



## ACCESS APPEALS COMMISSION AGENDA

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Wednesday, April 27, 2022

1:00 P.M.

Remote Access

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### Remote Access to Information and Participation

**PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2490 528 4284**

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://ccsf.webex.com/ccsf/j.php?MTID=m691680f067437e20c10a1f2d94cb1737>

Please see the information on the page 3 for remote meeting access.

Meeting held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency.

## REGULAR MEETING

### MATTERS FOR CONSIDERATION

#### AGENDA:

- 1) **CALL TO ORDER AND ROLL CALL.**
- 2) **FINDINGS TO ALLOW TELECONFERENCE MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953 (E). (DISCUSSION & POSSIBLE ACTION)**  
The Commission will discuss and possibly adopt a resolution setting forth findings required under Assembly Bill 361 that would allow the AAC to hold meetings remotely according to the modified Brown Act teleconferencing set forth in AB361.
- 3) **PUBLIC COMMENT: (DISCUSSION)**
- 4) **SWEARING IN OF COMMISSIONER BROWN & COMMISSIONER PARK (ACTION)**  
During the Wednesday March 16, 2022 meeting of the Building Inspection Commission (BIC), Commissioner Brown and Commissioner Park were reappointed to the Access Appeals Commission.

**5) REVIEW AND APPROVAL OF MINUTES: (DISCUSSION & POSSIBLE ACTION)**

Review and possible approval of draft of the minutes of the February 9, 2022 regular meeting of the Access Appeals Commission.

**6) REVIEW OF UPDATING ACCESS APPEALS COMMISSION RULES (DISCUSSION)**

Review and discussion of proposed changes to the rules of the Access Appeals Commission.

**7) REVIEW PROPOSED INFORMATION SHEET**

**(DISCUSSION & POSSIBLE ACTION)**

Discussion and possible action to approve of the use of Scoring Rubric for Evaluating Unreasonable Hardship Requests for Compliance with the Accessible Business Entrance Program.

**8) COMMISSIONERS AND STAFF QUESTIONS AND COMMENTS: (DISCUSSION)**

**9) ADJOURNMENT: (ACTION)**

Thomas Fessler  
Senior Building Inspector  
Secretary to the Access Appeals Commission

If any materials related to an item on this agenda have been distributed to the Access Appeals Commission after distribution of the agenda packet, those materials are available for public inspection at Department of Building Inspection, 49 South Van Ness Ave, San Francisco, CA 94103, 2<sup>nd</sup> Floor, TSD Code Counter, during normal office hours.

## Remote Meeting Access (WEBEX)

To watch via WebEx application on your desktop/laptop:

Click the link to join the meeting:

<https://ccsf.webex.com/ccsf/j.php?MTID=m691680f067437e20c10a1f2d94cb1737>

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: 2490 528 4284**

**Providing Public Comment:**

- Dial in to **415-655-0001** and then enter access code **2490 528 4284** then #
- Press # again 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 President or Commission 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 President or Commission 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 CHRIS RUSTOM BY MAIL TO INTERIM ADMINISTRATOR, SUNSHINE TASK FORCE CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689. OFFICE (415) 554-7724, FAX (415) 554-7854, E-MAIL: [chris.rustom@sfgov.org](mailto:chris.rustom@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro 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.

**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. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: [sfgov.org/ethics](http://sfgov.org/ethics).



**ACCESSIBLE MEETING INFORMATION POLICY**

Accessible MUNI lines service City Hall. Contact MUNI Accessible Services at (415) 923-6142 or [www.sfmuni.com](http://www.sfmuni.com) for detailed information. For general route information, call MUNI at (415) 673-6864.

The Commission meeting room in City Hall is wheelchair accessible. Accessible curbside parking spaces have been designated on the Van Ness Avenue and McAllister Street perimeters of City Hall for mobility-impaired persons. There is accessible parking available within the Civic Center Underground Parking Garage at the corner of McAllister and Polk Streets, and within the Performing Arts Parking Garage at Grove and Franklin Streets.

Assistive listening devices can be made available at the meeting. To request a sign language interpreter, reader, materials in alternative formats, or to request other accommodations for a disability, please contact the **AAC Secretary, Thomas Fessler (628) 652-3721**. Requests for accommodations made at least 72 hours in advance of the meeting will help to ensure availability.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call (628) 652-3721 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such persons, 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.

## **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 the AAC Secretary, Thomas Fessler at 49 South Van Ness Ave, 5<sup>th</sup> Floor, San Francisco, CA 94103 or at the place of the scheduled hearing before the proceedings begin. These written comments shall be made a part of the official public record and these comments will be brought to the attention of the members of the Access Appeals Commission. [Twenty copies are necessary.]

## **POLICY STATEMENT OF PUBLIC COMMENT**

Pursuant to Section 67.16 of the San Francisco Administrative Code, each member of the public may address the Commission once for up to three minutes on any agenda item.

## **SUMMARY OF RULES OF EVIDENCE AND TESTIMONY**

Access Appeals Commission Rules will be available at each meeting. For an advance copy, please contact Thomas Fessler at 628-652-3721.

All persons testifying in any matter on the Commission Agenda must first be sworn in by the Official Reporter.

The Director's staff representative shall make the first presentation of each appeal, followed by the appellant, each for up to seven minutes. The Director's representative and the appellant then each have three minutes for rebuttal. Any interested persons not affiliated with the principal who wishes to speak on the item may then be heard once for up to three minutes. Additional time may only be granted at the discretion of the President or Chairperson.

Acceptance of additional documentary evidence at the hearing is at the discretion of the President or Chairperson. In general, all written information pertaining to the appeal provided by the appellant shall be submitted to the Secretary nineteen days in advance of the hearing date.

If an appeal is denied by the Commission, the appellant has the right to request a rehearing if he or she may demonstrate that they have substantially new information for the Commission's consideration. A request for a rehearing must be made within ten days of the meeting date at which the appeal was denied. Such a request shall be made by letter and addressed to the Secretary of the Commission. The letter should state the reasons for the request and should present the new information. The filing fee for a rehearing request is \$100.00.

## **REQUESTS FOR NOTICE OF HEARINGS AND AGENDAS**

If you wish to be included in the Access Appeals Commission mailing list for Notice of Hearings and Agendas, contact Thomas Fessler, Recording Secretary, at the Building Inspection Division of the Department of Building Inspection, 49 Van Ness Ave, 5<sup>th</sup> Floor, San Francisco, CA 94103, or call 628-652-3721. The Access Appeals Commission Hearing Agendas and Minutes are also available at our web site **SFDBI.ORG**.

## **INFORMATION GUIDE TO THE ACCESS APPEALS PROCESS**

A guide to the access appeals process is available by contacting Thomas Fessler, Recording Secretary, Access Appeals Commission, at the Disabled Access Section of the Department of Building Inspection, 49 Van Ness Ave, 5<sup>th</sup> Floor, San Francisco, CA 94103, or call 628-652-3721.