



DRAFT MINUTES

Regular Meeting of the CODE ADVISORY COMMITTEE

DATE: June 11, 2025 (Wednesday)

TIME: 9:30 a.m. to 11:00 a.m.

LOCATION: 49 South Van Ness Ave, 2nd Floor, Room 0271

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.

Present

Ned Fennie, A.I.A, Chair
John Tostanoski
Jim Reed
Arnie Lerner, FAIA, CASp
Gina Centoni
Deepak Patankar, AIA, LEED AP
Brian Salyers
Marc Cunningham
Henry Karnilowicz
Tony Sanchez-Corea
Stephen Harris, S.E., Vice-Chair
Don Libbey, P.E.
Jonathan Rodriguez

Excused

Zachary Nathan, AIA, CASp
Rene’ Vignos, S.E
Paul Staley
Ira Dorter

Absent

Others Present

Thomas Fessler, DBI
Ken Hu, DBI

Tate Hanna, DBI
Alex Koskinen, DBI

Michelle Yu, DBI
Bridget Hick, Permit
Center

- 1.0 The meeting was called to order. Roll call found a quorum of committee members were present.
- 2.0 Sworn in Code Advisory Committee Members that were not present at the BIC.

- 3.0 Approval of the minutes of the Code Advisory Committee regular meeting of May 14, 2025.
- A motion was made to approve the minutes as written.
 - Seconded and approved.
- 4.0 Discussion and possible action regarding proposed ordinance amending the Building, Subdivision, and Administrative Codes to adjust fees charged by the Department of Building Inspection and to establish Sub funds within the Building Inspection Fund. (FILE NO. 250592)

The possible action would be to make a recommendation to the Building Inspection Commission for further action. Deputy Director, Alex Koskinen & Legislative Affairs Manager, Tate Hanna to walk through the details.

Discussion:

- Fee studies conducted in 2008, 2015 (7% reduction), 2023 & 2024 (raised by 15%) by NBS (consultant) recommended pursuing additional incremental raises using a formulaic approach to recover costs and align with industry standards.
- New fees expected to be effective September 1, 2025; 30 days after Mayor signs the ordinance. Fees proposed ordinance are assumed in department's FY 2025-26 & 2026-27 budget.
- Key community and committee concerns of significant increased fee rates may discourage contractors, homeowners, and developers. May also have negative impacts on construction activity and housing development. Considering communications and public outreach strategy.
- Deputy Director expressed concern that further delaying fee implementation in years to come, may prompt Mayor's office to reject the increase due to negative public perception, potentially resulting in staff layoffs.

Public Comment:

- **No Public comment.**

Action:

- A motion was made to approve the ordinance as amended.
 - The motion was approved 8 to 3.
- A motion approved with the condition that any surplus funds stay within the department to use these funds before any additional rate increases. Suggestion to stretch the timeline from a four-year plan to a six-year plan to get a hundred percent recovery- currently in the third year of the four-year plan.

- 5.0 Discussion and possible action on proposed ordinance amending the Building and Planning Codes to extend the Awning Amnesty Program to apply to existing unpermitted Signs and Gate. (FILE NO. 250539)

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

- Background: Instituted Awning Amnesty Program in 2023 to provide streamlined path for existing non-permitted awnings installed on or before August 20,203. Created to reduce submittal requirements and need for professionally prepared plans.
- Applies to existing unpermitted signs in code compliance. AGD & DA Subcommittee discussed and recommended for further action to clarify a code compliant gate with information sheet.

Action:

- A motion was made to approve ordinance with amendment requiring department to create information sheet on submittal requirements for gates.

Public Comment:

- **No Public comment.**

- 6.0 Discussion and potential action on proposed ordinance amending the Administrative, Environment, Health, Labor and Employment, Park, Planning, Police, Public Works, Subdivision, Transportation, and Building Inspection Commission Codes to modify the reporting requirements. (FILE NO. 250630)

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

- Background: Mayor's office & City Attorney initiative to remove outdated reporting requirements in line with streamlining efforts. Seven reporting requirements were identified at DBI; they were unnecessary, unused and are time-consuming. Reports requesting to be removed included:
 - General Code Enforcement Activities Report, Residential Hotels Report, Technology Projects updates, Drink Tap Stations, Water bottle refill stations tracking, ADU Authorizations effectiveness report, ADU fee waiver report & Water conservation measures annual report.

Action:

- A motion was made to approve as written. Approved unanimously.

Public Comment:

- **No Public comment.**

- 7.0 Review of communication items:

- Concrete Building Ordinance in effect
- Administrative Bulletin for voluntary upgrades in development by structural subcommittee.
- Building inspection did not follow size alignment recommendations for building/planning code coordination.

8.0 Future Agenda Items:

- Addressing Procedure- Information involving multiple department s in development
- Site Permitting Process- Update pending PermitSF
- Sunshine Requirements- Video training to be distributed to members
- Low Voltages Technology- Presentation targeted for August/September
- ABE unwinding procedures

9.0 Subcommittee Reports: (Discussion & 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 met on June 13, 2025, to discuss agenda items 5.0 amending the Building and Planning Codes to extend the Awning Amnesty Program to apply to existing unpermitted Signs and Gate & 6.0 amending the Administrative, Environment, Health, Labor and Employment, Park, Planning, Police, Public Works, Subdivision,

Transportation, and Building Inspection Commission Codes to modify the reporting requirements.

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 Subcommittee met on June 13, 2025, discussed item 2.0 Administrative Bulletin on Application of Engineering Criteria in SFEBEC Appendix A, Chapter A6- for concrete building safety program. Comments focused on wording and cleanup, but no technical elements were changed. Expected to return next month.

Green Building Subcommittee:

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

- No meeting. No report.

10.0 Committee Members 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.

- ABE permit unwinding procedures in development.

11.0 Adjournment.

- The meeting was adjourned.