

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

REGULAR MEETING

Wednesday, February 19, 2014 at 9:00 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED May 21, 2014

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m. by President McCarthy.

1. Call to Order and Roll Call – Roll call was taken and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Angus McCarthy, **President**

Frank Lee, **Commissioner**

James McCray, Jr. **Commissioner**

Debra Walker, **Commissioner, excused**

Sonya Harris, **Secretary**

Warren Mar, **Vice-President**

Kevin Clinch, **Commissioner**

Myrna Melgar, **Commissioner, (9:30 a.m.)**

D.B.I. REPRESENTATIVES:

Tom Hui, **Director**

Ron Tom, **Chief Building Inspector, Permit Services**

Dan Lowrey, **Deputy Director, Inspection Services**

Gayle Revels, **Acting Chief Financial Officer**

William Strawn, **Legislative and Public Affairs Manager**

Hema Nekkanti, **IS Project Director**

John Hinchion, **Senior Inspector of Code Enforcement**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcements.

President McCarthy made the following announcements:

- Director Hui, Deputy Director Lowrey, and other staff will meet with Supervisor Cohen on Thursday, Feb. 20th, to respond to questions she has about the City's Vacant Building program. DBI will provide the Supervisor with a copy of our current vacant building list, numbers registered, NOVs issued and other possible code enforcement actions under way.
- Director Hui, Building Inspector Tam Chiu, and William Strawn participated this past Saturday in Supervisor Katy Tang's Town Hall at the Sunset Recreation Center, where they joined Planning staff and responded to specific questions from about 60 homeowners and

tenants about building and planning issues – a very productive community outreach program for DBI.

- For the second consecutive year, Director Hui served as one of the Judges of this year's Chinese New Year Parade, which ushered in the Year of the Horse this past Saturday. In addition, special thanks to the DBI volunteers who staffed our annual booth for the Festival on Saturday and Sunday, responding to many questions about the building permit, inspection and code enforcement processes.
- DBI and Planning are part of tonight's Board of Appeals hearing on 1049 Market Street. Senior Plan Reviewer Jeff Ma will be there to explain what DBI can do to assist the owner in retaining and legalizing the existing rental units, along with Senior Building Inspector Joe Duffy. The Commission may recall that Planning and the owners' representative met last Dec. 12th, where the owners made it clear they were interested in retaining a significant percentage of the existing residential units as "Art space with accessory residential units." Planning is awaiting a request from the owners for a "Letter of Determination," which may happen as a consequence of any Board of Appeals' decision tonight. If the owners do request a "Letter of Determination" from Planning, a second formal pre-application meeting will then be convened to fix terms and conditions, including meeting building life-safety systems. DBI has not heard from the owners since the Dec. 12th meeting in terms of whatever next steps the owners may want to take.
- Director Tom Hui attended the recent all-Departments' SFPUC briefing on water conservation measures required per the Mayor's Executive Directive on the current drought. Chief Plumbing Inspector Steve Panelli is DBI's contact, and is already taking steps to help DBI achieve the 10 percent water savings required by the Mayor's Directive. Like other departments, DBI will be doing aggressive outreach on steps people can take to save water immediately, and will be posting SFPUC tips on our web site for easy customer access and to increase public awareness of this program.
- DBI released its internal report on Friday, Feb. 7th, on the December 16, 2013 job site incident at 125 Crown Terrace in Twin Peaks, where the existing single family home came off its shoring and slid down a steep slope nearly 50 feet. Fortunately, the building was unoccupied, and no one was injured, nor was any adjacent property damaged. While we will discuss this Report later on today's Agenda, there was a *San Francisco Chronicle* story about the report's findings in last Thursday's paper (Feb. 13); and the Department also is responding to a Sunshine request from a local law firm received that same day for public records on this incident.
- In addition to this Chronicle story, DBI also responded to media requests from the *Central City Express* for details about SROs and whether or not they are being sold in the current 'hot' real estate market; and we also responded to *Wired Magazine's* request for permit and inspection requirements tied to the opening of a new commercial hotel in the City.
- Congratulations to Robert Chun and his excellent team who are managing the new Mandatory Seismic Retrofit program affecting soft story buildings. More than 800 owners, contractors and professionals have participated in the Department's three free public

workshops held in October and November; and there was an outstanding public turnout on January 28th, Bill Graham Civic Auditorium, where the Mayor's Director of Earthquake Safety, DBI and numerous others responded to owners' questions in a Trade Fair setup, and where customers with questions learned the details of the compliance requirements. A reminder notification will soon be sent again to homeowners we believe are likely candidates for the mandatory retrofits, given that September 2014 is rapidly approaching when all Screening Forms are due at DBI and we remain behind in receiving these forms because of seriously lagging owners' response. As will be reported later, to date we have received fewer than 700 Screening forms, roughly 23 percent, of the estimated 3,000-plus we believe may be subject to this new mandatory retrofit ordinance. Owners, please, engage immediately an engineer or design professional and send DBI these vital Screening Forms.

- As mentioned before, please note that an SFGTV video of the Mandatory Retrofitting Workshop is now available online, through YouTube, with a link to the video on DBI's web site, www.sfdbi.org, and on the CAPSS web site.
- Congratulations to Mira Lee of Plan Review Services for providing excellent assistance to a customer and helping her with the routing process.
- Kudos to Dwayne Farrell of the Records Management Division for also providing great customer service and "going the extra mile" to help the customer with his records request.
- DBI recently responded to/requested again its annual departmental waiver from requirements in the Healthy and Clean Air Ordinance, HACTO, which enables DBI inspectors to perform their Charter-mandated responsibilities, as well as enables us to play the role expected by the City as a key responder to an emergency/disaster. We are now awaiting the Dept. of Environment's response to our vehicle waiver request.

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. Robert Davis said that he was a Bayview resident and would like to bring the Commissioner's attention to 5122 Third Street. Mr. Davis said this building was badly blighted and there are pictures in their packet. Three things are this is a badly blighted building, a building that was for sale, and a building that has active permits, so there are loop holes in all of these things that need to be addressed. He has other ideas about Notices of Violation (NOV) and one is to eliminate the second NOV which is a time waster. Give each NOV an expiration date and begin calculating the fees and fines when the NOV expires, and collect some interest on these fines and penalties. Also, make sure that everything is pushed up the ladder to Director's Hearings, Litigation Committee meeting, and the City Attorney's Office. Mr. Davis asked if there are published guidelines for closing these NOV's, because many of them have been closed and there seems to be no explanation that exists someplace so he was wondering if he could see that.

President McCarthy said if it was o.k. with his fellow Commissioners that he would like to postpone the Election of BIC President and Vice-President until Commissioner Melgar arrived, and they were in agreement. The next item called was Item 7.

7. Director's Report.

a. Update on DBI's finances.

Ms. Gayle Revels, Acting Chief Financial Officer, gave an update on DBI's finances and addressed the following points:

- The revenue projection given at the last meeting is slightly higher by about \$2M.
- DBI received the first installment of the apartment rental information and it comes in two installments from property taxes. Department expects to get about 60% in the first installment and 50% in the second.
- Charges for services – Department received almost 80% of what was expected for the entire year, and we are about 58% of the way through the year and saw a surge in charges for services in December, as people tried to submit everything before the Code changed in January.
- DBI continued to see more permits in January, so revenue did not drop off as expected.
- In terms of Other DBI is showing that there is quite a bit not received yet, and that is a transfer from the fund balance into our operating. Since revenue collection and charges for services is high the Department does not need to do that right now, so this will continue to be a very low percentage of revenue coming in.
- Expenses – Employee salaries and fringes are less than what is expected this time of year.
- There are quite a few vacancies and the Department is actively moving forward to fill some positions that are critical, but are kind of slowing down because the building is at full capacity. DBI is adding positions, still hiring, and continuing the recruitment process.
- Non-personal services is quite a bit lower and this is some of the large materials and supplies purchases that are planned for this year have not been completed and paid yet, so that percentage is expected to come up.
- Services of other departments and work orders are as expected, and transfer of the projects are done all at once and DBI has spent 100%.

President McCarthy asked if the slow-down of hiring was because DBI has met its positions or because there is no room? Ms. Revels said that it is a little bit of both, and there are more positions in the budget that could be filled but the Department is pretty tight on space so are more selective in what is filled at this point. President McCarthy questioned if space is dictating whether or not the Department has the full staff level that is needed? Ms. Revels said not 100%, but it is definitely influencing the decision process. President McCarthy said that was what he feared.

b. Update on proposed legislation.

Mr. Bill Strawn, Legislative and Public Affairs Manager, gave an update on proposed legislation and discussed the following points:

- **File No. 130119 – Mandatory Seismic Retrofitting of Soft Story Buildings** - Ordinance amending the Building Code requiring seismic evaluation of risk and performance of private schools. The Mayor's Director of Earthquake Safety, Patrick Otellini, is present and may speak to that later. There are a number of buildings that have not been evaluated, and this legislation will require a mandatory evaluation with a goal of making all schools, not just public schools, safer for future earthquakes.

- Supervisor Tang introduced her request for an ordinance to have May in honor of Small Business Month, and Building Safety Awareness Month. For the last two years the Commission has agreed to wave DBI permit review fees for the month of May as an incentive to owners to make façade improvements in neighborhoods all over the City. DBI has found that it has not changed the number of requests for these kinds of permits, but Supervisor Tang's office plans to be a little more aggressive with their outreach, so there may be an uptick in that number.
- **File No. 131148 – Authorization of Dwelling Units Installed Without a Permit -** Legislation by Supervisor David Chiu calls for the legalization of in-laws under certain, specific parameters, and that is on the 30-day calendar for Land Use. DBI has tried to schedule a meeting with Supervisor Chiu's staff to refine that so the Department can put that legislation into effect quickly when it has passed.
- **File No. 140009 -** Legislation introduced by Supervisor Farrell will amend the Housing Code and permit tenants to store bicycles and personal goods in garages. Thanks to the assistance of Chief Housing Inspector Rosemary Bosque, the Supervisor's office is amending the legislation to make sure that the fire and sprinkling requirements are part of the legislation and are met.

c. Update on Permit Tracking System.

Ms. Hema Nekkanti, IS Project Director, gave an update on the Permit Tracking System and discussed the following points:

- User Acceptance Testing has been performed the past few weeks, and will continue through the last week of March.
- Staff is actively doing the data conversions and data mapping, so when this piece is complete the first conversion will be done.
- Since this is the first week of March it will be a good indicator of how good the data is from the legacy to the new system.
- There are three levels of training: 1) Train the trainer - Experts are participating through the whole week and are training on the system that they have been familiar with, and the trainers will learn how to teach groups on the system that is specialized to the individual functionality. 2) The daily end user training which is for the entire staff (DBI, Planning, DPW, etc.). 3) Specialized training that will be all staff and it will be specialized just to their functionality.
- The Department has lost 50% of its I.T. resources in the last few months which has caused a strain on the DBI I.T. resources, with respect to the response times on the technical stuff and internally, as well as the permit processing. As a result, the go live date is being pushed out.
- Staff will know more after the first conversion run, about the first or second week of March. Depending on how good the data is at that time, staff will have a better understanding of how many more runs will be required and when the actual go live date will be.

Commissioner Melgar asked why the Department has lost 50% of its I.T. resources? Ms. Nekkanti said some decided to leave the City because it is too expensive, one retired, and the other person got a promotion and moved to another department.

Commissioner Melgar asked if she has looked into hiring? Ms. Nekkanti said yes and the management is aware and exploring and looking into all avenues to bring in the resources, including contacting the vendors saying that the Department needs help.

Vice-President Mar asked how many Inspectors have mobile devices? Ms. Nekkanti said approximately 70.

President McCarthy said that as a Commission they would like to “face their demons” and talk about the time frame, since there is such a heavy impact and loss of staff in the crucial part of this operation. Ms. Nekkanti said the longest part is the data conversion, so March is going to be pretty tight. If they are able to hire the resources and if the data conversion goes well, it could be early summer but if anything changes the date could be pushed out further. President McCarthy asked if the program was going to be five or ten months behind? Ms. Nekkanti said that March would be a better indicator.

- President McCarthy asked if there has been an uptick? Director Hui said yes but hopefully in the next few months it will level off and staff can deal with other projects.
- Are the projects getting larger? Yes a number of them are, especially the housing projects coming from the Planning Department.
- There are a number of cranes in the City, approximately 47 right now.
- Are a lot of the projects, such as Hunter’s Point, getting funding now and they are starting to see some which were approved a couple of years ago and there is movement now? Yes.
- Vice-President Mar asked if there is so much building going on, he wanted to make sure that the Department staffed up and the money is in the budget. He is aware that DBI had to slow down on hiring because of the office space, but asked Director Hui to give a breakdown of where a particular department or division is short right now? There are some openings in Plan Check, Housing Inspection, Electrical, Plumbing, and Building.
- Vice-President Mar asked if the Department could try to hire more permanent positions since they were approved, and possibly try to get rid of some of the Prop F positions since they were kind of a stopgap to fill in 2012.
- President McCarthy said DBI should make sure to go forward with improving the office space, so there is room for new people to come aboard. Also need to make sure that Human Resources has current lists for people and examinations and interviews are ready.

d. Update on code enforcement.

Deputy Director of Inspection Services, Dan Lowrey, presented the following Building Inspection Division Performance Measures for January 1, 2014 to January 31, 2014:

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| • Building Inspections Performed | 4491 |
| • Complaints Received | 260 |
| • Complaint Response within 24-72 hours | 235 |
| • Complaints with 1 st Notice of Violation sent | 64 |
| • Complaints Received & Abated without NOV | 163 |
| • Abated Complaints with Notice of Violations | 51 |
| • 2 nd Notice of Violations Referred to Code Enforcement | 17 |

Chief Housing Inspector Rosemary Bosque presented the following Housing Inspection Services Performance Measures for January 1, 2014 to January 31, 2014:

- Housing Inspections Performed 908
- Complaints Received 338
- Complaint Response in 24-72 HRs 326
- Complaints with NOVs Sent 124
- Abated Complaints with NOVs 448
- # of Cases Sent to Director's Hearing 51

Ms. Bosque stated that Housing Inspection Services has responded to almost all of their complaints with the exception of 12 within three days and some of them are anonymous complaints that require Inspectors to try to gain access and at times they cannot get access to some of the units, so there is delayed entry. HIS has continued to work on open cases to try to get them closed, and recently she gave a detailed presentation to the Land Use Committee at the Board of Supervisors on the Department's code enforcement efforts. HIS has tightened the time frames on how much time is given for heat complaints and NOV's, and those have shrunk down to some instances two days and if a property owner does not respond in that period of time, Inspectors are out there posting the building with a notice for a hearing. Ms. Bosque also mentioned that the new Inspectors are now carrying full districts, some are complicated, and they are doing a good job even though it takes about a year or two to get them completely trained.

Senior Inspector of Code Enforcement Services John Hinchion presented the following Housing Inspection Services Performance Measures for January 1, 2014 to January 31, 2014:

- # of Cases Sent to Director's Hearing 69
- # of Order of Abatements Issues 27
- # of Cases Under Advisement 11
- # of Cases Abated 144

Secretary Harris called for public comment on item 4, the Director's Report items a-e.

Mr. Robert Davis said that he was wondering if the BIC would consider opening a satellite office in the Bayview, since the Department is looking for space and trying to hire people. They have office space and the South East is where all of the building is going to be for the next two years.

Commissioner McCray said that Ms. Bosque indicated that there was a presentation on enforcement to the Board of Supervisors, and Mr. Davis asked that the Commission set up a satellite office. He was wondering if there might be a time for the BIC to go out to the South East to make a presentation in these critical areas about what is going on with enforcement, and to talk to the neighbors about their plan.

Vice-President Mar said this seems like a good idea, and he has done some presentations mostly working with the Supervisors in their respective districts. Maybe if Supervisor Cohen wants to host a meeting, he is sure that the Department staff and others would be happy to go out there.

Director Hui said that DBI has actually been working in the background on trying to do outreach in the Bayview area sometime in March. A time has not been scheduled yet but maybe it can be set up the same way Supervisor Katie Tang's was. Director Hui's goal is to slowly go to each district to give them guidance for different ordinances, like the Soft Story or Illegal Units.

President McCarthy said perhaps the BIC could agendize setting up a satellite office in that district as it could be very popular, though he does not know how deliverable it would be.

Vice-President Mar said regarding code enforcement, it seems that sometimes NOV's are taken off the books but it should be clear if they are abated or if there was perhaps a duplicate entry. He asked if there was a process that complaining neighbors or anyone who is following the NOV's would know what happened.

Deputy Director Lowrey said under Notices of Violation if a permit is taken out, and the work is completed to abate the NOV for a building permit, the second notice issued goes up to code enforcement. If a permit is taken out and work is performed then the NOV is abated, but if no work is performed it moves up to a Director's Hearing. Some complaints are closed, but do not say abated because there was no action taken. Sometimes there are complaints for noise or dust and when staff investigates nothing is found, so the case is closed so that DBI does not have open, active complaints. Mr. Lowrey said the grand jury stated that the Department had so many open complaints that staff went through the backlog and tried to abate the ones they could and close the ones that had no action taken, and if the case was closed inspectors wrote a comment and reason why.

4. Election of BIC President and Vice-President.

President McCarthy stated that as tradition during this time of year the BIC votes to reelect its different seats and officers.

Commissioner McCray made a motion, seconded by Commissioner Clinch, to re-elect the current President (Angus McCarthy) and Vice-President (Warren Mar).

Secretary Harris called for public comment and there was none. Secretary Harris called for a roll call vote.

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

BIC RESOLUTION NO. 005-14

5. Discussion and possible action to appoint Commissioners to serve on the Litigation Sub-Committee.

The Commission decided to vote on agenda items 5 and 6 together.

Commissioner Lee made a motion, seconded by Vice-President Mar, to appoint the commissioners currently serving on the Litigation Sub-Committee and the Nominations Sub-Committee.

The current members of the Litigation Sub-Committee are: Angus McCarthy, Debra Walker, and Kevin Clinch.

The current members of the Nominations Sub-Committee are: Frank Lee, Warren Mar, and Myrna Melgar.

Secretary Harris called for public comment and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

RESOLUTION NO. BIC 006-14

6. Discussion and possible action to appoint Commissioners to serve on the Nominations Sub-Committee.

This item was discussed and voted on along with agenda item 5.

8. Discussion regarding 125 Crown Terrace.

Secretary Harris read the following statement from Commissioner Debra Walker who was unable to attend the meeting:

“I appreciate the time and attention given to the issue of the building collapse on Crown Terrace by the Department and by the GSA. The project sponsor and the structural engineer on this project both have strong ties to our department; in fact they both have served as President of this Commission. This commission oversees the department. The report issued by the department and the report issued by the GSA both lay out that there were protocols and procedures of our department not followed by employees. These reports and attached documents also spell out a very serious allegation that the raising of the building onto towers was not done according to approved plans.

As I understand, there is a peer panel responsible for approving the plans for this project. I also understand that the towering and the footing were signed off by special inspection. I requested copies of those documents and still have not seen them. Were there special inspections of the footing and of the towers? Were there inspection reports required? Submitted?

I still have questions as to who is responsible for inspecting the towers and the footing. Is no one responsible for checking to see if things this intricate are being implemented as approved? Is our inspector checking to make sure that the towers are at least in the positions approved? Or counting the towers? Who signed the special inspection report indicating that the towers were in position as approved? I also asked if there were any materials in the house that may have affected the stability of the structure. I have not received an answer.

Additionally, it is of concern to me that valuation of work done on this project was 1/20th of the actual cost. If that is "normal" as indicated by project sponsor communication, then we need to review what is normal. Our data needs to be real, it needs to be accurate, and it needs to be updated into our data system in real time. Allowing cost estimates to go through our system in any fashion that are a fraction of real costs is unacceptable.

Again, I appreciate the time taken in reviewing the history and investigating more details of what happened. But as the late agenda documents delivered to us last week illustrate, what is being said in these reports is not giving a clear picture of what happened.

I have concerns that our protocols and policies would allow such a grave oversight, in this case one that resulted in a collapse that could have led to injuries. I would appreciate a response to my questions to provide more information as to how our special inspections process allowed this kind of failure. Our commission and our department are tasked with an obligation under the charter of the city "To serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process." To that end we are now obligated to provide answers and to make sure this does not happen again."

President McCarthy asked if Director Hui and Mr. Strawn could respond to Commissioner Walker's questions that she felt were not answered in the report, and perhaps update her at the next meeting.

Secretary Harris called for public comment.

Mr. Rodrigo Santos, Structural Engineer, said that he was present to give an update on where they are with the project. A few weeks ago they were urged to obtain a soil and foundation permit, so they developed a set of structural drawings that are compatible with the previously approved drawings by the Structural Advisory Committee (SAC) and they submitted the drawings to DBI and a permit was issued. During that process they also paid penalty fees for the deviation on the shoring permit, and the fees between the original permit application fee and the ultimate valuation of \$1.57M; all of those things were paid by the project sponsor. The permit was obtained for the review of DBI in conjunction with supervision from the SAC, particularly Mr. Rollo and the structural engineers that are participating on the project, Tim Matheson and Steven Liu. The foundation system is currently being implemented, and Director Hui has asked them to provide a weekly report/update of what is going on with the project, and they have been doing so. They have included pictures and are stating what they did yesterday, what they will do today, and what they will do tomorrow and this has been happening for the last two and a half weeks. The project is going extremely well, and they have special inspections and the soil review for the drilling as well as implementation of the shoring system. They are working closely with the neighbors in

regard to the sections that may require shoring and underpinning. An additional five weeks is anticipated to complete the foundation work. Mr. Santos thanked Director Hui for making DBI accessible and available to do all of the inspections, and they will literally have weekly reviews from those reports as well as the procedures from DBI. All of the special inspections have been implemented and the soils, engineering, and drilling have been implemented. In terms of the next phase of the project, as Director Hui suggested they have been sent back to Planning so they are interacting with the Zoning Administrator, Scott Sanchez. He wanted to emphasize that they have not changed the character of the project and are treating it as an alteration. All of the pictures that have been sent to DBI and the Commission are showing a section of the building that has been preserved, and this is an alteration permit. They are in the process of getting an update to Mr. Sanchez in regard to the types of drawings that need to be submitted. The drawings will require a new permit and it will be exposed to a potential appeal, but they are going through the entire process and making it as transparent as possible because their desire is not only to regain the confidence of the Commission, but also the public at large. They are committed to making this a successful project, and the entire team has remained a cohesive unit – No one has been fired or sued and everyone is working together to make sure this project is successfully completed.

Mr. John Keogan asked the Commissioners to put 125 Crown Terrace on the agenda as a formal action item, so that the team could present exactly how this accident/calamity occurred. They are in the process of putting all of that information together, and it was helpful that the BIC's commentary said they did not believe this was meant to happen. Mr. Keogan thanked the Commission for those comments and said he looked forward to making a formal presentation.

Mr. Luke O'Brien, Project Manager, said that he had a couple of observations: Once the report became available, they thought the project sponsor would have received a copy since it was about him, but when it was put into the public domain they could not find it. They have looked at the report and are disturbed by the findings for obvious reasons. They are delighted that the Commission wants this matter reviewed, because they would like the opportunity to address the report and point out its deficiencies. There are deficiencies and the findings are not a picture of what actually happened; one advantage he has as a project manager is he knows that this was not meant to happen. This was an accident but one would not think so from hearing the testimony; he watched it again and the BIC should fairly ask themselves about comments like, "I will reserve comments and public opinions until I hear the facts". There were no facts issued within days of that, but the Commission already seemed to have made the assumption that things were meant to happen the way they did. Comments were also made that it "looked to be a sideways way to get around the refusal of a demolition, and they let the accident happen and it was going to be used as an example going forward." As a guy that was nearly killed underneath that thing, it was very upsetting to read but they hope to have this on the agenda next month and look forward to having their side of the story out there which is going to be the truth.

Commissioner's & Staff Question & Answer Discussion:

There was an extensive discussion regarding 125 Crown Terrace and following are some of the key points that were addressed:

- Director Hui appreciated all of the staff's and Commissioner's help with the report.

- The engineer of record responded right away and DBI sent Inspectors and staff out right away to look through the whole site so that they could decide how to keep the structure safe.
- GSA helped to do an independent investigation, and Director Hui asked staff to be responsive and tell the truth. Some personnel matters cannot be disclosed in public.
- Director Hui came up with an action plan and spent time to read the detailed report.
- Director Hui felt that the Plan Review and Inspection staff did their job, but there needs to be more oversight.
- Inspectors will be going out to the site twice a week and charge the time to the project sponsor.
- This is a complicated job and the Department will learn from this incident, but the fortunate part is that nobody was hurt or got killed.
- Director Hui said hopefully they will move ahead and finish the foundation, because according to the SAC they want the site stabilized and to not have any movement during the next storm.
- Vice-President Mar said that none of the Commissioners thought this came down on purpose, but concern is how staff could have caught the problem earlier.
- VP Mar was surprised report went to Mayor's Office before the Commission since they are supposed to be overseeing the Department. BIC should be able to look at the City Attorney's findings to help with fixing any problems at DBI and to help the Commission function better.
- Discrepancy in fees that were supposed to be collected and valuation were an issue.
- There is the public perception of favoritism, since the owner of the property called a manager for an inspection and the District Inspector was not available so someone else was sent out then and for the next three inspections. Perhaps it should have been a more experienced person because it was a complicated job site.
- Issue discussed of how staff responds to inspection requests and what DBI's processes are.
- Does staff go out and check periodically if projects are progressing as expected to notice any problems before they happen.
- DBI needs to re-evaluate how fees are assessed, and should enforce penalties if project is not 25% of what the Department's estimates are.
- Commissioner Melgar appreciated Mr. Santos' cool headedness in the factual retelling of the story, but she did not appreciate the ad hominem attacks that have been put out in the press against the Commission.
- Commissioner Clinch asked about the current status of the work and if the building was being stored off of the site, and if it would be re-shored? Mr. Santos said yes to both. They are 5 weeks away from completing the foundation work, and there is a temporary resting place for the existing structure which is properly secured.
- Mr. Santos said the cribbing that is there to support the existing structure has been inspected, as was required by the SAC. Special inspections were also required.
- Commissioner Clinch said DBI needs to tighten up on Special Inspection observations, because it is a public safety issue.
- President McCarthy commended Director Hui and staff for the work load that has gone into making the report transparent for the community and the public. One of the directives was to compile this complex information and data into a report that everyone could read and understand. President McCarthy said he worked closely with Mr. Strawn on this as well.

- Pres. McCarthy said there was a bit of a delay in releasing the report due to the directive that was given to the City Attorney's Office. The Mayor's Office received the report the same day that the BIC did.
- There was a lot of concern about securing the open cut and making the site safe, and all comments and conclusions are in the report but now this is a Planning Department matter.
- Deputy Director Dan Lowrey said that currently Chief Building Inspector Patrick O'Riordan is working with Senior Inspector Bernard Curran on inspections and they are monitoring the site and go out twice a week.
- Director Hui asked if the GSA report could be discussed? Mr. Malamut said his recommendation was that the report stay with the DBI Director, Human Resources, and the City Attorney's Office since the Department is in the middle of an active investigation of employees and potential disciplinary procedure.
- President McCarthy asked Mr. Malamut how he felt about the Commission having a Closed Session on the GSA report? Mr. Malamut said the Building Inspection Commission has no authority over DBI employees other than the Director, so at this point he did not see a basis for a Closed Session on this matter. President McCarthy said he would leave that question to the call of the Chair and get further counsel on this.

9. Discussion and possible action regarding proposed revisions to Administrative Bulletin AB-093, Implementation of Green Building Regulations, as required to implement the 2013 San Francisco Green Building Code.

Mr. Kirk Means of the Technical Services Division said that the 2013 Green Buildings Standard Code went into effect on January 1, 2014, and it has expanded the scope and building occupancy it covers. He introduced Barry Hooper as the "Father of the Green Building Bulletin", and said that he would discuss the major revisions.

Mr. Barry Hooper of the Department of the Environment discussed the following points:

- Amendments to the State of California Green Building Code are what constitute the San Francisco Green Building Code.
- CAC said the LEED rating systems would not be a good fit for small projects at that time.
- The first major change is on page 4. Two ways remain of complying with those requirements either obtaining certifications for the projects or by hiring a special green building inspector, who holds the appropriate qualifications to verify the green building measures have been implemented correctly.
- Because of the range of projects that meet the California Green Building requirements, but would not use the rating system has expanded the ICC is offering training in Cal Green inspection compliance, so the ways of qualifying to be a Green Building Compliance Professional of Record has expanded. Includes LEED accreditation or ICC certification.
- Second major change is within the forms so that applicants can understand what is required in a brief format, and provide the appropriate form for each type of project.
- Attachment A, Table 1 was made clearer for the first time user, and there is a reference at the bottom to help people understand where to find detailed information exactly for what may apply to a given project.

- The next two major revisions are within the submittals, and last year the S.F. Building Owners & Managers Association (BOMA) approached DBI and asked for a form that would be as simple as possible for interior tenant improvements. Attachment C-6 of the bulletin has been well received by BOMA, and has been updated to match some small changes in the 2013 Codes.
- The next two changes are Attachment C-7 because of the whole new category of projects that are affected by State green building standards, and this form states what the City will be requiring in the case of a residential addition.
- Lastly, Attachment C-8 includes for the first time the green building requirements and form for municipal projects, so that the City is accountable as well.

Mr. Means asked if minor grammatical changes, code section changes, etc. need to be made if they could be done without bringing it back to the Commission, and the BIC agreed.

President McCarthy made a motion, seconded by Vice-President Mar, to approve Administrative Bulletin AB-093, Implementation of Green Building Regulations.

Secretary called for public comment and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

RESOLUTION NO. BIC 007-14

10. Discussion and possible action regarding a draft Ordinance amending the Building Code to require that existing K-12 private schools obtain an evaluation by a licensed structural engineer for performance during a future earthquake, and assessing a fee for Building Department review and related evaluation processing; requiring that a building changing to a school occupancy classification shall comply with the evaluation requirements; making environmental findings and findings under the California Health and Safety Code; and directing the Clerk of the Board of Supervisors to forward this ordinance to the California Building Standards Commission upon final passage.

Mr. Patrick Otellini, Director of Earthquake Safety, gave a presentation and addressed the following points:

- Earthquake Safety Implementation Program (ESIP) is a 30 year plan aimed at reducing risk.
- This ordinance is looking at the seismic safety of private schools, and is concerned about the safety of children.
- ESIP is in the middle of the screening process and DBI has done a fantastic job, specifically Director Hui and Robert Chun have been working hard to implement this program.
- There is a live website that DBI has to keep track of all the applications.

- A public school that wants to do alterations applies to the D.S.A. but private schools apply to DBI.
- Public schools were required to do seismic safety evaluations decades ago, but private schools were not.
- In 2012 a working group was started made up of school administrators, concerned parents, engineers, design professionals, and members of the community.
- Ordinance has been introduced and received unanimous approvals from the Structural Sub-Committee and the full Code Advisory Committee.
- There is a letter in the packet that this ordinance was introduced by the Mayor with eight co-sponsors, so they are trying to send a message that this is about public safety and not politics.
- Private school parents were unaware that there was an issue of building safety and assumed their children were in a safe place.
- In December, the working group completed their recommendations which are included in a detailed report that was distributed to the Commission.
- Some schools have already done voluntary retrofitting over the years, but ESIP has developed a responsible program to work with over 120 schools, and their staff are prepared to case manage them.
- Some schools may not have the funds to do the evaluation, so there is a financing mechanism in place to help with this.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Melgar said that all private schools are not in the same bucket, and there is a difference in terms of the financial structure of a school. For example, St. Peter's in the Mission. In low income neighborhoods parochial school is the only alternative to a low performing school. These schools primarily serve children of color so if there is financial difficulty, is there is any special consideration in the process and has the Archdiocese been involved?
- Mr. Otellini said that they have had schools represented throughout the process that are in that kind of hard spot, and Oak School is a perfect example of one so they have been working with them. Parochial schools are a little different and the Archdiocese was part of the working group, and they recently hired a consultant to manage the entire Archdiocese for them so they are excited about getting the process done correctly and getting these projects in compliance with the Code.
- Vice-President Mar said he wondered why some of the post secondary private schools were not included in this, because a lot of them have taken over old industrial buildings and maybe should be looked at.
- Mr. Otellini said the working group looked at that, but it can become a slippery slope Building Code wise because those are B occupancy so they wanted to limit this to K through 12.
- Commissioner Clinch asked about a section that stated the Department shall develop an administrative bulletin.
- Mr. Otellini said the team has corrected this, and this does not come out of the Building Inspection's budget and they are working with DBI to help develop the administrative bulletin.
- Commissioner McCray asked about the reference to fees, in addition to the \$8,000.

- Mr. Otellini said the idea is to avoid a fiscal impact with the City, because ESIP would be offsetting the cost of the department time dedicated to reviewing these permits. They probably will not be large fees so there is generic language because they have not seen what the final product will look like. Goal is to make the evaluations uniform but basically the fees have not been determined yet.

Commissioner Clinch made a motion, seconded by Vice-President Mar to approve the ordinance regarding the seismic safety of private schools. (Ordinance amending the Building Code to require that existing K-12 private schools obtain an evaluation by a licensed structural engineer for performance during a future earthquake, and assessing a fee for Building Department review and related evaluation processing.)

Secretary Harris called for public comment on this item and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

RESOLUTION NO. BIC 008-14

- 11. Discussion and possible action regarding a proposed ordinance (File #131148) amending the Planning and Building Codes to provide a process for granting legal status to existing dwelling units constructed without the required permits, and establishing a fee for administering the authorization program; amending the Administrative Code to provide that a dwelling unit that was subject to the Rent Ordinance before legalization will remain under the Rent Ordinance, and requiring the property owner to provide relocation assistance to displaced tenants.**

Ms. Amy Chan, Legislative Aide to Supervisor David Chiu said that she was present to speak on the supervisor's in-law housing legislation. Supervisor Chiu introduced the legislation in November co-sponsored with Supervisor Wiener to allow the existing in-law units that were built without permits to apply for legal status with the City. The legislation was developed with the collaboration of a diverse group of tenants, property owners, and housing organizations, and city departments, which of course includes the Department of Building Inspection, so she knows Rosemary Bosque is here to speak on the legislation also. Basically the proposal creates a voluntary process that allows a property owner to legalize one existing dwelling unit on its property that was constructed before January of last year, and a property owner would have to go to DBI to submit the plans and screen the unit to determine that it meets the required Building Code. When they are approved by DBI, the property owner can submit a proper application with the Planning Department and secure any necessary permits for construction. Supervisor Chiu introduced the legislation because there are estimated tens of thousands of in-law units that exist in the City, and these are dwelling units that were added on to existing housing by converting attics, basements, and garages into new spaces for living. Of course, they do not have the required permits and were not built with City approval, so the illegal status of these units have had a

negative impact on the tenants that may not have leases or understand their basic protections under rent control. The units may lack the necessary life safety standards set by the Building Code and despite earning income from renting in-law units, the owners also face the potential of losing the unit through enforcement as DBI staff can explain, and also they are subject to penalties and possibly even lawsuits. These units are a vital source of affordable housing for the City, and although there is not an official tracking mechanism, a door-to-door survey was conducted by the Asian Law Caucus in the Excelsior last year. The study revealed that these units are occupied by families with children, seniors, immigrants, and very low income households that pay about \$1,250 in monthly rent for a 2 bedroom in-law unit, compared to an overall median rent in the City of nearly \$3,500 for the equivalent two-bedroom.

Ms. Chan said the over arching goal of the legislation is to help bring this stock of affordable housing into the legal affordable housing stock and this will help preserve affordable housing that is currently at risk of elimination, and reactivate any vacant units that are kept off the housing market because of fear of enforcement. This goal also dovetails with the executive directive that Mayor Lee issued in December directing all city agencies to take actions to preserve the City's housing stock. This includes the requirement that illegal units go through a review process when the property owners are trying to remove them from the housing market, rather than trying to legalize them. The goal of preserving in-law units as affordable housing cannot come at the expense of Building Code Safety and by requiring that the in-law units be compliant with the Building Code, the legislation insures that tenants are living in safe building conditions that have life safety systems to protect them in case of emergencies like fires. The proposal also helps owners make a long term investment in affordable housing by doing a couple of things: One: Reducing the Planning and Zoning obstacles to legalization, essentially to wave open space requirements and parking space requirements under the Planning Code, in order for them to legalize. Two: Creating a screening process that allows owners to initiate the legalization process without fear of immediate enforcement action. Three: Allowing any Notice of Violation that is currently on the illegal unit to be temporarily suspended if a good faith effort is made at legalization, and then having the NOV terminated if the unit is legalized within a year. For decades now illegal units have been allowed to exist without a real pathway to become legalized, and the Supervisor believes this is a real feasible plan to help them do that and balance our preservation goals and building safety goals. Ms. Chan asked that the Commission support the legislation and said she would be happy to answer any questions.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Lee asked if there is a reason the cutoff date is January of 2013, and asked what the incentive is for property owners that have in-laws that nobody knows about? Ms. Chan said the January 2013 date was established because that is when the process was started, and they did not want to incentivize creating new units because there is a process to later legalize them.
- Commissioner Lee said once DBI knows of a unit that has life-safety issues, what liability does the City have? Ms. Chan said that question was raised at the CAC and based on the feedback they incorporated language that says if the City comes across any imminent hazards then they have to take appropriate action.
- Commissioner Melgar commended Supervisor Chiu and staff for this legislation, and she said there is a lot of factual misinformation about the legislation "making the rounds". She is concerned that some people may have trouble with the language, such as Chinese

speaking families, and is wondering what kind of outreach and education is going to be done for non-English speaking communities? One incentive is the financing that could open up for homeowners with Fannie Mae and FHA loans, and Section 8. Ms. Chan said that she and Supervisor Chiu have gone to neighborhood associations and meetings to do some outreach, but they do not have an extensive outreach plan in place but it is their intention to do so. Also, they have had conversations with the Mayor’s Office of Housing to identify loan products that cater to this kind of program, and help homeowners.

- Chief Rosemary Bosque said that Commissioner Melgar mentioned the Section 8 opportunities and the master list component was built into the legislation, so that would be available to all city agencies as these units get approved.
- Commissioner McCray said thinking in terms of DBI and the NOV process, how would a property get off the current NOV list and onto this new list? Ms. Bosque said about 100 NOV’s are issued a year regarding illegal units, and she commended Supervisor Chiu and staff for having several meetings with DBI. As a result of these meetings, NOV’s are included in the legislation and NPV’s on the properties involved would temporarily be held in abeyance, but the property owner would be encouraged to legalize the unit.
- Vice-President Mar said this legislation is long overdue and is a step in the right direction so he thanked Ms. Lee and Supervisor Chiu for their work.
- Commissioner Lee said this legislation actually deals with reality, and solves a lot of the issues that in-law units have. Also deals with what is happening in the City with tenants and lawyers, etc.
- Director Hui said he agreed with Ms. Bosque, and this is a complicated issue. A single unit with a single family is easy to deal with, but multiple units with multiple families are more complicated due to Fire Department sprinkler requirements and so on. DBI will help with outreach by going to each district and having information available in multiple languages, e.g. Spanish, Chinese, English, etc. Life safety issues would be addressed immediately.
- Vice-President Mar said the challenge will be to make the implementation process as painless as possible, and they want to get the homeowners to come in to legalize their properties, and work with the tenants.

Commissioner Lee made a motion, seconded by Commissioner Melgar, to approve the ordinance (File #131148) amending the Planning and Building Codes to provide a process for granting legal status to existing dwelling units constructed without the required permits.

Secretary Harris called for public comment and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

RESOLUTION NO. BIC 009-14

12. Discussion and possible action regarding a proposed ordinance amending the San Francisco Health Code Section 3801-3813 to require an enhanced ventilation system for

Urban Infill Sensitive Use Development within the Air Pollutant Exposure Zone; amending the San Francisco Building Code section 1203.5 to reflect changes in the Health Code; and making environmental findings.

Mr. Kirk Means of the Technical Services Division said that there is some public input and questions regarding this legislation, and staff has not had a chance to fully find out what those questions are so he asked if the item could be tabled until this is addressed. President McCarthy agreed and asked if someone was present from the Health Department.

Ms. Karen Cohn of the Department of Public Health said that she was part of the Environmental Health Branch. Ms. Cohn said it was appropriate to table the item, because at every committee they have had one meeting for information and one for the resolution. She discussed the following points:

- Referenced a map “Draft Article 38 – Air Pollutant Exposure Zone” that was part of the CAC agenda, and passed it to the Commissioners to review.
- Her colleague lives near Cal Trans and since he works for DPH he learned that it was important what air pollution means to your health. He bought a sort of fabric filter to use in the house to make sure that no dust comes into your room, and he put it on the outside and inside of his Z ducts. The filters turned black every two months and had to be replaced.
- Article 38 is successful as it identifies buildings that are built in a high risk zone, and it comes up with engineering ways to solve the problems, since her coworker’s method did not really work.
- Their structural engineering has relied on fresh air intake coming through something like a Z duct, and they need to be able to build in infill areas.
- In 2008 it was a radical idea to figure out a way to build safely, and figure out a way that lessens the impact of outdoor air and then they were solely focused on traffic pollution.
- Showed the Air Pollutant Exposure Zone map on the overhead and said it is referenced on the Planning Department’s website.
- If someone is a developer they could look at the map and look up their address on the information site and it tells them if they are subject to Article 38 of the Health Code.
- Developer would hire people to do professional modeling, and DPH improves the enhanced ventilation that the developer designs.
- Commissioner Clinch asked if this precludes the use of natural ventilation, and Ms. Cohn said it does not but gives tenants and occupants the idea that they are being delivered filtered air.
- Currently Article 38 only applies to residential buildings with 10 units or more.
- Change of practice for the architectural engineering community to consider building buildings this way, and obviously it changes cost.
- Waivers are available in some instances, but it is quite a bit of expense since the project sponsor has to model for the Health Department and a second time for the Planning Department.
- Trying to change it so there is no modeling and make things easier if project sponsor just uses the map to get their entitlements.
- Now this is based on three different types sources, not just traffic, so there are busy roadways, traffic volume and stationary sources which means the businesses that get

permits from the air district such as the backup generator, and third is the area source that is ports and train stations.

- Project sponsor brings a letter to Planning once they find out they are under the scope of this law, then it flags DPH. Meetings have been held with developers and DBI staff to refine the process. Improvement in communication is better now and sponsor will learn in advance what they need. DBI staff will look at submitted plans and match what DPH approves.
- Change of use as defined in Planning Code and major alteration as defined in the Green Building Code.
- One issue of concern to project sponsors is current implementation: Could they do the same ventilation for the entire height of the building.
- DPH has concluded they need to treat the whole building the same, since there is no guaranty that the upper floors in an urban environment are receiving less pollution consistently compared to lower floors, because of urban canyon and climate effects.
- Engineering practice changing and amount of health data changing on an international basis. Referenced various studies that said clean air plan is a major burden on cardiovascular disease.

Commissioner's & Staff Question & Answer Discussion:

- President McCarthy said he just finished a building that has these requirements, and he thought it was better to just do the whole building.
- At first Ms. Cohn mentioned 10 units or more and now it has expanded to all residential use and all new units, even if a person is building a single family house.
- Ms. Cohn said a single family home would not be that expensive, but multi-family homes would be.
- This is not a simple process and is kind of new technology, and there is complete divide between all the mechanical people out there: Not sure how much air goes in and how much goes out.
- Big fans in the building so it is drying out and it causes a lot of noise and a lot of structural issues. Heavy mechanical and expensive equipment.
- To add this type of system to a new building is very expensive, and most buildings currently would not have this type of mechanical drawings or equipment.
- Financially people may not be able to do this and meet the Code.
- Commissioner Melgar said that she would like more information about the cost at the next meeting, as well as the zoning issue; it may not be cost effective to build. If gut rehabs are done in the Bayview district then this could be a problem, if ordinance is triggered.
- Commissioner Lee said he would like to hear comments and feedback from users to see if they are actually using the system. President McCarthy said they have to. Commissioner Lee said concerned about carbon footprint.
- Commissioner Mar said concerned with smaller property owners, and a lot of small units and affordable housing. If person does a total remodel and has to follow this it would be a problem.
- Question asked if a single family home would have to do an environmental review/report now.

- Ms. Cohn said it was interesting that some of the points Commissioners raised were not brought up at the CAC meetings, but she would research their questions and come back at the next meeting.

Secretary Harris asked President McCarthy if the BIC could hear item 13 and possibly continue the rest of the items, and he agreed to do so.

13. Discussion and possible action regarding a proposed Ordinance (File No. 140009) amending the Housing Code to allow the storage of tenants’ personal items other than automobiles in the garages of homes, apartment buildings, and residential hotels; and making environmental findings.

Chief Housing Inspector Bosque said that this item was amended and it referred to the sprinkler requirement, and this section clarifies the Housing Code and it never restricted garages as far as bicycles or other uses. It does clarify that the property owner could not just look at that particular section and misread it regarding the whole code, so staff believes that the amendment allows the individual to understand the building of a certain size if their personal belongings are put in the garage and it does require sprinklers, and the Supervisor had no problem with that so this is pretty straight forward.

Commissioner Mar made a motion, seconded by Commissioner Melgar, to approve proposed Ordinance (File No. 140009) amending the Housing Code to allow the storage of tenants’ personal items.

Secretary Harris called for public comment and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner McCray	YES	Commissioner Melgar	YES

The motion carried unanimously.

RESOLUTION NO. BIC 010-14

The Commissioners announced that due to the late hour they would continue the rest of the agenda items: 14, 15, 16, and 17 to the next Commission meeting.

14. Discussion of possible items for the Joint Building Inspection and Planning Commission meeting. Potential items are:

- **Discussion of permit turnaround time from the Planning Department**
- **Discussion of public housing issue and In-Law units**

(Item continued to the next meeting)

15. Commissioner's Questions and Matters.

- a. Inquiries to Staff.** At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.

(Item continued to the next meeting)

- 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.

(Item continued to the next meeting)

16. Review and approval of the minutes of the Regular Meeting of October 16, 2013.

(Item continued to the next meeting)

17. Review and approval of the minutes of the Special Meeting of November 20, 2013.

(Item continued to the next meeting)

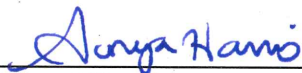
18. Adjournment.

Commissioner Melgar made a motion, seconded by Commissioner Mar, that the meeting be adjourned. The motion carried unanimously.

RESOLUTION NO. BIC 011-14

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,



Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Update on Permit Tracking System, including estimated time frame of go live date for the PPTS. – McCarthy, Nekkanti	Page 6
Agendize possibly setting up a satellite office in the Bayview district. – McCray, McCarthy	Page 8
Agendize item regarding enhanced ventilation system for the next meeting. – McCarthy	Page 19
Agenda items 14, 15, 16, and 17 continued to the next Commission meeting. – McCarthy	Page 21

