation to the Building Inspection Commission for their further action.

**Discussion:**

- Aaron Starr from City Planning presented the proposed changes to the CAC members.
- The specific change in the Building Code involves amending section 106A.1.19 to update a reference to the California Government Code.
- The change is clerical and necessary due to the state code update.
- The AGD & DA subcommittee met earlier and approved the updates as presented.

**Public Comment:** No public comment.

**Action:**

- A motion was made to approve the ordinance as written.
- Seconded and approved.

- 4.0 Discussion and possible action regarding the revised Administrative Bulletin - 110: Building Façade Inspection and Maintenance, and the status of Information Sheet S-21: Procedure for Processing Building Façade Inspection and Maintenance Reports.

The possible action would be to make a recommendation to the Department of Building Inspection for their further action.

**Discussion:**

- Structural Subcommittee met the day before and reviewed the revised AB-110.
- The Subcommittee recommended verifying if the two listed ASTM standards are included in the building code as reference documents. If not included, specify the applicable edition.
- The Subcommittee also recommended adding introductory wording from the letter sent to building owners to the beginning of the document. This addition will help explain the program and provide context.
- DBI Technical Services Manager Janey Chan made a presentation regarding the revised AB-110.
- The document has been reorganized for clarity and ease of use.
- The supplemental building inspection program is included in the revised AB-110.
- Checklists is added to assist customers in completing comprehensive and supplemental inspection reports accurately.
- Two checklists were created: one for comprehensive reports and another for supplemental reports.
- The comprehensive checklist also provides a suggested structure for report organization, aiding both the public and staff.
- There was a discussion about the need for clarity on when a permit is required for corrective actions identified during inspections.

- There was a suggestion to create an info sheet outlining permit requirements, particularly in cases involving facade work, accessibility considerations, and building maintenance systems.
- A review by experts from engineering firm WJE and SGH is suggested for further validation.
- Regarding the façade program, enforcement for compliance with Tier 1 and Tier 2 requirements is ongoing.
- There are issues with clients not following up on required documentation and comments.
- There is concern about property tax increases triggered by building permits for maintenance and upgrades.
- The review and processing fees were mention, and such fees are based on hourly rates.

**Public Comment:**

- No public comment.

**Action:**

- A motion was made to approve the revised AB-110 in its current draft, with the wording changes recommended by the Structural Subcommittee to be made later.
- Seconded and approved.

## 5.0 Update on the Mandatory Soft Story Program.

**Discussion:**

- DBI Technical Services Supervisor Thomas Fessler presented the updates on the Program.
- Overall: 94% are in compliance.
- Non-compliant buildings are undergoing code enforcement, with a focus on achieving compliance rather than strict penalties.
- Non-compliance buildings are at various stages of code enforcement, ranging from notice of violation to order of abatement.
- The definitions of tiers were mentioned.
- Some challenges for building owners include changes in ownership and financial constraints.

**Public Comment:**

- No public comment.

## 6.0 Review of communication items. The Committee may discuss or acknowledge communication items received for discussion.

- Potential deadline extension for the Accessible Business Entrance (ABE) program.
- Suggestion to have a seminar for the ABE program for the public.

## 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.

- No public comment.

## 8.0 Committee comments on items not on this agenda.

- The Building Inspection Commission approved the proposed ordinance for the vacant storefront program, even though the CAC opposed it.

## 9.0 Subcommittee Reports: (Discussion &amp; possible action)

**Housing Code Subcommittee:**

Subcommittee Chair: Henry Karnilowicz  
Subcommittee Members: Ira Dorter  
Jim Reed  
Paul Staley

- No meeting. No report.

**Mechanical Electrical Plumbing & Fire Subcommittee:**

Subcommittee Chair: Brian Salyers, F.P.E.  
Subcommittee Members: Henry Karnilowicz  
Jim Reed

- No meeting. No report.

**Administrative & General Design and Disability Access Subcommittee:**

Subcommittee Chair: Jonathan Rodriguez  
Subcommittee Members: Arnie Lerner, F.A.I.A., CASp  
Tony Sanchez-Corea  
Zachary Nathan, A.I.A., CASp  
Henry Karnilowicz  
Deepak Patankar, AIA, LEED AP

- The Subcommittee held a meeting on August 14, 2024, during which a motion was passed to approve the proposed ordinance regarding amending the Building and Planning Codes to correct typographical errors, update outdated cross-references.

**Structural Subcommittee:**

Subcommittee Chair: Stephen Harris, S.E.  
Subcommittee Members: Rene' Vignos, S.E., LEED A.P.  
Marc Cunningham  
Ned Fennie, A.I.A.  
Don Libbey, P.E.

- The Structural Subcommittee met on August 13, 2024, and passed a motion to approve the revised AB-110, including two recommendations.

**Green Building Subcommittee:**

Subcommittee Chair: Zachary Nathan, AIA, CASp  
Subcommittee Members: Gina Centoni  
Henry Karnilowicz  
Jonathan Rodriguez

- No meeting. No report.

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.

- Addressing
- Site Permit Processing
- Info Sheet Regarding Exterior Facade Maintenance Permits Requirement
- Filed Permit Expiration Commencement
- Sunshine Requirements Refresher
- Low Voltage Technology Presentation

11.0 Adjournment.

- The meeting was adjourned at 10:24 a.m.

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