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BOARD OF BUILDING REGULATIONS AND STANDARDS VIRTUAL MEETING MINUTES
11th Edition Process Subcommittee
December 18, 2024, Meeting called to order 9:03am.
Meeting Minutes

1. Roll Call
Sy Nguyen - Present

Lisa Davey - Absent

Tarika Leskiw - Absent

Luke McKneally - Present

John Nunnari – Present

2. Approval of minutes from 10/16/2024 and 11/20/2024

John Nunnari made a motion to approve the minutes with fixes to typographical amendments seconded by Sy Nguyen. A roll call was conducted and the motion passed unanimously.

3. 11th edition drafting

- a. BBRS Ratification

Members reviewed and discussed the BBRS 11th edition code change log process while making edits for some time. During this discussion they talked about ways to maintain document version control between the BBRS and the subcommittees. Members suggested documents submitted be titled with the day it was submitted on. Upon the committee's review of the document, it shall be dated with day of the meeting. Members then confirmed once the proposed document is approved it can be moved to a public meeting/hearing for review.

Christopher Roger suggested creating an index sheet based of subcommittee acronyms and codes to name the documents submitted to the committee to help with version control. Luke McKneally agreed and requested if Mr. Rogers can create the index sheet for review at a future meeting which Mr. Rogers agreed to do.

John Nunnari made a motion to approve the BBRS code tracking log, document date formatting and file formatting as drafted for BBRS consideration seconded by Sy Nguyen. A roll call was conducted and the motion passed unanimously.



Due to the number of subcommittees involved with the process Charles Kilb suggested drafting a user guide on how to use the code change proposal documents. Members agreed and Sy Nguyen will draft this guide for review at a future meeting. Luke McKneally mentioned he created a tab in the tracking log which explains expectations the BBRS secretary shall go by during this process. He added the BBRS will share a finished log with edits at the end of each meeting with Chris Rogers and other staff. The log will be printed and available with meeting minutes.

Members then went on to review and make edits to the TAC working log. Luke McKneally used the solar set back as an example while displaying the log for clarity. He states when a proposal comes in and reviewed by the board it is also sent to the TAC for the purpose of maintaining their own work progress. Luke McKneally then broke down the TAC working log sections for the members to review. Members then went on to discuss the connection of the BBRS 11th edition Code Proposal tracking log and the Tac working log. John Nunnari made a motion to approve the TAC log, as amended in today's meeting for submission to the board. The motion was seconded by Sy Nguyen, and a roll call was conducted and the motion passed unanimously.

- b. Public Input
 - i. Previously tabled 10th edition proposals
Members and Board Counsel Charles Kilb discussed issues with tabled 10th edition proposals. Members will review some examples of tabled 10th edition proposals to create a process to complete them at the next meeting.
 - ii. Statutory public "hearings" - May/November
 - iii. Meetings to take input or comment period on agendas
 - c. Draft Timelines – No actions taken
 - i. Concurrency Period
 - ii. Additional considerations for 11th edition drafting
 - iii. Staff role in 11th edition
4. Matters not reasonably anticipated 48 hours in advance of meeting
January 17th, 2025, at 9am will be the next 11th edition meeting.

John Nunnari made a motion to adjourn seconded by Sy Nguyen the time was 11am.

Items Relied Upon

Agenda

Draft Minutes

Draft code change log