



**STATE HISTORICAL BUILDING SAFETY BOARD**

**MEETING NOTICE AND AGENDA  
STATE HISTORICAL BUILDING SAFETY BOARD**

**Thursday, June 12, 2025, at 10:00a.m.  
at 1102 Q Street, Suite 5100, Sacramento, CA 95811**

Notice is hereby given that the California State Historical Building Safety Board will **hear, discuss, and deliberate** on the agenda as identified in the items below.

This meeting can be attended by the public in person or online via Zoom.

Written comments will be provided to the board members if the comments are received by 5:00 p.m. on Friday, June 6, 2025. Receipt of written comments after this date may not allow sufficient time to be reviewed by the board prior to the meeting. Submit written comments to State Historical Building Safety Board at [shbsb@dgs.ca.gov](mailto:shbsb@dgs.ca.gov)

**Address:** 1102 Q Street, Suite 5100, Sacramento, CA 95811  
(Google Maps Link: <https://maps.app.goo.gl/a2YT85HJgGyA4v17A>)

or attend online via Zoom.

**Please click the link below to join the webinar:**

<https://us06web.zoom.us/j/87685673458?pwd=xmXLgsbFJQhtakGkCoQP02oITWuDdS.1>

Passcode:113897

Join via audio:  
USA 215 446 3656 US Toll  
USA 888 363 4734 US Toll-free  
Conference code: 684348

Members of the public are welcome to attend the meeting in person or via Zoom. Closed captioning is available via Zoom's automated live transcriptions.

Should technical assistance or accommodations be needed to participate in the State Historical Building Safety Board meeting, please contact Gregory Hartley at (279) 799-4349 or [Gregory.hartley@dgs.ca.gov](mailto:Gregory.hartley@dgs.ca.gov).



## STATE HISTORICAL BUILDING SAFETY BOARD

### AGENDA ITEMS

Start 10:00 a.m.

**I. Open Session - Call to Order and Roll Call**

**II. Meeting Minute Approval and Consent Items**

Routine items are heard on the consent calendar. Consent items are approved with one motion unless a Board Member asks for discussion or separate action on any listed item. Removed items may be taken up either immediately following the consent agenda or maybe placed on a later agenda at the direction of the Board.

- a) **Approval of the Draft Meeting Minutes from April 3, 2024, Board Meeting**
- b) **Approval of the Draft Meeting Minutes from February 5, 2025, Board Meeting**

**III. Amendments to Bylaws**

**IV. Update on Conflict-of-Interest Code**

**V. Current Membership for Committees**

**VI. Nominations for a contractor to the Board as Alternate**

**VII. Title 24, Part 8 Rulemaking status report**

**VIII. Appeals – None**

**IX. Comments From the Public on Issues Not on This Agenda:** SHBSB may receive comments from the public on matters not on the agenda. Matters raised may be briefly discussed by SHBSB and/or placed on a subsequent agenda. No action may be taken by SHBSB on items raised during this agenda item.

**X. Next meeting agenda topics**

**XI. Adjournment**

# **April 2024 Meeting Minutes**



## STATE HISTORICAL BUILDING SAFETY BOARD MEETING SUMMARY

4/3/2024, 400 R St., Suite 312, Sacramento CA 95811

### 1) Call to Order / Roll Call / Pledge of Allegiance – Meeting started at 10:08am

- 11 in-person board attendees, 4 Virtually; quorum was met. \*
  - In-person: Ida Clair, Amalia Neidhardt, Crystal Sujeski, Mia Marvelli, Ken Ng, Mike Malinowski, Joe Hall, Irina Brauzman, Eric Nelson, Loring Wyllie, Don Moeller, *Robert Zimmerman, Eric Driever*
  - Virtually: Mitchel Baker, Jill Hupp\*, Roy Harthorn, Glenn Good
    - \*Jill Hupp attended virtually due to injury, but quorum was still met as motion to allow Jill Hupp to participate virtually, but still count towards quorum; started by Mia Marvelli and was seconded by Joe Hall and passed unanimously, was used to add Jill Hupp under GC11123.2(j)(3) of Bagley-Keene. **VOTE: 15 Aye, 0 Nay, – Motion Passed**
    - Roy Harthorn joined virtually but attended late and had to leave due to technical issues, so TOTAL VOTES in the latter half of the meeting change amounts.

### 2) Comments from the public on issues not on this agenda: SHBSB may receive comments from the public on matters not on the agenda. Matters raised may be briefly discussed by SHBSB and/or placed on a subsequent agenda. No action may be taken by SHBSB on items raised during this agenda item.

The following is a summary of comments provided and board discussion. A transcript is available by contacting SHBSB@dgs.ca.gov

- Neville Pereira, Deputy Director of Permit Services; from the San Francisco Department of Building Inspection, attended the meeting in-person and commented:
  - Where a qualified historical building is proposing a change in occupancy classification, usually with a full interior gut-out remodel, what are the limits of the CHBC in relation to using the CEBC and CBC? A change in occupancy classification would generally "trigger" compliance with the regular code. Is the intent to apply the building standards of the CHBC liberally to the entire building or should the CHBC only be applied to maintain historical



elements/character defining features with the intent to preserve/rehabilitate? In addition, the egress section of the CHBC talks about permitting the use of existing fire escapes and provides requirements for new fire escapes. We would like to request a discussion on height limitations and occupant load. Are new fire escapes allowed for buildings more than 4-stories in height.

- Board member Mike Malinowski commented:  
Adaptive reuse of existing buildings is a critically important part of California's climate action. The amount of carbon deficits created by the construction process itself does not allow for recouping those carbon amounts with high performing new construction. Major cities all over California are trying to adapt and reuse their underutilized and abandoned downtown buildings for housing. Concerned about bottlenecks and issues, Mr. Malinowski requested a workshop with the SHBSB to find those issues and rectify them. The point system in Chapter 13 of the international Existing building code (IEBC) is an example of a framework that assigns negative points to lifesaving deficiencies to be balanced with positive points for improvements.
- Board member Crystal Sujeski, Cal Fire, followed up with comments based on what Mike stated. She believes the fire escape for egress, if it is in good working order, may be acceptable but it would need to meet the code and not create additional hazard for the occupants. But, if you are creating a more robust escape system, you will need to tie into the first responders and their needs.
- Executive Director Eric Driever stated that if the façade is the only historic factor, they may not be able to apply the Historic Building code and apply the regular building codes to those other elements, not part of the fabric. Also mentioned, creating an agenda item for a future meeting to discuss this item in more detail.
- Neville Pereira adds, if the fire escape isn't historic, then the code isn't applied to allow it to remain part of the building, which one may not be able to save the façade part of the building. In this case the fire escape is historic. He added that a City of San Francisco guidance manual is weeks away and they have a very clear first draft.
- Board member Joe Hall contributed, stating that the SHBSB needs to update the code and should.



- Board member Ida Clair stated that it is up to the building official and make an appeal to the board to provide guidance.
- Board member Loring Wyllie mentioned a peer review panel for the building.

### 3) Consent Items

- **Approval of Draft Meeting Minutes from January 17 2024 Board Meeting – A motion to approve January 17, 2024 meeting minutes, when amended started by Joe Hall and seconded by Eric Nelson - VOTE: Aye – 16, Nay – 0, Abstain – 0):**
  - **Item 7 (Responsibility and authority of the SHBSB) was updated --> the SHBSB is an adopting agency that's responsible for proposing and adopting regulations in Part 8, not only for recommendations to Part 8 as originally written on the meeting minutes**
  - **Item 8 (Submittals) Submittals are to be sent to the CBSC not to the ICC as it was originally written on the meeting minutes**
    - **There is no formal due date, the CBSC just needs the rulemaking files 45 days before the start of the 45-day public comment period, the meeting minutes previously stated May 3<sup>rd</sup>.**

### 4) Appeals

- None

### 5) Action Items

- **Confirmation/Election of Officers**
  - **Executive Director, Eric Driever, stated that Alan Dreyfuss, the previous chair of the SHBSB, has volunteered to be chair and will be on the committees that the board will be passing.**
  - **Confirmation of officers occurred; motioned by Ida Clair and seconded Glenn Good which *passed unanimously* for Alan Dreyfus to be Chairperson and unanimous vote for Don Moeller to be Vice-Chairperson **VOTE: Aye – 16, Nay – 0, Abstain – 0****
- **Creation of & appointments to standing committees:**
  - **Prior to acting on creating committees, the board discussed the option of having 2 committees (Codes Development and Appeals / Bylaws) versus 3 (Code Development / Appeals / Bylaws).**



- After the discussion, it was agreed upon the board to combine Codes Development and Appeals into one committee and Bylaws committee in another. Doing so would produce more efficient and effective action.
- 2 committees were created; *motioned by Glenn Good and seconded by Ida Clair:*
  - *Motion by Joe Hall; seconded by Eric Nelson* Code Development & Appeals Committee (Ida Clair, Don Moeller, Crystal Sujeski, Mitchel Baker, Glenn Good, Alan Dreyfus, Roy Harthorne, Mike Malinowski); ***VOTE: 13 Aye, 1 Abstained (not present virtually for vote) – Motion Passed***
  - *Motion created by Joe Hall, seconded by Amalia Neidhardt;* Bylaws Committee (Alan Dreyfus, Joe Hall) ***Vote: 13 Aye, 1 Abstained (1 board member not present virtually for vote) – Motion Passed***
- Regularity / Schedule of SHBSB meetings
  - *Motion created by Amalia Neidhardt; seconded by Eric Nelson:* Meetings were approved 3 times a year, the 2<sup>nd</sup> Wednesday of February, May, and September; ***VOTE: 12 Aye, 2 Abstained (1 board member not present virtually to vote) – Motion Passed***
  - A special meeting will be held June 12, 2024 to include the SHBSB Code packet to make sure all is good with the documentation and add or edit anything needed.\*\*

## 6) Information and Discussion Items

- **2022 California Existing Building Code July 2024 Supplement Part 10, Title 24 California Code of Regulations**
  - A discussion of how the code was distributed to the board members via PDF or hardcopy.
  - DSA is working to get more licenses of MADCAD for SHBSB members to use to gain access to other Parts of the code.
- **2024 triennial rulemaking proposals for California Historical Building Code, Part 8, Title 24 California Code of Regulations**
  - Discussed any proposals → None
  - Board member Irina Brauzman brought up that that package needs to be ready for mid-July for Historic Building Code. There will need to be a 45-day cycle in September to October, and Building



Standards Commission (BSC) will need the package 45 days prior, which is roughly mid-July. Due to the timeline of this meeting and the need to create the package for the BSC, Board member Ida Clair mentioned having a meeting to be held in June 2024 instead of May or July.

**\*\***Instead of meeting in May, board will meet in June (see above item "Regularity / Schedule of SHBSB meetings)

○ **Board Administration**

- Discussed Form 700 and necessary trainings (Ethics and Sexual Harassment Prevention)
  - Getting confirmation on how non-DGS/State employees will submit a Form 700
  - Ethics and Sexual Harassment Prevention Trainings have been sent to all board members as of 4/9/24

○ **Future Agenda Items**

- Board member Mike Malinowski a potential workshop that would bring design professional, architects and others to talk about their experiences with the historic building code. Codes and Appeals committee could attend as well to discuss.
- Code meeting in June will be the primary purpose of the meeting to get the package ready for Building Standards Commission.

**7) Closed Session**

- None

**8) Adjournment**

- Meeting adjourned at 12:55p.m.



# **February 2025 Meeting Minutes (Draft)**



**STATE HISTORICAL BUILDING SAFETY BOARD MEETING SUMMARY (DRAFT)**  
**2/5/2025, 1102 Q Street, Suite 5100, Sacramento, CA 95811**

**1) Call to Order / Roll Call / Pledge of Allegiance – Meeting started at 10:31am**

- 12 in-person board attendees, 2 Virtually; quorum was met.
  - In-person: Kurt Cooknick (DSA), Alan Hess (SHRC) Millicent Barajas (OSHSB), Steve Winkel (AIA), Loring Wyllie Jr (SEAC), Don Moeller (ACEC – Mechanical), Mia Marvelli (OSHPD) Ken Ng (DOR), Joe Hall (CCAPA), Jill Hupp (DOT), Alan Dreyfuss (CPF), Irina Brauzman (SSC), *Katelyn Baeta-Orick, Eric Driever*
  - Virtually: Mitchel Baker (HCD), Glenn Good (BOMA)

**2) Comments from the public on issues not on this agenda:** *SHBSB may receive comments from the public on matters not on the agenda. Matters raised may be briefly discussed by SHBSB and/or placed on a subsequent agenda. No action may be taken by SHBSB on items raised during this agenda item.*

The following is a summary of comments provided and board discussion. A transcript is available by contacting SHBSB@dgs.ca.gov

- Kaitlin Drisko from Santa Monica Conservancy, had a public comment about Santa Monica-Malibu Unified School District and other interested parties, requested that a discussion be initiated at the State level related to alternative approaches to compliance of historic structures with current codes and code requirements in order to promote the preservation and adaptive reuse of historic/cultural community resources identified at our neighborhood public school campuses, beginning with how the State Historic Building Code can be more predictably applied to publicly-funded facility improvement school projects.
- The full letter is attached to the end of these minutes.

**3) Consent Items**

- **None**

**4) California Historic Building Safety Board Conflict of Interest Code**

- Approval to proceed with the Conflict-of-Interest Code 45-day public comment period. *Motioned by Mia Marvelli, seconded by Steve Winkel* which **passed unanimously; VOTE: Aye – 13, Nay – 0, Abstain – 0**

**5) California Historic Building Safety Board Bylaws**



- Approval to adopt Bylaws, with amendments. *Motioned by Joe Hall, seconded by Irina Brauzman* which **passed unanimously; VOTE: Aye – 14, Nay – 0, Abstain – 0.**

#### 6) Upcoming Code Development and Appeals Advisory Committee Code Proposal Hearing

- A hearing to receive proposals to the upcoming supplemental Title 24 for 2025.
  - Scheduled for March 5<sup>th</sup>, 2025, from 1-4pm on Zoom
- Steve Winkel asked if the proposals' needed be submitted or if it could be brought up at the workshop
  - The committee can receive the proposals prior to the workshop and also during the workshop.
- Chairperson Alan Dreyfuss emphasizes the importance of the workshop to focus on proposed code changes and not ideas of what they want done to the code that may not even be able to be changed with the code itself.
  - Board member Kurt Cooknick (DSA) wants concrete proposals brought up in the workshop.
- Chairperson Alan Dreyfuss discussed that it takes a long period of time for a few people to write individual chapters of the code.
- Board member Kurt Cooknick (DSA) asked how to go about this without a workshop. Do they go straight to CBSC with a proposal? Irina (SSC) responded that [the State Historical Building Safety Board] does need to go to CBSC for publication. The SHBSB is an adopting board, and the proposals are from the board. The board doesn't have to go to the Code Advisory Committees, as an adopting agency.
- The Board requested changes of the language from "Hearing" to "Workshop".
- Public attendee Mike Malinowski brought up that there are no feedback loops for the CA Historical Building Code. Having a workshop would be a great opportunity for individuals who are in the real world, boots on the ground, to give feedback on what they see and do on historical buildings.
- Motion: to have the Code Development and Appeals advisory Committee conduct a code proposal workshop/meeting, *motioned by Joe Hall, seconded by Steve Winkel*, which **passed unanimously; VOTE: Aye – 13, Nay – 0, Abstain - 0,**

#### 7) Future Scheduled Meeting dates and availability

- **May 7<sup>th</sup>, 2025 & September 3<sup>rd</sup>, 2025**



**8) Appeals**

- None

**9) Next meeting agenda topics**

- Adding Steve Winkel to CDAAC
- Hearing/Workshop summary report

**10) Adjournment**

- Meeting adjourned at 12:10p.m.

# **Santa Monica Conservancy Letter**



**SANTA MONICA  
CONSERVANCY**

P.O. BOX 653  
SANTA MONICA, CA 90406  
310-496-3146  
[www.smconservancy.org](http://www.smconservancy.org)

DATE: January 31, 2025

RE: SHBSB Meeting 2/5/2025 - Item II. Public Comment

The Santa Monica Conservancy, in collaboration with the Santa Monica-Malibu Unified School District and other interested parties, requests that a discussion be initiated at the State level related to alternative approaches to compliance of historic structures with current codes and code requirements in order to promote the preservation and adaptive reuse of historic/cultural community resources identified at our neighborhood public school campuses, beginning with how the State Historic Building Code can be more predictably applied to publicly-funded facility improvement school projects.

Many of Santa Monica's school buildings were developed in the mid-1930s-early 1940s following the 1933 Long Beach Earthquake under the auspices of the Works Progress Administration (WPA) and other New Deal programs. As an example, a new campus for the Roosevelt Elementary School in Santa Monica, was designed by the master Los Angeles architectural firm Marsh, Smith & Powell in 1935. Its buildings exemplify the PWA Moderne style of architecture. Programmatically, these school designs integrated indoor and outdoor spaces that established a new typology for schools called the "Santa Monica Plan," which is very similar to contemporary thinking about educational spaces.

The Santa Monica Malibu Unified School District (SMMUSD) has completed historic resources inventory for all its school campuses to identify buildings that warrant consideration of their historic and cultural value. However, due to the interpretation, regulation, and enforcement of aspects of the California Building Code, Title 24, for public school buildings it is becoming more difficult for public agencies and community organizations to preserve historic school buildings for the community.

Adaptive Reuse and Rehabilitation are critical to maintaining the existing WPA campus context while providing students with state-of-the-art teaching spaces. Undue hardship and burden is being placed on these irreplaceable cultural resources through uncertainty in requirements for structural testing such that feasibility assessment often results in demolition. Consequently, students are deprived of experiences in existing campus' that reflect their community's history and a rich cultural heritage.

We would like to see serious consideration of effective ways that the State Historic Building Code can be applied to support Adaptive Reuse and Rehabilitation of historic school buildings.

We would therefore request that these three state agencies – SHBSB, DSA, and SHPO - take up a cooperative initiative with local school districts and heritage non-profit organizations to collaborate and discuss ways to apply appropriate codes and regulations for sustainable campus development and student safety within historical environments.

The Santa Monica Conservancy and the Santa Monica Malibu School District (SMMUSD) welcome the initiation of this dialogue. The School District has invested time and resources into identifying historic and cultural resources on campuses and incorporating historic buildings into campus development where possible. However, based on DSA's current regulatory and code

requirements pertaining to modernization of existing buildings, cost and schedule concerns are incentivizing fiscal stewards and decision-makers to replace older buildings rather than consider adaptive reuse options that preserve historic resources.

Seeking clarity in code requirements and providing some regulatory relief may be the only way to save some of Santa Monica's most important historic school buildings.

We hope that these challenging building code issues could be addressed under your jurisdiction, with a collaboration between the SHBSB, the DSA and the SHPO. We encourage you to discuss these issues and to assist in finding ways to have both safe school buildings and rehabilitated historic resources. As the Santa Monica Conservancy has been engaged for several years with the SMMUSD in discussing these issues, we plan to remain involved. Establishing a task force might be a good way to get started.

Thank you for your serious consideration of this important collaboration. We look forward to hearing from you.

Sincerely,



Kaitlin Drisko  
Executive Director  
Santa Monica Conservancy

cc:

Cindy Heitzman, California Preservation Foundation: [cheitzman@californiapreservation.org](mailto:cheitzman@californiapreservation.org)

Julianne Polanco, State Historic Preservation Officer: c/o: [monica.newman@parks.ca.gov](mailto:monica.newman@parks.ca.gov)

Ida Clair, FAIA, State Architect, Division of the State Architect: [dsa-feedback@dgs.ca.gov](mailto:dsa-feedback@dgs.ca.gov)

# **SHBSB Bylaws (Express Terms)**





## **STATE HISTORICAL BUILDING SAFETY BOARD BYLAWS 2/5/2025 [EXPRESS TERMS]**

### **Article I – Name, Principal Office and Executive Officer**

1. The name of the organization is the State Historical Building Safety Board (SHBSB, or the Board)
2. The SHBSB is a unit within the Division of the State Architect (DSA)
3. The State Architect shall appoint the Executive Director to the Board.

### **Article II – Purpose, Powers and Duties of the Board**

1. The Board shall fulfill the purposes, establish policies, procedures and perform duties consistent with the Health and Safety Code (HSC) Part 2.7 State Historical Building Code (Sections 18950-18962).
2. Each Board member shall adhere to these bylaws and any amendments to them thereafter ("Bylaws").

### **Article III – Members and Officers**

1. The SHBSB is comprised of twenty-two (22) members, and twenty-two (22) alternates, inclusive of the California Licensed Building Contractor appointed by the Board. The appointed alternates shall serve in place of the members at the meetings of the board that the members are unable to attend.
2. Members shall be appointed by the appointing organization identified at HSC Section 18960(d). Appointing organizations are to select both a member and an alternate member.
  - a. The alternate shall serve in the capacity of the member if the member is unable to fulfill their duties.
  - b. The member and alternates appointed shall be qualified experts in their respective fields as determined by the appointing organizations.
3. The Board shall appoint a member and an alternate California Licensed Building Contractor to serve on the Board.
  - a. The term of each member of the SHBSB is four years.
    - i. Vacancies shall be filled by appointing agencies in the same manner as the original appointments.
    - ii. Appointing organizations may reappoint original members for successive terms or may appoint the alternate as the member, and vice versa.
    - iii. Appointed members and alternates shall coordinate with their appointing organization for reappointment.
    - iv. The State Architect shall serve continuously until replaced.
4. No member may delegate their attendance, participation, or vote to any other person other than their appointed alternate.



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5. Board members must notify DSA and their appointing organization if they can no longer serve in the capacity of a Board member. Their position will be deemed vacant 30 days after notification.
6. The Board shall appoint the Chairperson and a Vice Chairperson annually as provided in this section:
  - a. Prior to the February meeting each year, the Executive Director will solicit interest in officer positions.
  - b. At the February meeting, the Executive Director shall ask members to nominate individuals for the position of Chairperson and Vice Chairperson. Any nomination for office must be seconded. No member may nominate or second the nomination for himself or herself for either office.
  - c. A majority vote is necessary to elect an officer, and each officer elected shall serve for one year or until his or her successor is elected.
  - d. If, in the Board's judgment, no nominee for the position of Chairperson or Vice Chairperson can garner sufficient votes for election to that position at the February meeting, a motion to put the election over to a subsequent meeting is in order.
  - e. Newly elected officers shall assume office immediately following the February meeting.
  - f. In the event a vacancy occurs in the office of Chairperson or Vice Chairperson during a calendar year, an election shall be held at the next meeting. Any member interested in completing the one-year term of an office that has become vacant may nominate himself or herself, but each nomination requires a second.
  - g. The position of Chairperson and Vice-Chairperson may be nominated for and serve more than one successive term.
7. If, in the event the Chairperson and Vice Chair are not available, the board may, by majority vote, elect the temporary Chairperson to fill the role of Chairperson for that meeting.
  - a. The alternate member serving on behalf of the organization of either the Chairperson or the Vice Chairperson shall not act as the Chairperson or Vice Chairperson respectively in the event of an absence of either officer without the majority vote of the Board.
8. No member may be elected as Chairperson and Vice-Chairperson simultaneously.



## STATE HISTORICAL BUILDING SAFETY BOARD

### Article IV – Duties

1. The duties of the Board are as follows:
  - a. Adopt rules and regulations pursuant to the State Historical Building Code.
  - b. Adopt and submit alternative building standards for approval by the Building Standards Commission.
  - c. Coordinate and consult with the following state agencies when adopting rules and regulations pursuant to the Historical Building Code which affect qualified historic buildings or structures within their jurisdiction:
    - i. The Division of the State Architect
    - ii. The State Fire Marshal
    - iii. The State Building Standards Commission, but only with respect to approval of building standards.
    - iv. The Department of Housing and Community Development
    - v. The Department of Transportation
    - vi. Other state agencies that may be affected by the Historic Building Code.
  - d. Act as consultant to the State Architect.
  - e. Act as a review body to California State and local agencies with respect to interpretations, administration and enforcement, publish and report to the Building Standards Commission such interpretations.
  - f. Accept appeals from any party if the issue is of statewide importance and report such interpretations to the Building Standards Commission.
  - g. Accept requests from State agencies on regarding variances or appeals affecting qualified historical buildings or structures.
  - h. Receive filings from local jurisdictions, of changes or modifications to the Historic Building Code pursuant to Health and Safety Code 18959(f)
  - i. The Board may, from time to time, appoint consultants who shall serve without pay but may be reimbursed for actual expenses as approved by the Board.
2. The duties of the Board members and alternates are as follows:
  - a. Abide by these bylaws.
  - b. Abide with the Conflict of Interest Code



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- c. Abide by Bagley-Keene Open Meeting Act including but not limited to communication requirements included therein.
  - d. Attend meetings regularly and communicate availability to staff in a timely manner. If unavailable, assist staff in the coordination with the appointed alternate to attend meetings.
  - e. In accordance with Bagley-Keene open meeting rules, confer with appointed alternate regarding meeting topics when not able to attend meetings.
  - f. Actively participate in meetings.
3. The duties of the Chairperson ~~is~~ are as follows:
- a. serve as spokesperson for the Board;
  - b. represent the position of the Board to the Executive Director
  - c. preside at all meetings of the Board and follow-up with the assistance of the executive director to see that agreed upon action is implemented;
  - d. serve, as necessary, as the Board's liaison to local jurisdictions and local historic building committees/commissions, or designate a member to serve in their place;
  - e. provide direction for the executive director;
  - f. and, along with the executive director, direct staff in preparing agendas for Board meetings, in consultation with other members as permitted by law, and determine priorities for the expenditure of board travel funds.
4. The Duties of the Vice Chairperson ~~is~~ are as follows:
- a. preside at Board meetings in the absence of the Chairperson;
  - b. represent the Board at functions as designated by the Chairperson; and
  - c. fulfill all duties of the Chairperson when he or she is unable to serve.
5. Duties of the Executive Director are as follows:
- a. In the event neither the Chairperson or Vice-chairperson is available the Executive Director may perform the duties of the Chair for administrative duties only. The Executive Director may not vote, nor be counted for the purposes of quorum.
  - b. Perform administrative duties on behalf of the board including but not limited to the following:
    - I. Coordinating Board and advisory committee activities including organization of meetings, agendas and minutes.



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- II. Communicating with State and local jurisdictions on board activities.
- III. Conduct presentations regarding Board activities to local jurisdictions or organizations.
- IV. Maintenance of the Board's website and other informational documents.
- V. Perform ministerial reviews of appeals made to the Board, including the ministerial determination of whether an appeal may proceed to the Board or advisory committees for further review. In making this determination, the Executive Director's ministerial review may include, but is not limited to, investigating claims made, making a preliminary evaluation of evidence, preparing reports and recommendations preliminary to Board action, and ensuring that the parties submitting the appeal have included sufficient information necessary for Board review and have taken all necessary administrative steps prior to bringing an appeal to the Board. The Executive Director may consult with the Chairperson, or Vice-Chairperson, in ministerial reviews and determinations.
- VI. Administration of rulemaking documents and coordination with the Building Standards Commission and other State agencies in accordance with Article IV section 1.C. of these bylaws.

### **Article V – Meetings**

- 1. Board meetings will be held in accordance with the Bagley-Keene Open Meeting Act and be noticed a minimum of 10 business days in advance of the meeting.
- 2. Board meetings will allow members of the public to attend either in-person or virtually.
- 3. The SHBSB will meet three (3) times per year. Meetings will be held in the months of February, May and September.
  - a. Meeting regularity and schedule may be adjusted at the Executive Director's discretion.
  - b. Additional Board meetings may be held at the discretion of the Executive Director.
- 4. A quorum for Board meetings is twelve (12) Board members in attendance in person.
  - a. Board members must confirm attendance no later than three (3) days prior to the scheduled meeting.
  - b. To avoid unplanned absences causing a lack of quorum, if fewer than 13 members have confirmed attendance, the Chairperson may cancel the meeting.



## **STATE HISTORICAL BUILDING SAFETY BOARD**

- i. If the Chairperson nor Vice Chairperson is unavailable, the Executive Director may act in this capacity.
5. Meetings will be recorded and SHBSB staff shall keep minutes, which shall, prior to the next scheduled meeting, be provided to all members for review. Minutes shall be approved or disapproved by majority vote of the SHBSB at the next scheduled meeting.

### **Article VI – Compensation**

1. Board members serve as without pay but shall receive actual and necessary expenses incurred while serving on the Board.
2. Reimbursement of expenses incurred are in accordance with the Department of General Services/Human Resources Policies.

### **Article VII – Conflict of Interest**

1. Board members shall file statements of economic interests as required by the Fair Political Practices Commission. The terms in the Conflict of Interest Code, adopted by the Board constitute the Conflict of Interest Code of the Board.

### **Article VIII – Advisory Committees**

1. An Advisory Committee is more than two (2) members meeting to deliberate or discuss Board duties or activities in accordance with the Bagley-Keene Open Meeting Act.
2. The Board may create by majority vote, advisory committees which serve to advise the Board, on Board related duties. The Advisory Committees may not act on behalf of the Board and must act in accordance with Bagley-Keene Open Meeting Act.
3. The Board may appoint, by majority vote, members of the board to advisory committees for a limited term not to exceed the term of the appointed member.
4. Advisory Committees may not exceed ten (10) Board members but may be created with fewer than ten (10) members.
5. Advisory Committees may meet in accordance with the teleconference rules for advisory, non-decision-making bodies in the Bagley-Keene Open Meeting Act.
6. The Board has established the Code Development and Appeals Advisory Committee (CDAAC) as follows:
  - a. The CDAAC shall have seven (7) Board members maximum as nominated and confirmed through majority vote by the Board. Board members may self-nominate to serve on the CDAAC.
  - b. Board members not appointed to the advisory committee may attend to hear the meeting but may not participate in the discussion or deliberation.
  - c. The CDAAC shall conduct public workshops or hearings for California Building Code updates, meet to hear and make recommendations to the full Board



## STATE HISTORICAL BUILDING SAFETY BOARD

- regarding appeals, meet to provide informal, non-binding, interpretations to State and local jurisdictions on matters relating to the California Historical Building Code.
- i. Formal, binding interpretations require full Board approval prior to issuance. A copy of the formal interpretation must be sent to the California Building Standards Commission and published.
  - ii. Informal meetings by a state agency, local jurisdiction or private party may be requested.
- d. The CDAAC shall consult with the following state agencies when considering proposed rules and regulations to the Historical Building Code which affect qualified historic buildings or structures within their jurisdiction:
- i. The Division of the State Architect
  - ii. The State Fire Marshal
  - iii. The State Building Standards Commission, but only with respect to approval of building standards.
  - iv. The Department of Housing and Community Development
  - v. The Department of Transportation
  - vi. Other state agencies that may be affected by the Historic Building Code.
7. The Board has established the Bylaws Advisory Committee (BAC) as follows:
- a. The BAC shall have five (5) Board members maximum as nominated and confirmed through majority vote by the Board. Board members may self-nominate to serve on the BAC.
  - b. The BAC shall meet to confer on the creation of, and amendments to the Bylaws and to confer on administrative procedures related to the business activities of the Board.

### Article IX – Amendment of Bylaw

- 1. The Bylaws may be amended by a majority vote of the SHBSB. Amendments to the Bylaws are not final until approved by the full Board.

**[End of the Bylaws]**

# **SHBSB Bylaws (Draft)**





## **STATE HISTORICAL BUILDING SAFETY BOARD BYLAWS 5/21/2025**

### **Article I – Name, Principal Office and Executive Officer**

1. The name of the organization is the State Historical Building Safety Board (SHBSB, or the Board)
2. The SHBSB is a unit within the Division of the State Architect (DSA)
3. The State Architect shall appoint the Executive Director to the Board.

### **Article II – Purpose, Powers and Duties of the Board**

1. The Board shall fulfill the purposes, establish policies, procedures and perform duties consistent with the Health and Safety Code (HSC) Part 2.7 State Historical Building Code (Sections 18950-18962).
2. Each Board member shall adhere to these bylaws and any amendments to them thereafter ("Bylaws").

### **Article III – Members and Officers**

1. The SHBSB is comprised of twenty-two (22) members, and twenty-two (22) alternates, inclusive of the California Licensed Building Contractor appointed by the Board. The appointed alternates shall serve in place of the members at the meetings of the board that the members are unable to attend.
2. Members shall be appointed by the appointing organization identified at HSC Section 18960(d). Appointing organizations are to select both a member and an alternate member.
  - a. The alternate shall serve in the capacity of the member if the member is unable to fulfill their duties.
  - b. The member and alternates appointed shall be qualified experts in their respective fields as determined by the appointing organizations.
3. The Board shall appoint a member and an alternate California Licensed Building Contractor to serve on the Board.
  - a. The term of each member of the SHBSB is four years.
    - i. Vacancies shall be filled by appointing agencies in the same manner as the original appointments.
    - ii. Appointing organizations may reappoint original members for successive terms or may appoint the alternate as the member, and vice versa.
    - iii. Appointed members and alternates shall coordinate with their appointing organization for reappointment.
    - iv. The State Architect shall serve continuously until replaced.
4. No member may delegate their attendance, participation, or vote to any other person other than their appointed alternate.



## STATE HISTORICAL BUILDING SAFETY BOARD

5. Board members must notify DSA and their appointing organization if they can no longer serve in the capacity of a Board member. Their position will be deemed vacant 30 days after notification.
6. The Board shall appoint the Chairperson and a Vice Chairperson annually as provided in this section:
  - a. Prior to the February meeting each year, the Executive Director will solicit interest in officer positions.
  - b. At the February meeting, the Executive Director shall ask members to nominate individuals for the position of Chairperson and Vice Chairperson. Any nomination for office must be seconded. No member may nominate or second the nomination for himself or herself for either office.
  - c. A majority vote is necessary to elect an officer, and each officer elected shall serve for one year or until his or her successor is elected.
  - d. If, in the Board's judgment, no nominee for the position of Chairperson or Vice Chairperson can garner sufficient votes for election to that position at the February meeting, a motion to put the election over to a subsequent meeting is in order.
  - e. Newly elected officers shall assume office immediately following the February meeting.
  - f. In the event a vacancy occurs in the office of Chairperson or Vice Chairperson during a calendar year, an election shall be held at the next meeting. Any member interested in completing the one-year term of an office that has become vacant may nominate himself or herself, but each nomination requires a second.
  - g. The position of Chairperson and Vice-Chairperson may be nominated for and serve more than one successive term.
7. If, in the event the Chairperson and Vice Chair are not available, the board may, by majority vote, elect the temporary Chairperson to fill the role of Chairperson for that meeting.
  - a. The alternate member serving on behalf of the organization of either the Chairperson or the Vice Chairperson shall not act as the Chairperson or Vice Chairperson respectively in the event of an absence of either officer without the majority vote of the Board.
8. No member may be elected as Chairperson and Vice-Chairperson simultaneously.



## STATE HISTORICAL BUILDING SAFETY BOARD

### Article IV – Duties

1. The duties of the Board are as follows:
  - a. Adopt rules and regulations pursuant to the State Historical Building Code.
  - b. Adopt and submit alternative building standards for approval by the Building Standards Commission.
  - c. Coordinate and consult with the following state agencies when adopting rules and regulations pursuant to the Historical Building Code which affect qualified historic buildings or structures within their jurisdiction:
    - i. The Division of the State Architect
    - ii. The State Fire Marshal
    - iii. The State Building Standards Commission, but only with respect to approval of building standards.
    - iv. The Department of Housing and Community Development
    - v. The Department of Transportation
    - vi. Other state agencies that may be affected by the Historic Building Code.
  - d. Act as consultant to the State Architect.
  - e. Act as a review body to California State and local agencies with respect to interpretations, administration and enforcement, publish and report to the Building Standards Commission such interpretations.
  - f. Accept appeals from any party if the issue is of statewide importance and report such interpretations to the Building Standards Commission.
  - g. Accept requests from State agencies on regarding variances or appeals affecting qualified historical buildings or structures.
  - h. Receive filings from local jurisdictions, of changes or modifications to the Historic Building Code pursuant to Health and Safety Code 18959(f)
  - i. The Board may, from time to time, appoint consultants who shall serve without pay but may be reimbursed for actual expenses as approved by the Board.
2. The duties of the Board members and alternates are as follows:
  - a. Abide by these bylaws.
  - b. Abide with the Conflict of Interest Code



## STATE HISTORICAL BUILDING SAFETY BOARD

- c. Abide by Bagley-Keene Open Meeting Act including but not limited to communication requirements included therein.
  - d. Attend meetings regularly and communicate availability to staff in a timely manner. If unavailable, assist staff in the coordination with the appointed alternate to attend meetings.
  - e. In accordance with Bagley-Keene open meeting rules, confer with appointed alternate regarding meeting topics when not able to attend meetings.
  - f. Actively participate in meetings.
3. The duties of the Chairperson are as follows:
- a. serve as spokesperson for the Board;
  - b. represent the position of the Board to the Executive Director
  - c. preside at all meetings of the Board and follow-up with the assistance of the executive director to see that agreed upon action is implemented;
  - d. serve, as necessary, as the Board's liaison to local jurisdictions and local historic building committees/commissions, or designate a member to serve in their place;
  - e. provide direction for the executive director;
  - f. and, along with the executive director, direct staff in preparing agendas for Board meetings, in consultation with other members as permitted by law, and determine priorities for the expenditure of board travel funds.
4. The Duties of the Vice Chairperson are as follows:
- a. preside at Board meetings in the absence of the Chairperson;
  - b. represent the Board at functions as designated by the Chairperson; and
  - c. fulfill all duties of the Chairperson when he or she is unable to serve.
5. Duties of the Executive Director are as follows:
- a. In the event neither the Chairperson nor Vice-chairperson is available the Executive Director may perform the duties of the Chair for administrative duties only. The Executive Director may not vote, nor be counted for the purposes of quorum.
  - b. Perform administrative duties on behalf of the board including but not limited to the following:
    - I. Coordinating Board and advisory committee activities including organization of meetings, agendas and minutes.



## **STATE HISTORICAL BUILDING SAFETY BOARD**

- II. Communicating with State and local jurisdictions on board activities.
- III. Conduct presentations regarding Board activities to local jurisdictions or organizations.
- IV. Maintenance of the Board's website and other informational documents.
- V. Perform ministerial reviews of appeals made to the Board, including the ministerial determination of whether an appeal may proceed to the Board or advisory committees for further review. In making this determination, the Executive Director's ministerial review may include, but is not limited to, investigating claims made, making a preliminary evaluation of evidence, preparing reports and recommendations preliminary to Board action, and ensuring that the parties submitting the appeal have included sufficient information necessary for Board review and have taken all necessary administrative steps prior to bringing an appeal to the Board. The Executive Director may consult with the Chairperson, or Vice-Chairperson, in ministerial reviews and determinations.
- VI. Administration of rulemaking documents and coordination with the Building Standards Commission and other State agencies in accordance with Article IV section 1.C. of these bylaws.

### **Article V – Meetings**

1. Board meetings will be held in accordance with the Bagley-Keene Open Meeting Act and be noticed a minimum of 10 business days in advance of the meeting.
2. Board meetings will allow members of the public to attend either in-person or virtually.
3. The SHBSB will meet three (3) times per year. Meetings will be held in the months of February, May and September.
  - a. Meeting regularity and schedule may be adjusted at the Executive Director's discretion.
  - b. Additional Board meetings may be held at the discretion of the Executive Director.
4. A quorum for Board meetings is twelve (12) Board members in attendance in person.
  - a. Board members must confirm attendance no later than three (3) days prior to the scheduled meeting.
  - b. To avoid unplanned absences causing a lack of quorum, if fewer than 13 members have confirmed attendance, the Chairperson may cancel the meeting.



## **STATE HISTORICAL BUILDING SAFETY BOARD**

- i. If the Chairperson or Vice Chairperson is unavailable, the Executive Director may act in this capacity.
5. Meetings will be recorded and SHBSB staff shall keep minutes, which shall, prior to the next scheduled meeting, be provided to all members for review. Minutes shall be approved or disapproved by majority vote of the SHBSB at the next scheduled meeting.

### **Article VI – Compensation**

1. Board members serve as without pay but shall receive actual and necessary expenses incurred while serving on the Board.
2. Reimbursement of expenses incurred are in accordance with the Department of General Services/Human Resources Policies.

### **Article VII – Conflict of Interest**

1. Board members shall file statements of economic interests as required by the Fair Political Practices Commission. The terms in the Conflict of Interest Code, adopted by the Board constitute the Conflict of Interest Code of the Board.

### **Article VIII – Advisory Committees**

1. An Advisory Committee is more than two (2) members meeting to deliberate or discuss Board duties or activities in accordance with the Bagley-Keene Open Meeting Act.
2. The Board may create by majority vote, advisory committees which serve to advise the Board, on Board related duties. The Advisory Committees may not act on behalf of the Board and must act in accordance with Bagley-Keene Open Meeting Act.
3. The Board may appoint, by majority vote, members of the board to advisory committees for a limited term not to exceed the term of the appointed member.
4. Advisory Committees may not exceed ten (10) Board members but may be created with fewer than ten (10) members.
5. Advisory Committees may meet in accordance with the teleconference rules for advisory, non-decision-making bodies in the Bagley-Keene Open Meeting Act.
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## STATE HISTORICAL BUILDING SAFETY BOARD

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### Article IX – Amendment of Bylaw

1. The Bylaws may be amended by a majority vote of the SHBSB. Amendments to the Bylaws are not final until approved by the full Board.

**[End of the Bylaws]**

# **SHBSB Conflict-of- Interest Code**



CONFLICT-OF-INTEREST CODE FOR  
STATE HISTORICAL BUILDING SAFETY BOARD

The Political Reform Act (Government Code section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, and the attached Appendices designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the State Historical Building Safety Board.

The Chair of the Board, Board Members, and Executive Director must file their statement of economic interests electronically with the **Fair Political Practices Commission**. All other individuals holding designated positions must file their statements with the **Board**. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

NOTE: Authority cited: Sections 81008, 87300, 87306, Government Code. Reference Section 87302, Government Code.

STATE HISTORICAL BUILDING SAFETY  
BOARD APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
<u>Board Chair</u>	<u>1</u>
<u>Board Members</u>	<u>1</u>
<u>Executive Director</u>	<u>1</u>
<u>Consultants/New Positions</u>	<u>*</u>

Consultants

\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in this conflict-of-interest code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008)..

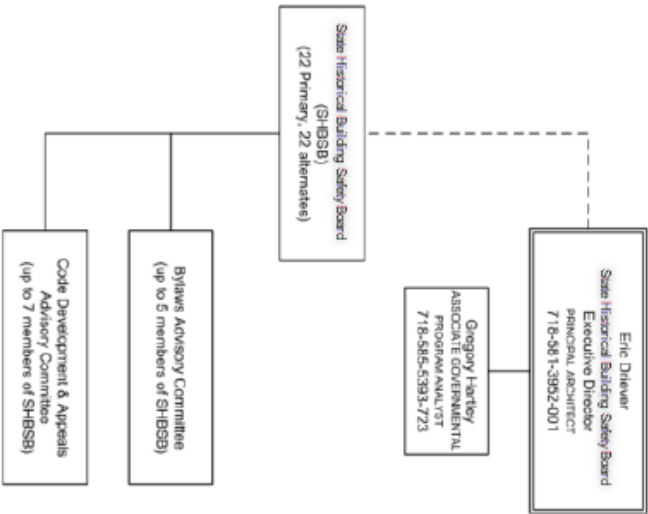
STATE HISTORICAL BUILDING SAFETY  
BOARD APPENDIX B  
DISCLOSURE CATEGORIES

DISCLOSURE CATEGORY 1


Individuals holding positions assigned to Disclosure Category I must report interests in real property located within the State of California; all investments and business positions in business entities, and income, including gifts, loans, and travel payments, from all sources.

# STATE HISTORICAL BUILDING SAFETY BOARD APPENDIX C ORGANIZATIONAL CHART

Department of General Services/Division  
of the State Architect/  
State Historical Building Safety Board  
May 2025



Key	
•	Exceptionally Allocated
••	Filing behind Leave of Absence
LT	Limited Term Position
T&D	Training and Development
OOC	Out of Class Assignment
A	Acting Assignment
TAU	Temporary Authorization
RA	Utilization Appointment
RA	Retired Annuitant
CNMA	Compelling Management Needs Assignment

  
Eric Driver, Executive Director  
Date 4/23/2025