



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

**NOTICE OF SUB-COMMITTEE MEETING  
AAC/BOE/CAC NOMINATIONS SUB-COMMITTEE  
Friday, December 14, 2012, 1:00 p.m.  
1660 Mission Street, San Francisco, CA 94103, Room 6034**

**AGENDA:**

**(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)**

1. Call to Order and Roll Call.
2. Discussion to review procedures and methods of attracting members of the public to serve on various sub-committees of the BIC (Access Appeals Commission, Board of Examiners, and Code Advisory Committee).
3. Discussion and possible action to set a meeting and identify items that could be placed on the agenda of future meetings of the Committee.
4. Adjournment.

---

**MEMBERS OF THE COMMITTEE**

Frank Lee, Commissioner  
Warren Mar, Commissioner  
Myrna Melgar, Commissioner

**COMMISSION STAFF**

Sonya Harris, Secretary (415) 558-6164

:\bicagendas\sub12-14-12.doc

## **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 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: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Mr. Rustom 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.

If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Building Inspection Commission Office located at 1660 Mission Street, 6<sup>th</sup> Floor, San Francisco during normal office hours.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

## **MISSION STATEMENT**

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

## **ACCESSIBLE MEETING INFORMATION POLICY**

The meeting will be held at the Permit Center, located at 1660 Mission Street, Room 6034, 6<sup>th</sup> Floor. The

accessible BART stations are Civic Center and 16<sup>th</sup> and Mission.

Accessible MUNI/Metro lines servicing this location are the J-Church, K-Ingleside, L-Taraval, M-Ocean View, and N-Judah at Van Ness and Civic Center Stations; 14-Mission; 14L-Mission, 26-Valencia, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.



The meeting room is wheelchair accessible for mobility-impaired persons. Accessible curbside parking spaces have been designated on Mission Street in front of Discount Builders Supply. Additional accessible parking is available at the 1660 Mission Street surface lot.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available. Assistive Listening devices will be available at the meeting. A sign language interpreter will be available upon request. Agendas and Minutes of the meeting are available in large print/tape form and/or readers upon request.

Please contact the **Commission Secretary, Sonya Harris (415) 558-6164** at least 72 hours in advance of the meeting to request these services.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call (415) 558-6164 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 BIC Commission Secretary, Sonya Harris, at 1660 Mission Street, 6<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 Building Inspection 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.

## **SAN FRANCISCO LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Administrative Code Sec. 16.520-16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Ste. 220, San Francisco, CA 94102 or (415) 252-3100 voice, or (415) 252-3112 fax, or <http://www.sfethics.org> - web