

Fliday Flyby

TALK ABOUT depressing news in the headlines: "Alabama Brings Back the Chain Gang." My friend J.B.S. is first under the wire with "Didja hear? Eight prisoners escaped the first day, disguised as a charm bracelet." Chips in Norm Howard: "And one of 'em was Paul Muni." Same day awful headline: "Algerian Islamists Vow to Kill Women." Lock your doors, fellow hetero secular humanists. Another chiller: "Beheadings Rise in Saudi Arabia," followed by a gruesome description of an execution by long sword in a parking lot in Jidda. Bellingham: "Well, at least there was parking" ... As for the nonstartling info that Pete Wilson employed an illegal immigrant in 1978, Paul Schaefer yawns, "Who cares? He has always given me a migrant headache." However, Schaefer rises to the defense of Robert "Terribly Wrong" McNamara. "Let Saigons be Saigons," he advises.

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INDEED THERE is some good news. Put as simply as possible: Carol Channing in "Hello, Dolly!" at the Orpheum. Even shorter version: a legend in a classic. At the triumphant opening Wed. night, affection flowed back and forth across the footlights. "We love you, Carol!" were the shouts from the audience during her touching curtain speech. She returned it tenfold without getting gushy once. What a pro ... Admit it: When you heard she and it were coming back to town, you groaned "Oh, no, not again," but yes, once again and not a moment too soon. Miraculously, the show doesn't age and neither does the star, who is by turns touching, slapsticky, sly, winsome, winning, vulnerable and, most important, a towering presence, without once appearing to take herself seriously. We love you, Carol.

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EN GARDE, Marina District! Monday morning, 12 ravenous women, having been sequestered almost as strictly as the Simpson jury the past four months, will be released from the Presidio, and, in the words of one of them, Michelle Seckman, "will hit every restaurant and bar in the Marina, starting with Liverpool Lil's!" ... Back in January, the desperate dozen, each about 20 pounds overweight, answered a U.S. Dept. of Agriculture ad in the Chron for women ages 25-36 to participate in a diet study. The "winners," culled from a large group, got \$3,500 each plus free room and board in quarters behind Letterman General. "No booze, no smoking, no sex, no nothing," reports another "winner," Wendy Spackman. Just lots of odd food, too many tests and no freedom except for the occasional hike. "Heads up, San Francisco!" she says. "We get sprung at 11 a.m. Monday" ... The women lost an average of 18 pounds each and could gain it all back in one day.

ONWARD: Carol Channing isn't the only near-mythical figure around. Jackie (Cain) & Roy (Kral) are at the new & improved Plush Room tonight and tomorrow night. They scatting in the most genteel New England style imaginable. It's as if Katharine Hepburn suddenly shouted "Hey baba rebop!" Then there's the indomitable Steve Allen at Roosters & Feathers (good gawd) in Sunnyvale the same nights. "Marcia Clark is so desperate for child care she made an offer to Rosa Lopez," says Steve, also desperate ... Davertising, Dave Rhodes' local agency, dreamed up a tasteful ad for penile enlargements, to demonstrate that such ads don't have to be ugly, and so far it has been turned down by every paper in the state as — tasteless. You be the judge: The ad, in lovely type, reads "Pete. Peter."

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STRANGELY, the Castro area, which has the highest per capita incidence of AIDS in the country, has never had an AIDS center — until now, 14 years into the epidemic. A UCSF project, it opens tomorrow in the old BofA bldg. at Castro and Market, with 91 staffers, ranging from outreach workers to shrinks to lawyers ... Alice Coldwell celebrates her 100th birthday June 2 at Pets Unlimited and why there? Because she and her late husband, Cedric (of Coldwell Banker fame), founded PU in 1947. They had no children ... Of human interest: On April 18, you'll recall, the top story around here was Joe Montana's farewell. On the same day, Joe Montana of Coto de Caza in So. Calif. also said farewell, dying of cancer. At the gathering following the funeral, the centerpiece was a football signed "From Joe Montana to Joe Montana," a gracious note supplied by a mutual friend, Dusty Rogers.

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BE CAREFUL out there: Some of the guys seeking signatures on Clint Reilly's alleged "Campaign Reform" initiative turn abusive if you refuse to sign, but don't do it anyway. The "reform," as you may've heard, is to remove local campaign spending limits and make people like Clint Reilly even richer ... Social notes: Lisa Hoytt says she had a fine time at the annual S.F. Zoo party, the Zoofest, except for the black-tied waiters serving grilled lamb chops on silver platters during the sheep-shearing event. Out at S.F. State, flashes Lisa Dorr, the early-morning stillness of Earth Day was shattered by the sound of chain saws felling trees to make room for a new path to the parking lot ... Let me also remind you that at noon today, the Palo Alto Elks Club will be serving its annual spring lunch of buffalo hump, ribs and tongue. Bring your own horse radish.

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PUNS UNLTD.: The trouble with being an atheist, I once wrote, is that you never get a holiday, at which someone suggested Arbor Day. Up in Sacramento, Whitey Gleason of 93 Rock noticed that Arbor Day was on a Friday and phoned to ask: "Does that mean we get a tree-day weekend?"

San Francisco Examiner



AIDS center opens in the Castro

'Pivotal' location in stricken district

By Darren Chervitz
OF THE EXAMINER STAFF

The AIDS epidemic has ravaged residents of San Francisco's Castro District for well over a decade, destroying countless lives in the process. And yet the district has never had a comprehensive AIDS-services center in its midst.

Until now.

A host of civic and city leaders on Saturday were to help the UC-

San Francisco AIDS Health Project celebrate the center's opening at 400 Castro St., above a Muni station and in the heart of The City's gay and lesbian community.

"We are really thrilled to be here. This location is so pivotal," said Joanna Rinaldi, deputy director for the AIDS Health Project, a UC Med Center program founded in 1984 in response to the mental health needs of those affected by the HIV/AIDS epidemic.

More than 300 people each week are expected to use the services of the clinic, called AHP Castro Center, which include individual psychotherapy, anonymous testing on Friday afternoons, group support sessions for those with HIV and AIDS, and doctor referrals, said Carl Yoshimoto, the center's director. All services are free.

"It's about time," said Jordan

[See CLINIC, A-12]

[★ ★ ★ ★]
Saturday

MAY 6, 1995

FINAL
EDITION

TWENTY-FIVE CENTS

◆ CLINIC from A-1

AIDS center opens in the Castro

Heminway, 27, as he walked by the center housed in the former Bank of America building.

Joel Goss, a Castro resident who found out he was HIV-positive in 1989, heard that a health center was being built but didn't know it was open. Goss, who often travels to San Francisco General Hospital for the same type of services offered by the Castro Center, said he would check the new clinic out.

Reaching people like Goss is the center's goal, Yoshimoto said. "We hope that the accessibility and convenience that this location provides will help bring in those individuals who are infected, or affected ... by the HIV virus."

The center had been providing only limited services since April 11.

The center, Yoshimoto said, is the culmination of many years of planning and support from different segments of the community, including the Board of Supervisors, the AIDS/HIV Life Center and Noah's Bagels. The AIDS/HIV Life Center secured the space from the Bank of America, Noah's Bagels contributed \$420,000 for rent and renovations to the building and The City is paying for the clinic's services. Noah's opened a bagel shop in the building last week.

The president of AIDS/HIV Life Center, Mark Sackett, said the Castro center is a temporary site

for a bigger and more ambitious clinic, which is to open in 18 months on the corner of 16th Street and Market, a few blocks away.

Sackett said the future clinic

will be like a "one-stop shop" for AIDS/HIV services. The center will offer the same services offered at the Castro, as well as pharmacists who will render advice on medicines, and a retail store.

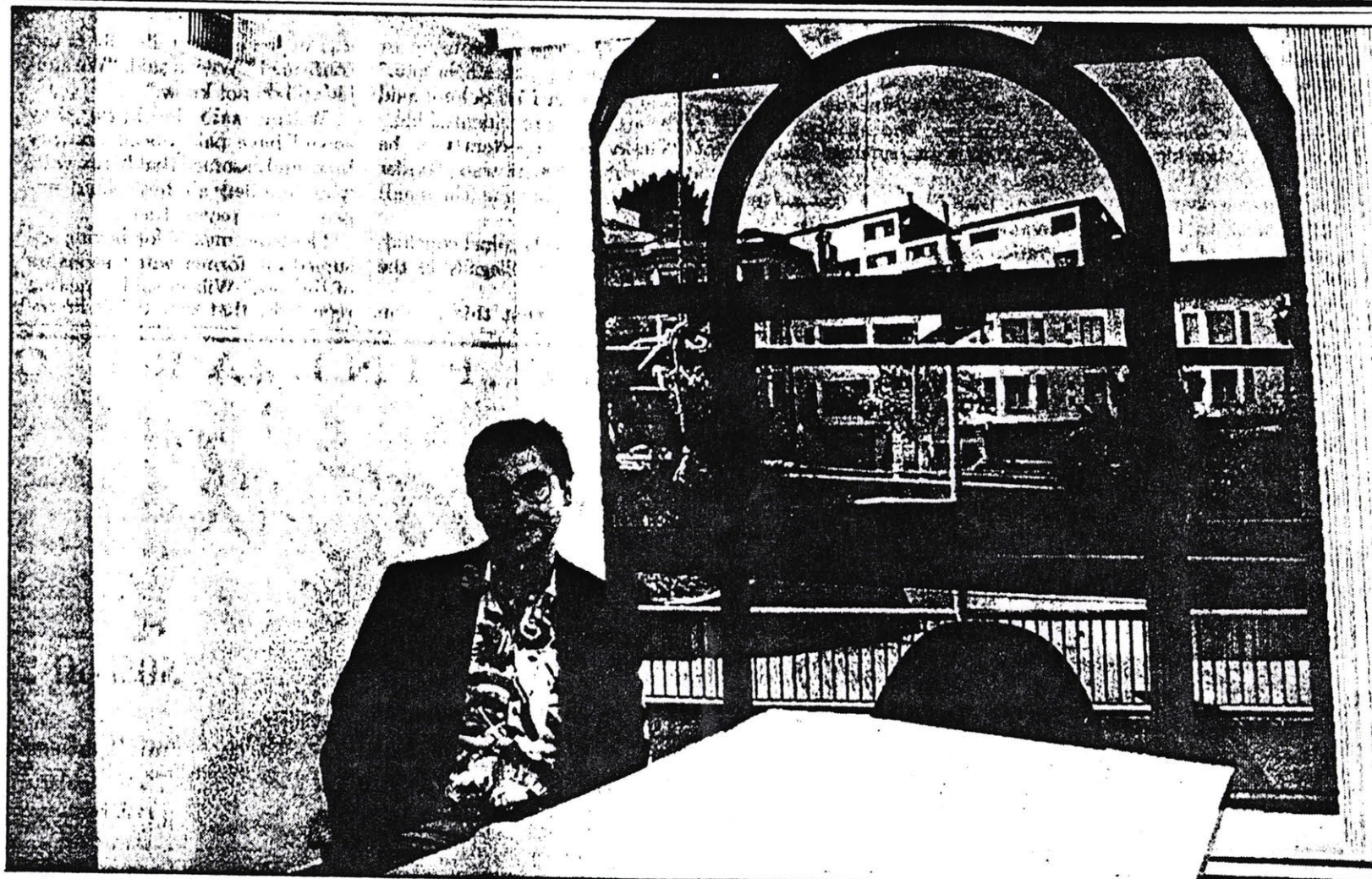
Sackett also hopes a big clinic will become a magnet for other nonprofit AIDS organizations, who eventually could stay rent-free, Sackett said.

"People who have HIV or AIDS

or who know someone who has AIDS, you don't want them traipsing around on public transportation all over The City to get as many answers or services that they want," Sackett said of the future clinic.

Once that clinic is built, Golden Gate Performing Arts Inc., an umbrella organization representing gay and lesbian performing arts groups, will take over the Castro center space for the remainder of the lease.

"Thousands and thousands of people are infected in this neighborhood," said AHP Deputy Director Rinaldi. "It's the right time. And such a good deal, there's also hope."



Carl Yoshimoto is director of the Castro District's first comprehensive AIDS-services center, which is set to open its doors Saturday.

EXAMINER/BOB MCLE

Joseph B. Martin, M.D., Ph.D.
Chancellor

Real Estate and Contract Services
1855 Folsom Street, Suite 566
San Francisco, CA 94143-0286
TEL: (415) 476-2911
FAX: (415) 476-3314

University of California, San Francisco . . . A Health Sciences Campus

UCSF

*File: Life Center/400
Castro*

CC Helen Pruner

GW

August 1, 1997

Paul Dirdak
Executive Director
2299 Market Street, Inc.
1675 California Street
San Francisco, CA 94109

RE: Termination of License Agreement - 400 Castro Street, SF

Dear Mr. Dirdak:

Pursuant to the notification regarding the termination of the above referenced License, Ira K. Glasser has agreed with Joanna Rinaldi of the UCSF Aids Health Project, that the License agreement shall terminate on October 15, 1997. The University shall vacate the premises by this date, please prorate any charges due. I can be contacted at 476-5002 regarding any questions.

Sincerely,

Esther Morales

Esther Morales
Director, Real Estate and Contract Services

cc: Joanna Rinaldi
Ira Glasser



THE UCSF AIDS HEALTH PROJECT

ANNOUNCES THE OPENING OF THE

AHP CASTRO CENTER

The UCSF AIDS Health Project (AHP), founded in 1984 in response to the unique mental health needs of those affected by the HIV/AIDS epidemic, announces the opening of the AHP Castro Center. The center is located at 400 Castro Street, at Market Street, in San Francisco. On Saturday, May 6, 1995, the AIDS Health Project celebrated the opening of the AHP Castro Center.

The opening of AHP Castro Center marks a milestone in the AIDS Health Project's history. This facility will be the first HIV/AIDS multi-service agency to be located in the heart of San Francisco's Castro District. James W. Dilley, M.D., Executive Director of the UCSF AIDS Health Project relays the importance of establishing HIV support services in the Castro District, "Fourteen years into the AIDS epidemic and there has not been a location in the Castro (the neighborhood hardest hit by the epidemic) until now."

The AHP Castro Center became a reality through the formation of a public/private partnership spearheaded by the AIDS/HIV Life Center. The AIDS/HIV Life Center negotiated with the Bank of America for use of the space, secured Noah's Bagels for their financial support of the project, designed the interior space and supervised its renovation. The total renovation costs were underwritten by Noah's Bagels and the Mayor's Office of Community Development.

The AHP Castro Center will offer clients the following services:

- Confidential HIV testing
- On-going and time limited emotional support groups for people with HIV/AIDS, their care givers, and HIV-negative gay/bisexual men
- Professional psychotherapy for people with HIV/AIDS and those at risk for HIV
- Mental health and substance use assessments for people with HIV/AIDS and those at risk for HIV

Mailing Address

UCSF AIDS Health Project
Box 0884
San Francisco, CA
94143-0884

Street Address

1855 Folsom St., Suite 506
San Francisco, CA 94103
415-476-6430
FAX 415-476-7996

AHP CASTRO CENTER

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AHP offers a range of mental health, AIDS prevention counseling, and educational and training services in San Francisco. AHP has become nationally known for providing innovative AIDS-specific services which have served as a model for other HIV/AIDS service agencies throughout the country.

A trademark of AHP has been its ability to adapt its services to reflect changes in the HIV epidemic. AHP initially focused on prevention counseling to reduce the incidence of unsafe behaviors in high risk populations and on providing mental health services to persons with HIV/AIDS. When HIV antibody testing became available, AHP created an array of HIV prevention and counseling services to other high-risk populations such as individuals with substance use problems and individuals with non-disabling HIV. Recently, AHP has expanded its program to include public information and educational campaigns, community-based psychiatric services, and outreach to high risk and minority communities.

The AHP Castro Center is the result of the vision, hard work, and generosity of many individuals in the HIV-affected community.

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For further information regarding the UCSF AIDS Health Project please call, Michal Longfelder, Director of Development, at 415/476-3613.

**AHP CASTRO CENTER
400 CASTRO STREET AT MARKET
SAN FRANCISCO, CA 94114
TEL: 415/476-3902
FAX: 415/476-3655**

**Hours of Operation
Monday - Thursday: 8:30 a.m. - 9:30 p.m.
Friday: 8:30 a.m. - 5:00 p.m.
Additional hours to be announced**

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
Office of the General Counsel
300 Lakeside Drive, 7th Floor
Oakland, California 94612-3565

CC: JTR

FYI

FACSIMILE

↓ sent cc to

IRA (pk call)

Date: October 19, 1995

Time: 3:18 pm

Please deliver this document, which consists of 6 pages
(including this page),

To:

James W. Dilley, M.D.
(Name)476-6430

(Voice Phone No.)

415-476-7996

(Fax Phone No.)

AIDS Health Project

(Location/Department)

UCSF

(City/State)

From:

Ben Flores

(Sender's Name)

☐ Please call sender at 510/987-9800 to confirm receipt.☐☒ URGENT! Please deliver immediately.Please call Susan Cheung if this transmission is garbled
or incomplete.Our Voice Phone No.: 510/987-9777 x 621
Our Fax No.: 510/987-9757

OFFICE OF THE GENERAL COUNSEL
300 LAKESIDE DRIVE, 7TH FLOOR
OAKLAND, CALIFORNIA 94612-3565
(510) 987-9800 FAX (510) 987-9757

October 19, 1995

VIA FACSIMILE AND CAMPUS MAIL

IN CONFIDENCE/ATTORNEY-CLIENT PRIVILEGE

EXECUTIVE DIRECTOR JAMES W. DILLEY, M.D.
AIDS Health Project
San Francisco

Re: UCSF AIDS Health Project - City and County of
San Francisco Access Appeals Commission Hearing -
Decision Rejecting Property Owner's Request to
Install Wheelchair Lift Rather Than Elevator -
Leased Property at 400 Castro Street, San Francisco

Dear Dr. Dilley:

I am writing to provide to you my findings, conclusions and recommendations relative to the referenced matter. Please accept my apologies for the delay in submitting this response to you. There was an initial delay which resulted from a delay by the City and County of San Francisco in submitting to me a copy of the file on this matter. More recently my response was delayed because I had an extraordinary amount of work which required my immediate attention.

As I understand this matter, the UCSF AIDS Health Project ("the Project") is housed in the AIDS/HIV Life Center at 400 Castro Street, San Francisco. The Project provides AIDS and HIV psychosocial services to the neighborhood, which has been hard hit by AIDS. Services provided by the Project include confidential HIV testing, intake, referral and one-on-one and group counseling. The 400 Castro Street property is a one-story structure with a mezzanine. It was built in 1922 and was formerly used as the Bank of America's Castro Street branch. The building is not owned the University, but you indicated that a portion of the building is leased to the University. The other portion of the building is occupied by Noah's Bagels. There are separate entrances for each of the two tenants and no access from one tenant's space to the other's space.

An application for a building permit was apparently filed with the City and County of San Francisco. For some reason,

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a second building application was filed with the City. The second application was for the installation of a wheelchair lift which had been proposed under the first permit application. It is unclear why the second permit application was necessary. It is also not clear what the outcome of the first permit application was. The second permit application was filed by Jonathan Pearlman, acting as an "agent." It is not clear who the "principal" was, but it appears that he was acting as agent for an entity named 2299 Market St., Inc., which is listed in the permit application as "Lessee." It does not appear that Mr. Pearlman was acting as an agent of the University.

The second permit application was rejected. The rejection was based upon a determination by the City that the disabled access requirements were not met. Specifically, the City determined that the "path of travel" requirements would not be met by installing a wheelchair lift as a means of providing access to the mezzanine. The City required that such access be provided either by way of a ramp or an elevator.

Mr. Pearlman, as a representative of the AIDS/HIV Life Center, appealed the rejection of the second permit application. The appeal was based on a hardship argument. The appeal stated that it "was cost prohibitive to provide an elevator for this project." The appeal stated that the project was funded with a \$100,000 grant from the Mayor's Office of Community Development and that the project "could not be accomplished with the additional \$22,000 that would be required to build an elevator versus installing a wheelchair lift." The appeal document went on to state that "[t]here is a savings of almost \$22,000 between putting in an enclosed elevator and providing the lift." It further stated that "[b]ecause the space being accessed is small, at 600 sf, and those who need access can be served on the fully accessible main level, we do not believe the expenditure of an additional \$22,000 is justified."

The hardship appeal was denied by the City's Bureau of Building Inspection, with an indication that the denial "must be appealed to the AAC [Access Appeals Commission]."

Mr. Pearlman, on behalf of AIDS/HIV Life Center, filed an appeal, on May 22, 1995, with the Access Appeals Commission (hereafter "AAC"). The appeal was for an exception to California Code of Regulations, Title 24, sections 417(d), 3112A(a), and 5103(d.1). These provisions generally require an accessible path of travel to an area being remodeled in an existing building, with the path of travel being provided by a ramp or elevator. Here,

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the specific issue on appeal was the denial, by the Bureau of Building Inspection, of the property owner's representative's request to permit the access requirements to be met by installing an enclosed special access wheelchair lift to travel approximately 12 feet vertically from the ground floor to the mezzanine.

A hearing was held on July 12, 1995. The Commissioners voted three to two to deny the appeal based upon a failure to show an unreasonable hardship. Following the hearing of July 12, 1995, a request for a rehearing on the appeal was made on July 24, 1995. The request for the rehearing was denied on July 24, 1995, on the basis of a finding by the AAC that insufficient new information warranting a rehearing had been submitted by the appellant.

In early September, I spoke to Deputy City Attorney Judith Boyagian, the legal advisor to the AAC. I asked her where we could appeal the AAC's decision. She advised that there is no appeal procedure for a decision rendered by the AAC. I have confirmed that the information is accurate.

Thus, the only means to appeal the decision of the AAC appears to be through the courts, probably by means of a Petition for a Writ of Mandate. Such a course of action would first require approval by the University's Board of Regents. As I stated when we first spoke in August, I recommend that we not follow such a course of action.

In early September, I also spoke with Carla Jean Johnson, the Department of Building Inspection's representative to the AAC. We discussed the eligibility of this project for the so-called "elevator exemption" which sometimes allows an exemption from the elevator requirement. Ms. Johnson opined that this project was not eligible for the elevator exemption because the building has a mezzanine, not a second floor, and the elevator exemption applies only to buildings with a second floor, not to buildings with a mezzanine. She was unable to articulate any meaningful distinction, in this circumstance, between a building with a second floor and a building with a mezzanine. I followed up this discussion with a call to the Division of the State Architect (hereafter "DSA"), the office that reviews the University's plans for compliance with state disabled access compliance. My contact at the DSA opined that the project should have been eligible for the "elevator exemption." Of course, there is no assurance that this would be the final and official DSA decision.

This last point is only important if you wish to try to forego the City's building permit process, as you mention in your August 16, 1995, FAX memo to me. It is important because

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It means that, if it is possible to forego the City's building permit process, the AIDS Health Project will have another opportunity to persuade a decisionmaker that the project was eligible for the "elevator exemption."

However, it is not clear that it would be appropriate to forego the City's building permit process in the circumstance presented here: Under Regents of University of California v. City of Santa Monica (1978) 77 Cal.App.3d 130, the University is exempt from local building permitting and inspection when constructing improvements on property owned or leased by the University for educational purposes. But the documents in the present circumstance show that the lessee of the building indicates that the lessee is 2299 Market St., Inc., not the University.¹

If you wish to explore further the possibility of having the work done by the University, you should contact Jim Lennon or Tim Mahaney at the Office of Design and Construction, telephone number 885-3542.

Even if the University is leasing the building, there is some risk involved in having the lift installed as a University construction project. If the University issued a contract for the lift and the City challenged the University's assertion that the project is exempt, it seems to me that the history and circumstances here would tend to suggest that the work involved is not really a "University construction project." A court could find that the University, by taking on the contract for the installation of the lift after the rejection of the "lift solution" by the AAC, was abusing its exemption for the purpose of circumventing access requirements duly established by the AAC.

Given that possibility and the sensitive nature of the issue, as well as its systemwide implications, I would suggest that your decision be made in consultation with the Chancellor's Office and the Office of the President.

¹In the past, when an issue arose between the City and the University about whether a particular construction project on a leased building was a "University project," the City typically would require a lease showing that the University was indeed leasing the property involved. If the University is leasing the subject building, then this should not present any problems.

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Please call me if you have any questions or wish to discuss this memorandum.

Sincerely,

Benjamin G. Flores, soc
Benjamin G. Flores
University Counsel

bgf/soc

cc: S. J. Barclay
M. J. Bocchicchio
J. T. Lennon
T. M. Mahaney
G. Morrison

DRAFT

RULES OF THE
ACCESS APPEALS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Rule 1. Definitions

(a) Commission. "Commission" means the Access Appeals Commission of the City and County of San Francisco.

(b) Secretary. "Secretary" means the secretary of the Commission.

(c) Department. "Department" means the Department of Building Inspection.

(d) Director means the director of the Department.

(e) Inclusions. The singular includes the plural, and "person" includes partnership, corporation, association, or other entity.

Rule 2. Membership

(a) Number and Appointment. The Commission is composed of five members appointed by the Building Inspection Commission. Two are persons with a physical disability, two are persons experienced in construction, and one is a public member. Members are reimbursed at \$125.00 per meeting attended. (Health & Saf. Code, §19957.5, subd. (b); Proposition G; San Francisco Building Code §215(b).)

(b) Terms. Except for the first five members appointed, members serve staggered four-year terms. When a vacancy occurs for any reason, the appointing authority will appoint a successor. If the vacancy occurs during a term, the successor will serve the remainder of that term. (S.F. Building Code, §215(b).)

Rule 3. Officers and Staff

(a) President and Vice President. The elective officers of the Commission are the President and Vice President. The President is the presiding officer of the Commission, and has the powers and duties conferred on that office by law and custom. If the President is absent or disqualified, or the office is vacant, the Vice President temporarily exercises the powers and duties of the President. Each has a vote.

(b) Elections. The President and Vice President are elected at the first regular meeting of the Commission after the first day of November of each year. Any member may be nominated, including an incumbent.

(c) Terms. The President and the Vice President take office on the date of their election. They hold office for one year or until their successors are elected. Each may be removed from office for misconduct in office or repeated neglect of duty by the votes of three members after reasonable notice and opportunity to be heard. If a vacancy occurs in either office for any reason, a successor will be elected at the next regular meeting to serve until the next regular election.

(d) Secretary. The Director or a designated representative is ex officio the permanent Secretary of the Commission. The Secretary is not a member of the Board, serves without compensation and has no vote. (S.F. Building Code, § 215(b).) The duties of the Secretary are to act as custodian of the records of the Commission, to file and process all appeals to the Commission, to send all notices required by law or by these rules, to prepare the agenda of the meetings of the Commission, to make a complete record of all proceedings of the Commission, and to perform any other functions directed by the Commission or by these rules.

(e) Staff. The Department of Building Inspection provides necessary staff services to the Commission. (S.F. Building Code, § 215(b).) The Department's staff representative shall provide the Commission with a written statement of each case with the agenda materials and give an oral presentation of the case at the Commission's hearing on the matter.

Rule 4. Meetings

(a) Meetings Open and Public. All meetings of the Commission are open and public. (Gov. Code, §54953; San Francisco Charter, §3.500, subd. (f); Sunshine Ordinance, San Francisco Administrative Code, Chapter 67, §67.5; S.F. Building Code, §215(h).)

(b) Quorum. Three members constitute a quorum. (S.F. Charter, §3.500, subd. (i).)

(c) Regular Meetings. The regular meetings of the Commission are held on the second Wednesday of each month at 12:30 p.m. and on the fourth Monday of the month at 9:00 a.m. in the room provided at the War Memorial. If that day is a holiday, the meeting is held on the next business day at the same time and place. (Gov. Code, §54954; S.F. Charter, §3.500, subd. (f); S.F. Admin. Code, §67.6.)

(d) Special Meetings. Special meetings of the Commission may be called, but the call must comply with the requirements of state and local law. (Gov. Code, §54956; S.F. Charter, §3.500, subd. (f); S.F. Admin. Code, §67.6(f).)

(e) Cancellation. The President may cancel any regular meeting when notified by the Secretary that there is insufficient business to be conducted or that a quorum cannot be achieved. The Secretary shall promptly notify each member that the meeting has been cancelled, and shall cause a notice of the cancellation to be conspicuously posted on or near the door of the meeting place prior to the scheduled time of the meeting.

(f) Agenda. At least fourteen days before each regular meeting the Secretary shall send a draft copy of the agenda of the meeting to each member. At least seven days before each regular meeting the Secretary shall send a copy of the agenda to all parties to matters on the agenda and to any person who has requested in writing to receive the agendas of Commission meetings. Copies of the agenda shall also be filed with the Documents Department of the San Francisco Public Library and conspicuously posted on or near the door of the meeting place at

least 72 hours before the meeting. (Gov. Code, § 54954.2(a); S.F. Admin. Code, §§ 8.16 and 67.7.)

Materials for each matter to be decided shall be sent to each Commission member with the draft agenda. Agendas of meetings and documents on file with the Secretary related to a matter on the agenda are also available for public review at the offices of the Department, 1660 Mission Street. (Gov. Code, § 54957.5; S.F. Admin. Code, §67.9.)

(g) Rules of Evidence. Technical rules of evidence will not be enforced at Commission meetings. However, all persons testifying in any matter on the Commission agenda will first be sworn by the Official Reporter. Any relevant evidence will be admitted if it is the kind of evidence on which responsible persons are accustomed to rely in conducting serious affairs, whether or not it would be admissible in a civil trial.

(h) Duty to Vote. When a question is put to a vote at any meeting, each member present must vote for or against it, unless disqualified for conflict of interest under state or local law or excused from voting by a majority of the other members present. (S.F. Charter, §3.500, subd. (a); S.F. Admin. Code, §1.29.)

(i) Method of Voting. No motion, resolution, or nomination need be seconded. All voting is by roll call and an affirmative vote of three members is sufficient to take any action.

(j) Official Reporter. A phonographic reporter, designated by the Commission as its Official Reporter, shall attend all meetings of the Commission and shall take down by phonographic report all of the Commission's proceedings.

When requested to do so by any party or parties in writing, the Official Reporter must, within a reasonable period of time after the request has been made, transcribe such specific portions as may be requested and certify to the same as being correctly reported and transcribed. The fees for such transcription shall be at the expense of the party requesting the transcript. The fees shall be as prescribed by Government Code Section §69950. (S.F. Building Code §215(e).)

The Official Reporter shall notify the Commission of all requests for transcripts, and shall furnish the original copy thereof to the Commission.

(k) Public Comment. At the beginning of each calendar, there will be time set aside for members of the public to address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and do not relate to a matter calendared on the agenda for hearing. Each member of the public may address the Commission for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the President or Chairperson may continue public comment to another time during the meeting. (Gov. Code, § 54954.3(a); S.F. Admin. Code, § 67.17.)

With respect to agenda items, the public may address the Commission when the item is called with one exception. When an agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Commission has closed the public hearing, the public's opportunity to address the Commission must be exercised during the public comment portion of the calendar.

(1) Continuances. At the request of any party, the Commission may grant continuances for good cause shown at the time of the hearing. Upon written request in advance of the hearing date, continuances may be granted by the Secretary with the approval of the President of the Commission with the concurrence of all parties to the appeal and the Director of the Department. A request for continuance that is opposed by one of the parties to an appeal or request for ratification, or by the Director of the Department, may be granted only with the approval of a majority of the members present at the public hearing on the matter.

It is the general practice of the Commission to grant a request for continuance made at the time of hearing if there are fewer than four members present.

Rule 5. Appeals

(a) Right to Appeal. Any person may appeal to the Commission from any action taken by the Department in enforcing or interpreting the statutes or regulations governing access by persons with disabilities to public accommodations or facilities

constructed with governmental or private funds or actions taken by the Department to abate violations of the regulations. (Gov. Code, tit. 1, div. 5, ch. 7; Health & Saf. Code, div. 13, pt. 5.5; Cal. Admin. Code, tit. 24; S.F. Building Code, §215.)

(b) Method of Appeal. An appeal is taken by filing a written notice of appeal with the Secretary of the Commission on the form prescribed and payment of the filing fee. The appellant may attach to the notice any documents that support the appeal, and must furnish the Secretary with an original and seven copies of the notice and any attached documents. (S.F. Building Code, §215(d); S.F. Building Code, §332.3.)

For purposes of assessing the appropriate filing fee, one permit with as many as three appealable items shall constitute an appeal. More than one permit or one permit with more than three appealable items shall constitute separate appeals for each permit or for each three items.

(c) Notice. See Rule 4, paragraph (f) for notice requirements.

(d) Appearances; Testimony; Additional Documentary Evidence; Communication With Commission. The appellant must appear at the hearing in person or by representative. Failure to appear will be deemed an abandonment of the appeal. The appellant may but need not be represented by counsel, and may present witnesses. All persons testifying in any matter on the Commission agenda will first be sworn by the Official Reporter. Acceptance of additional documentary evidence at the hearing is at the discretion of the President or Chairperson.

Written submittals must be submitted to the Department representative eighteen days in advance of the hearing date by 12:00 noon. When an appeal has been continued to a later hearing date, any party may supplement the record with additional written appeals, provided that such additional materials are submitted by the submission deadline.

All communications with the Commission by parties to an appeal shall be through the Commission secretary. All submissions of documents supporting an appeal and other written materials shall be made through the Department representative.

(e) Order of Presentation. In cases where the appellant is the owner of the property that is the subject of the hearing, the Director's staff representative will make the first presentation followed by the appellant, each for up to seven minutes. Any interested person not affiliated with the principals who wishes to speak on the item may then be heard once for up to three minutes. (Gov. Code, § 54954.3(a); S.F. Admin. Code, §67.17(c)). The Director's representative and the appellant then each have three minutes for rebuttal. Additional time may be granted at the discretion of the President or Chairperson.

In cases where the appellant is a third party, the appellant will make the first presentation followed by the owner of the property or the owner's representative, each for up to seven minutes. The Commission may request a Departmental response at its own discretion. Any interested person unaffiliated with the principals who wishes to speak on the item

may then be heard once for up to three minutes. (Gov. Code, § 54954.3(a); S.F. Admin. Code, §67.17(c).). The appellant and the property owner then each have three minutes for rebuttal. Additional time may be granted at the discretion of the President or Chairperson.

Rule 6. Requests to Ratify

(a) Necessity for Ratification. State law provides that certain actions of the Department are subject to ratification by the Commission. (Cal. Admin. Code, tit. 24, pt. 2, §2-105(b)11D.)

(b) Request to Ratify. If the Department takes any action of the kind referred to in the preceding paragraph, the Director shall send a written request for ratification to the President and a copy to each member. The original and each copy of the request shall be accompanied by an explanation of the action, and may include any supporting documents.

(c) Notice. At least fourteen days before the meeting at which the request will be heard, the Secretary shall send a draft notice of that meeting to each member with the agenda materials. At least seven days before the meeting, the Secretary shall send a notice of the meeting to each member and to the party who will benefit from the action of the Department if it is ratified.

(d) Order of Presentation. At the hearing the Director's staff representative will first present the reasons for the action. Any interested person may then support or oppose the request. The Director's representative may then present a rebuttal.

Rule 7. Decisions

(a) Time. The Commission shall make its decision on an appeal or a ratification request at the meeting at which the matter is heard, unless it determines that it needs additional information or a site inspection. If it so determines, it shall continue the matter to a subsequent meeting and arrange to obtain the additional information or hold the site inspection without delay.

(b) Form and Content of Decision. Decisions and recommendations of the Commission shall be by resolution, which shall be retained as part of the Commission's official records. In its decision the Commission may approve the action of the Department unconditionally or conditionally, or may approve it in part and disapprove it in part, or may disapprove it entirely. If the Commission disapproves an interpretation by the Department of a statute or regulation, it shall declare its own interpretation for the Department's guidance. (S.F. Building Code, §215(c) and (g).)

(c) Method of Voting. All decisions on an appeal or a ratification request must be taken by roll-call vote of the members. The Secretary shall record the decision and the vote of each member in the minutes.

(d) Notice. Following the hearing the Secretary shall promptly send a written notice of the decision to the appellant and to other parties to the appeal if any. (S.F. Building Code, §215(g).)

(e) Rehearing. The Commission may rehear an appeal upon which a decision has been rendered upon the motion of a member of the Commission and the affirmative vote of at least three of its members, provided that a request for rehearing has been made in writing within 10 days of the date of the decision. (S.F. Building Code, §215(f).)

Rehearing requests may be filed only by parties to the appeal. In no event shall there be more than one rehearing after the Commission has voted on an appeal. No requests for rehearing shall be accepted after the Commission either has considered and rejected a request for rehearing or has voted to rehear a matter and has so reheard and voted.

It shall be the general practice of the Commission to allow testimony for up to three minutes for each speaker when a request for rehearing is heard by the Commission.

(f) Finality. All decisions are final as to the Department in the absence of fraud or prejudicial abuse of discretion. (Health & Saf. Code, §19957.5, sub. (c); S.F. Building Code, §215(c).)

Rule 8. Site Inspections

The date and time for official site inspections by a quorum of the Commission shall be by motion and the vote of a majority of members present. A vote shall be by motion. Official site inspections by a quorum of the Commission at the same time shall be in accordance with the special meeting requirements of the Sunshine Ordinance, S.F. Admin. Code §67.6(f).

Rule 9. Amendment or Suspension of Rules

(a) Limitations. Rules that are restatements of state or local law cannot be suspended or amended. Other rules may be suspended or amended, but no amendment is effective unless it is approved by the votes of at least four members.

(b) Method of Amending. The Commission must hold a public hearing on any proposed amendment of these rules. The hearing cannot be held until the proposed amendment has been calendared for hearing for at least one week. (S.F. Charter, §3.500, subd. (a).)

Rule 10. Parliamentary Authority

The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Commission except as provided for in these rules.

-o-o-O-o-o-

History Note

Rules 1 through 9: adopted February 7, 1983

Amended: March 8, 1995

MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO



FRANK M. JORDAN
MAYOR

LARRY DEL CARLO
DIRECTOR

July 14, 1995

Ms. Carla Johnson, Secretary
Access Appeals Commission
Department of Building Inspection
1660 Mission St.
San Francisco, CA 94103

Dear Ms. Johnson,

I am writing this letter to you in order to clarify some issues regarding the recent appeal by 2299 Market St., Inc. dba AIDS/HIV Life Center at the site of 400 Castro St.. The appeal was for installation of a 10'-3" vertical rise wheelchair lift as equivalent facilitation and in lieu of installation of an elevator. The lift would serve the mezzanine space of this site.

First, let me say that it has always been our intent that this project become fully accessible. It is a requirement of our Federal grant funding that all of our projects be made accessible. Given that requirement, part of the grant which was given to the 2299 Market St. agency was targeted specifically for installation of a lift. The funding is just enough to install the wheelchair lift as described by the project sponsor. Our expectation remains that the planned and funded lift will be installed at this site. We are hopeful that there will not be any further delays in proceeding with the lift.

Second, 2299 Market St. has informed us that a space which will be equivalent to (but more easily accessible than) the mezzanine space will be made available at another site. This should in effect, give an extra measure of equivalent facilitation to the 400 Castro St. site.

I hope that this letter is of help in resolving this problem. If you need any more information, please do not hesitate to contact me at 554-9346.

Sincerely,

A handwritten signature in cursive script that reads "Neil Friedman".

Neil Friedman
Designer/Construction Specialist

cc: Paul Imperiale @ MOCD
Jonathan Pearlman @ 2299 Mkt. St.
file

THE AIDS/HIV LIFE CENTER
1675 California Street, San Francisco, California 94109
voice 415.928.1498 fax 415.928.1446

July 14, 1995

Ms. Carla Johnson
Bureau Of Building Inspection
1660 Mission Street, 6th Floor
San Francisco, CA 94103
Fax: 415.558.6474

Dear Ms. Johnson,

Thank you for speaking with me immediately after the hearing on 400 Castro with the Access Appeals Commission regarding our proposed installation of a lift.

Our request for a re-hearing is based upon four items of new information. They are:

1. The lift which we have always intended to install and the specifications of which are in the Commission's documentation do in fact accommodate not only standard wheelchairs, but also the full spectrum of motorized chair vehicles. The dimensions of the platform within the lift cage are: 36" x 51". While this is not new information to the Commission, there was the stated impression by a Commissioner that she was unaware of the size of the lift. She requested that the size be larger than wheelchairs and "scooters." What is new information is that we now have the attached specification of fourteen models of the most popular make of scooters with their dimensions. All fourteen of them fit well within the size of our proposed lift. The lift is to be built specifically for this site. It has been reviewed by OSHA and their certification is included in your documentation.

2. Mr. Jon Pon of the Mayor's Office of Community Development has agreed to communicate with the Commission's staff directly to clarify MOCD's belief that we do in fact comply with their requirements to spend their funds on full accessibility. Mr. Pon's letter would be new information. We understand that he needs to transmit his letter by the end of business on Monday, July 17, and have communicated that fact to

him. Mr. Pon's letter is based upon our completed agreement with the City.

3. A commissioner suggested that we investigate the use of an Article 15 elevator. We have done so with these results: These units are typically only used in residential settings but in rare circumstances have been used in commercial projects. California law prohibits Article 15 elevators from having a platform size larger than 3' x 4'. Under these circumstances this type of elevator does not meet the ADA requirements for elevator cabs. In addition the cost of the elevator and its required shaft enclosure is nearly equal to the cost of a full sized commercial elevator.

We believe that our new information fully responds to the three concerns of the Commissioners as I understood them following the hearing on July 12. We believe that the new information from the City, the dimensions of the lift which fully meet Commissioner Baltimore's concerns, the specifications for "scooters", and our additional research showing the impossibility of using an Article 15 elevator all constitute a proper case for re-hearing.

We have paid the additional fee to file this re-hearing request and have it heard.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Paul Dirdak', with a long horizontal flourish extending to the right.

Paul Dirdak
Executive Director

Specifications

PaceSaver

Specifications	Little Junior	Junior	Junior Premier	Plus III	Plus III 9" Premier	Plus III 10" Premier	Plus III Titan	Premier 9"/10"	Premier 4-9"/10"	Plus II	Titan	Excel	E.X.T.	F
OVERALL LENGTH	41.5"	41.5"	41.5"	45"	45"	45"	45"	44"	49.9"	44"	44"	44"	44"	49.9"
OVERALL WIDTH	22"	22"	23"	23.75"	24"	25.5"	25.5"	24"/25.5"	23.75"	23"	25.75"	23"	25.75"	25.75"
WEIGHT														
REAR DRIVE UNIT	37 lbs.	37 lbs.	41 lbs.	37 lbs.	41 lbs.	43 lbs.	39 lbs.	41/43 lbs.	41/43 lbs.	37 lbs.	39 lbs.	37 lbs.	39 lbs.	39 lbs.
BASE AND TILLER	30 lbs.	30 lbs.	30 lbs.	31.5 lbs.	31.5 lbs.	31.5 lbs.	31.5 lbs.	29 lbs.	46.5 lbs.	29 lbs.	29 lbs.	29 lbs.	29 lbs.	46.5 lb
SEAT SECTION	18 lbs.	18 lbs.	18 lbs.	21.5 lbs.	21.5 lbs.	21.5 lbs.	21.5 lbs.	23 lbs.	23 lbs.	23 lbs.	23 lbs.	23 lbs.	23 lbs.	23 lbs.
BATTERY & CASE	19 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.	25 lbs.
MAXIMUM SPEED (M.P.H.)	4.2	4.2	4	4.5	5.2	5.2	5.7	5.2	5.3	4.5	5.7	4.5	5.7	5.3
RANGE (On one charge) (MILES)	18 - 22	18 - 22	25-40	18 - 22	25 - 40	25 - 40	18 - 22	25 - 40	25 - 40	18 - 22	18 - 22	18 - 22	18 - 22	18 - 22
GROUND CLEARANCE	3"	3"	3"	4"	4"	4"	4"	4"	4.5"	4"	4.75"	4"	4.75"	4.5"
TURNING RADIUS	31"	31"	34.5"	35"	35"	35"	36"	34"	44"	34"	36.5"	34"	36.5"	44"
TIRE SIZE														
FRONT	2" X 8"	2" X 8"	2" X 8"	2.5" X 9"	2.5" X 9"	3" X 9"	3" X 9"	2.5" X 9" or 10"	3" X 9"	2.5" X 9"	3" X 10"	2.5" X 9"	3" X 10"	3" X 9"
REAR	3" X 9"	2" X 8"	2.5" X 9"	2.5" X 9"	3" X 9"	3" X 10"	3" X 10"	3" X 9" or 10"	3" X 9" or 10"	2.5" X 9"	3" X 10"	2.5" X 9"	3" X 10"	3" X 10"
SEAT DIMENSIONS														
WIDTH	14"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"
DEPTH	14"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"	16"
BACK HEIGHT	17"	17"	17"	17"	17"	17"	17"	17"	17"	17"	17"	17"	17"	17"
SEAT HEIGHT (from floor)	15" TO 17"	16" TO 18"	16" TO 18"	17" TO 19"	17" TO 19"	17" TO 19"	17" TO 19"	18.5" TO 19.5"	18.5" TO 19.5"	17.5" TO 19.5"	17.5" TO 19.5"	18.5" TO 20.5"	18.5" TO 20.5"	18.5" TO 20.5"
W/POWER SEAT		17.5" TO 23.5"	17.5" TO 23.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	18.5" TO 24.5"	19.5" TO 25.5"	19.5" TO 25.5"	19.5" TO 25.5"
ELECTRONIC BRAKES (Regenerative & Dynamic)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ADD. SAFETY BRAKING ("Posi-Lock" Disk Brake)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
DRIVE TYPE	Belt & Chain	Belt & Chain	Transaxle	Belt & Chain	Transaxle	Transaxle	Belt & Chain	Transaxle	Transaxle	Belt & Chain	Belt & Chain	Belt & Chain	Belt & Chain	Belt & Chain
MOTOR SIZE	3/4 HP	3/4 HP	1 HP	3/4 HP	1 HP	1 HP	1 1/4 HP	1 HP	1 HP	3/4 HP	1 1/4 HP	3/4 HP	1 1/4 HP	1 1/4
CLIMBING CAPACITY														
150 LBS	22% GRADE	22% GRADE	22% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE
200 LBS	22% GRADE	22% GRADE	22% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE
250 LBS	22% GRADE	22% GRADE	22% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE
300 LBS	Flat Surface	Flat Surface	Flat Surface	Flat Surface	27% GRADE	27% GRADE	27% GRADE	27% GRADE	27% GRADE	Flat Surface	27% GRADE	Flat Surface	27% GRADE	27% GRADE
STRUCTURAL CAPACITY	250 LBS.	250 LBS.	250 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.	300 LBS.

Printed by: Joanna Rinaldi 9/13/96 9:59 PM
From: Carol Kleinmaier (7/6/95)
To: Joanna Rinaldi
CC: Dymond Austin, Will Werner, Carl Yoshimoto
BCC:
Priority: Normal

TO: Ida Glasser
FR: Joanna R.
1 page
7-7-95

2 PM

OFFICE MEMO

Subject:

Friday PWA group/the lift

Time: 10:39 AM

Date: 7/5/95

Joanna--In Carl's absence, I wanted to let you know what's up re the lift. The Friday afternoon PWA group is quite upset re the lift not being here. Last week one of the members talked about possibly going to the media. (he's a former NY theater critic, so we don't want that to happen) Other complaints are that the group rooms should be on the first floor. The group feels that the fact that we put the groups on the second floor indicates that AHP is much more bureaucratic and less client-centered than Shanti was--shades of Michael Botkin (though the one group room we had at Shanti was also on the second floor). The fac Bo Wiley is very supportive of AHP and says that much of the anger is out of proportion and misdirected, but very real. The group has asked me to visit in two weeks to address their concerns. One solution they've brought up is meeting in members' homes, which would actually be a very bad solution for this particular group, as most of them are quite ill. I would like to be able to make the most accurate response possible re the lift. For that I need more details. What is the hold-up exactly? Why was the permit refused? What was the outcome of the second hearing? (if we were refused again, I'm sure this group would be glad to speak up) I don't think the client who mentioned going to the media has any plan to do so immediately, so there's no emergency here. But we do need to get these guys some clear info. Though this group is the most vocal, several other groups have voiced their concerns as well. Any ideas? What is the status of the appeal? CK

rel / IRA

I think it's easier for you both to read this and then offer me some direction - advice

Joanna

P.S. I called a locksmith and had the door fixed because I was afraid it would break. Id.



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

ACCESS APPEALS COMMISSION Notice of Decision

Office of the Secretary

July 18, 1995

Property Name: AIDS/HIV Life Center
Address: 400 Castro Street
Application No.: 9507824
Appeal No.: 95-35
File Date: May 22, 1995
Original Hearing Date: June 14, 1995
hearing Date: July 12, 1995

Jonathan Pearlman
1675 California Street
San Francisco, CA 94109

Dear Mr. Pearlman,

This letter will serve notice that your appeal for an exception to the California Code of Regulations (CCR), Title 24, Section 3112A(a), Section 3105A(j), and Section 3107A(a)2 **was denied on July 12, 1995.**

This appeal was a request for an exception to the California Code of Regulations (CCR), Title 24, Section 417(d), Section 3112A(a), and Section 5103(d.1). These are the requirements to provide an accessible path of travel to the area of remodel in an existing building, with that path of travel being provided by a ramp or elevator. The specific deficiency which was under appeal was the proposal to install an enclosed special access wheelchair lift to travel approximately 12' vertically from the ground floor to the mezzanine.

The motion to deny the floor level appeal was made by Commissioner Rosalyn Baltimore based on a failure to show an unreasonable hardship. The motion passed by a vote of 3 to 2, with Commissioners Linton Stables and Enid Lim casting dissenting votes.

Should you wish to have a rehearing regarding this appeal you must submit that request in writing, along with a revised appeal request, within 10 days of the date of this letter.

If you need additional information, please contact Christina Wang at 558-6014.

Yours truly,


Carla Jean Johnson
Department of Building Inspection
Representative to the Access Appeals Commission

cc: AAC Commissioners DBI, Code Enforcement DBI, Microfilm Division
AAC Property File DBI, BID, R. Torres PSD

THE AIDS/HIV LIFE CENTER

1675 California Street, San Francisco, California 94109

phone: (415) 928-1498 fax: (415) 928-1446

July 26, 1995

Ms. Joanna Rinaldi
The UCSF AIDS Health Project
fax: 476:3613

Dear Joanna,

As you know by now, our final rehearing at the Access Appeals Commission resulted in our being denied our application to install a wheel-chair lift at 400 Castro. We have tried every method known to us or suggested by others. We have, quite simply, failed in our attempt. The Commission believes that we should have installed a full elevator at a cost which neither of our funding sources would have funded and which, in our judgment, was unwarranted when a perfectly legal and fully safety-approved lift was a clear option. I have queried the City Attorney's office and discovered that there is no appeal beyond the Commission. Our only recourse is to sue the City which we will not do. Carl and Carol were excellent in their testimony. I promised them that I will be present whenever invited to discuss the matter with clients or staff if any deem my presence helpful.

At present, it is necessary for you to rearrange your use of space at 400 Castro. Equal facilitation will be attained if you move one office from downstairs to the second level and commit the freed downstairs room to a group meeting room. I know that there are several reasons for your staff's belief that this is a less than desirable solution, but it is the only solution currently allowed.

If and when persons complain in the future that 400 Castro does not meet their needs with regard to space or full accessibility in all spaces, our response will be that we know it does not, and we are making every effort to provide equal facilitation at that site while we replace it with one which will be much more spacious and abundantly accessible everywhere.

All of us are offended by the Commission's behavior. If means for holding them accountable for their rigid ideological inability to serve their public occur to any of us we should discuss them. The Life Center has begun the process of dealing with the manufacturer of the lift. I will be glad to share detail of that negotiation with you if you have an interest in knowing it.

Sincerely,



Paul Dirdak

MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO



FRANK M. JORDAN
MAYOR

LARRY DEL CARLO
DIRECTOR

July 14, 1995

Ms. Carla Johnson, Secretary
Access Appeals Commission
Department of Building Inspection
1660 Mission St.
San Francisco, CA 94103

Dear Ms. Johnson,

I am writing this letter to you in order to clarify some issues regarding the recent appeal by 2299 Market St., Inc. dba AIDS/HIV Life Center at the site of 400 Castro St.. The appeal was for installation of a 10'-3" vertical rise wheelchair lift as equivalent facilitation and in lieu of installation of an elevator. The lift would serve the mezzanine space of this site.

First, let me say that it has always been our intent that this project become fully accessible. It is a requirement of our Federal grant funding that all of our projects be made accessible. Given that requirement, part of the grant which was given to the 2299 Market St. agency was targeted specifically for installation of a lift. The funding is just enough to install the wheelchair lift as described by the project sponsor. Our expectation remains that the planned and funded lift will be installed at this site. We are hopeful that there will not be any further delays in proceeding with the lift.

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I hope that this letter is of help in resolving this problem. If you need any more information, please do not hesitate to contact me at 554-9346.

Sincerely,

A handwritten signature in cursive script that reads "Neil Friedman".

Neil Friedman
Designer/Construction Specialist

cc: Paul Imperiale @ MOCD
Jonathan Pearlman @ 2299 Mkt. St.
file

**MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO**



FRANK M. JORDAN
MAYOR

LARRY DEL CARLO
DIRECTOR

MEMORANDUM

DATE: 6/27/95

TO: Jonathan Pearlman
Project Director
2299 Market St. dba AIDS/HIV Life Center

FROM: Neil Friedman *NF*

SUBJECT: 400 Castro St. wheelchair lift; 2299 Market St. plans

Recently you notified me by telephone that your agency had overspent its budget for renovations at the 400 Castro St. site. As a result, you said that you did not have the funds necessary for installation of the planned, enclosed wheelchair lift. Subsequent to that initial message about a lack of funds, you said that you were planning to appeal the installation of the lift before the City's Access Appeals Commission. I have several comments regarding these messages and also a comment relating to the 2299 Market St. site.

First, the project budget (Appendix "B") of your 1994 Community Development Block Grant (CDBG) includes a line item for the wheelchair lift in the amount of \$22,000. We had assumed that the lift had already been approved by the Bureau of Building Inspection (BBI), and that its installation was imminent. Under our procedures, if an approved budget item is to be eliminated from construction, that elimination must first be approved by MOCD. From our viewpoint, we still expect to see the lift installed, since no request to delete the wheelchair lift was forwarded to MOCD. Also, it is our policy to maximize access to facilities.

Second, in our workshops which cover the MOCD project process, we have endeavored to point out that MOCD does not want to be involved in actions before the Access Appeals Commission. We expect that access issues will be clarified in the Phase 1 and 2 parts of the MOCD process, prior to submittal of plans to BBI.

Third, on a site visit to 400 Castro St., I noticed that in addition to the missing lift, the 'as-built' floor plan did not reflect the Phase 2 plan submitted to this office. We would like to have a copy of

the plan set which was submitted to and approved by BBI (if different from the Phase 2 plans), and any plan changes that were submitted and approved subsequent to the initial set. If the drawings in the approved construction agreement with K.P. Lam Construction Co. differs from the BBI set, we would also need a copy of those plans.

Finally, indications are that your agency is planning to break ground at 2299 Market St. sometime in the fall of this year. If this is the case, it would be prudent to submit Phase 1 plans to this office as soon as possible. Also, for your information, this project has not as yet cleared the Federal Environmental Review process. The Department of City Planning will be notifying you shortly of some additional requirements. Note that the project cannot start construction without the Federal Environmental Clearance.

Please respond to the above issues, in writing, at your earliest convenience. Thank you.

cc: Paul Imperiale @ MOCD
Irene Nishamura @ DCP
file

Printed By: Joanna Rinaldi 9/13/96 9:59 PM
From: Carol Kleinmaier (7/6/95)
To: Joanna Rinaldi
CC: Dymond Austin, Will Werner, Carl Yoshimoto
BCC:
Priority: Normal

TO: IMA Glasser
FR: Joanna R.
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7-7-95

2 PM

OFFICE MEMO

Subject:

Friday PWA group/the lift

Time: 10:39 AM

Date: 7/5/95

Joanna--In Carl's absence, I wanted to let you know what's up re the lift. The Friday afternoon PWA group is quite upset re the lift not being here. Last week one of the members talked about possibly going to the media. (he's a former NY theater critic, so we don't want that to happen) Other complaints are that the group rooms should be on the first floor. The group feels that the fact that we put the groups on the second floor indicates that AHP is much more bureaucratic and less client-centered than Shanti was--shades of Michael Botkin (though the one group room we had at Shanti was also on the second floor). The fac Bo Wiley is very supportive of AHP and says that much of the anger is out of proportion and misdirected, but very real. The group has asked me to visit in two weeks to address their concerns. One solution they've brought up is meeting in members' homes, which would actually be a very bad solution for this particular group, as most of them are quite ill. I would like to be able to make the most accurate response possible re the lift. For that I need more details. What is the hold-up exactly? Why was the permit refused? What was the outcome of the second hearing? (if we were refused again, I'm sure this group would be glad to speak up) I don't think the client who mentioned going to the media has any plan to do so immediately, so there's no emergency here. But we do need to get these guys some clear info. Though this group is the most vocal, several other groups have voiced their concerns as well. Any ideas? What is the status of the appeal? CK

Paul / IRA

I think it's easier for you both to read
this and then offer me some direction - advice

Joanna

P.S. I called a lock smith and had
the door fixed because I was
afraid it would break. JK.



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

AGENDA

ACCESS APPEALS COMMISSION

WEDNESDAY, JULY 12, 1995

12:30 P.M.

WAR MEMORIAL BUILDING

401 VAN NESS 4TH FLOOR, ROOM 428

MATTERS FOR CONSIDERATION

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES: For the meetings held on June 2, June 12, and June 14, 1995

3. PUBLIC COMMENT: At this time, members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission except agenda items. With respect to agenda items, your opportunity to address the Commission will be afforded when the item is reached in the meeting with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Commission has closed the public hearing, your opportunity to address the Commission must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Commission for up to 3 minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the President or Chairperson may continue Public Comment to another time during the meeting.

4. RULES:

- a. **Amendment 1:** Discussion of amending the Access Appeals Commission rules to place a time limitation of 3 hours per meeting.

1) **Adoption:** Adoption of the amendment discussed above

5. REQUEST FOR REHEARING: If the request for rehearing is granted by the Commission, the Commission at its discretion may hold the hearing at this time or schedule for a future date.

2. Appeal No. 95-37 (PA#9507957) William Pearson - Brereton Architects

1200 Van Ness Ave. 24 Hour Nautilus request for rehearing based upon the submittal of new information. 24 Hour Nautilus is requesting an exception from the requirement to provide an accessible path of travel via elevator or ramp from a proposed newly constructed entrance. The main lobby and elevator 85' down Post Street are proposed as equivalent facilitation.

Walter Park

Roslyn Baltimore

Linton Stables

Enid Lim

Terry Hogan

Judy Boyajian

Doris Levine

Christina Wong

Carla Johnson

Spencer Gosch

See attached sheet for important information concerning access for the disabled to the hearing room &

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry Nancy Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson, (415) 558-6210
Kwietha Bolden, (415) 558-6007

1660 Mission Street

San Francisco, CA 94103-2414

ACCESS APPEALS COMMISSION

AGENDA - July 12, 1995

page 2

6. APPEALS CONTINUED FROM PREVIOUS MEETING:

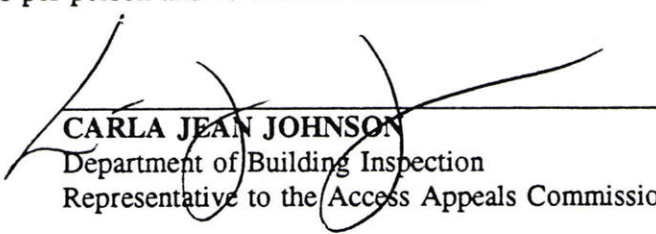
- a. Appeal No. 95-35 (PA#9507824) Jonathan Pearlman
400 Castro St. AIDS/HIV Life Center is requesting an exception from the requirement to provide an accessible path of travel via elevator or ramp to a small mezzanine level. An enclosed wheelchair lift is proposed as equivalent facilitation.

7. NEW APPEALS:

- a. Appeal No. 95-41 (PA#9502840) Ahmad Mohazab - Tecta Associates
2800 Leavenworth St. Anchorage Shopping Center is requesting multiple exceptions from the requirement to provide 32" minimum clear doors to the entrance on Leavenworth, the restrooms on the 2nd floor, and in the garage, 8'2" vertical clearance within the garage, a lift in the courtyard, and a level landing on Leavenworth Street.

- 8. COMMISSIONERS QUESTIONS AND COMMENTS:** Commissioner's open discussion to identify new agenda items, as well as current agenda items to be continued to another regular Commission meeting, site visit or special meeting.

- 9. PUBLIC COMMENT:** Comment time is limited to 3 minutes per person and 15 minutes total time.


CARLA JEAN JOHNSON

Department of Building Inspection

Representative to the Access Appeals Commission

ACCESS APPEALS COMMISSION

ACCESSIBLE MEETING INFORMATION POLICY

To allow individuals with environmental illness to attend the meeting, individuals are requested to refrain from wearing perfume or other chemically based products.

The meeting will be held at the War Memorial Building, located at 401 Van Ness Avenue (across the street from City Hall), 4th Floor, Room 428. The closest accessible BART station is the Civic Center Station at 8th (at the United Nations Plaza) and Market Streets.

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; 9-San Bruno, 71-Haight, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.

The Commission meeting room is wheelchair accessible. Accessible curb side 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 will be available at the meeting.

A sign language interpreter will be available upon request. Please contact: **Kwietha Bolden at (415) 558-6007** at least 72 hours in advance of the meeting.

Minutes of the meeting are available in large print/tape form and/or readers upon request. If you require use of a reader, please contact **Kwietha Bolden at (415) 558-6007** at least 72 hours in advance of the meeting to request this service.

* * * * *

**MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO**



**FRANK M. JORDAN
MAYOR**

**LARRY DEL CARLO
DIRECTOR**

MEMORANDUM

DATE: 6/27/95

FILE

TO: Jonathan Pearlman
Project Director
2299 Market St. dba AIDS/HIV Life Center

FROM: Neil Friedman *117*

SUBJECT: 400 Castro St. wheelchair lift; 2299 Market St. plans

Recently you notified me by telephone that your agency had overspent its budget for renovations at the 400 Castro St. site. As a result, you said that you did not have the funds necessary for installation of the planned, enclosed wheelchair lift. Subsequent to that initial message about a lack of funds, you said that you were planning to appeal the installation of the lift before the City's Access Appeals Commission. I have several comments regarding these messages and also a comment relating to the 2299 Market St. site.

First, the project budget (Appendix "B") of your 1994 Community Development Block Grant (CDBG) includes a line item for the wheelchair lift in the amount of \$22,000. We had assumed that the lift had already been approved by the Bureau of Building Inspection (BBI), and that its installation was imminent. Under our procedures, if an approved budget item is to be eliminated from construction, that elimination must first be approved by MOCD. From our viewpoint, we still expect to see the lift installed, since no request to delete the wheelchair lift was forwarded to MOCD. Also, it is our policy to maximize access to facilities.

Second, in our workshops which cover the MOCD project process, we have endeavored to point out that MOCD does not want to be involved in actions before the Access Appeals Commission. We expect that access issues will be clarified in the Phase 1 and 2 parts of the MOCD process, prior to submittal of plans to BBI.

Third, on a site visit to 400 Castro St., I noticed that in addition to the missing lift, the 'as-built' floor plan did not reflect the Phase 2 plan submitted to this office. We would like to have a copy of

the plan set which was submitted to and approved by BBI (if different from the Phase 2 plans), and any plan changes that were submitted and approved subsequent to the initial set. If the drawings in the approved construction agreement with K.P. Lam Construction Co. differs from the BBI set, we would also need a copy of those plans.

Finally, indications are that your agency is planning to break ground at 2299 Market St. sometime in the fall of this year. If this is the case, it would be prudent to submit Phase 1 plans to this office as soon as possible. Also, for your information, this project has not as yet cleared the Federal Environmental Review process. The Department of City Planning will be notifying you shortly of some additional requirements. Note that the project cannot start construction without the Federal Environmental Clearance.

Please respond to the above issues, in writing, at your earliest convenience. Thank you.

cc: Paul Imperiale @ MOCD
Irene Nishamura @ DCP
file

FILE



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

MINUTES

ACCESS APPEALS COMMISSION

MONDAY, JUNE 14, 1995

12:30 P.M.

WAR MEMORIAL BUILDING

401 VAN NESS

4TH FLOOR, ROOM 428

1. CALL TO ORDER AND ROLL CALL

The regular meeting of the Access Appeals Commission was called to order at 12:40 p.m. by President Linton D. Stables, III.

COMMISSION MEMBERS PRESENT:

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

D.B.I. REPRESENTATIVES:

Ms. Carla Jean Johnson, DBI
Mr. Spencer Gosch, DBI
Ms. Judy Boyajian, City Attorney's Office
Ms. Kwietha Bolden, DBI
Ms. Doris M. Levine, Recorder

2. APPROVAL OF MINUTES:

Commissioner Baltimore stated that there was an error in the minutes from the May 22, 1995 meeting. On Appeal Number 95-30 - 1750 Fulton Street, Commissioner Baltimore clarified that she made the motion to grant this appeal, and that the condition that was set was that the two restrooms remain unisex, so that special arrangements would not have to be made. President Stables stated that these minutes are not on the agenda for approval. Commissioner Baltimore wanted this issue reflected in the minutes.

Commissioner Baltimore suggested that in going forward, the motions of the AAC should be read back to the Commissioners before the item is voted on.

Commissioner Hogan made a motion to approve the minutes. The motion unanimously passed.

3. PUBLIC COMMENT:

Bob Planthold reported that a Sunshine Ordinance Task meeting will be held June 21, 1995 at 1660 Mission, 2nd Floor. Commissioners, staff, and members of the public are invited to attend. This meeting is identify issues with compliance and suggestions for amendments to Administrative Code Chapter 67. There are discrepancies within this chapter, specifically in Section 67.7 & 67.15. Chinese, Spanish and Sign Language interpreters, and Braille language will be available. Mr. Planthold announced that the Sunshine Ordinance Task Force is seeking sign language interpreters.

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson (415) 558-6210
Kwietha Bolden, (415) 558-6007

The fourth hardship appeal addressed **Violation item #40**. This appeal was a request for an exception to CCR, Title 24, Section 2-511.1(d)2 and Figure 5-5A. This is the requirement to provide a clear floor space at least 30"x 48" in front of a telephone. The specific deficiency denied was a phone which was newly installed during the remodeling on the third floor of the Temple House.

The motion to **deny** this hardship was made by Commissioner Hogan and passed by a vote of four to one with Commissioner Stables dissenting.

b. Appeal No. 95-19 (PA#959300825 9503704) 870 Market Street Meredith N. Landy, Mr. Guist

Appeal regarding Woolworth Co. was continued to the July 12, 1995 hearing, to allow the appellant time to met with BART to investigate their willingness to assist in providing an accessible entrance.

c. Appeal No. 95-28 (PA#9504903) 325 - 5th Street Richard A. Osborn, AIA - Ozborndooli Architects

City Park's appeal for an exception to the California Code of Regulations (CCR), Title 24, Section 3112A(A)(ii) Exception 1 and Section 5103(d.1)6 **was granted**. These are the requirements to provide a path of travel to the area of remodel in an existing building, and as part of that path of travel an accessible elevator in terms of cab size. The specific deficiency granted was an existing elevator cab which measures 43-1/2" x 58-1/2" inside, a deficiency of 11-1/2" in each direction.

The motion to **grant** this appeal was made by Commissioner Water Park with the condition that the elevator be otherwise fully complying except for cab size. The motion passed by a vote of five to zero. This decision was based upon a finding of unreasonable hardship due to physical constraints. The documentation that the existing cab was usable by a disabled person was accepted as equivalent facilitation.

d. Appeal No. 95-26 (PA#9504083) 1530 Buchanan Street Michael Raymond Hilliard - Architecture and Interiors

The YMCA's appeal for an exception to the California Code of Regulations (CCR), Title 24, Section 3109A, Section 3112A(a)i, and Section 110 10B **was granted**. These are the requirements to provide an accessible entrance, with access provided by a ramp, elevator, or lift, in an existing building undergoing remodeling. This is also the requirement to provide a path of travel (elevator or ramp) to the area of remodel. The specific deficiencies which were granted are the existing primary entrance at the front which is elevated above the adjacent sidewalk and accessible by six steps only. The second item addressed on the same unreasonable hardship request is a special access wheelchair lift which was installed in 1988 and connects the first and second floor. This lift is enclosed and for all appearances is an elevator. The interior cab dimension is consistent with a lift however and measure only 37" x 49". These appeal items correspond to items #2, #72, and #76 on the Notice of Violation issued by Code Enforcement Division.

The motion to **grant** the front entry appeal was made by Vice President Roslyn Baltimore with the condition that a power door operator be provided at the remodeled side entry. The motion passed by a vote of five to zero. This decision was based upon a finding of unreasonable hardship due to physical and financial constraints. The remodeled side entry was accepted as equivalent facilitation.

The motion to **grant** the special access lift appeal was made by Commissioner Walter Park with the condition that the elevator/lift be otherwise fully compliant with the requirements for controls, audible signals etc. The motion passed by a vote of five to zero. This decision was based upon a finding of unreasonable hardship due to physical constraints. The existing lift along with the proposed improvements to the controls, and audible signals etc. was accepted as equivalent facilitation.

6. CONTINUED APPEAL OF AN ORDER OF ABATEMENT:

a. Appeal No. OA95-02 (OA#168,003) 1530 Buchanan Street Michael Raymond Hilliard Architects

The appeal to modify an Order of Abatement against the property located at 1530 Buchanan Street, also known as the YMCA **was granted**. This appeal was made in response to an Order of Abatement issued at a Director's Hearing which was held on December 14, 1994.

The motion to **grant** this appeal was made by Vice President Roslyn Baltimore and passed by a vote of five to zero. The Order of Abatement is modified by this decision to allow the appellant twelve months from the date this appeal was submitted in which to complete all work identified on the Notice of Violation issued by Code Enforcement Division, and

g. Appeal No. 95-38 (PA#9507678) 333 Market Street Jeffrey Feldman - The Shorestein Company

Downtown highrise appeal for an exception to the California Code of Regulations (CCR), Title 24, Section 3107A(d) was granted. This is the requirement to provide an 8'2" minimum vertical clearance in a parking garage to accommodate high-top vans for the disabled. The specific deficiency which is the subject of this appeal is an existing condition where structural beams, mechanical equipment, and piping etc. reduce the vertical clearance to approximately 7'5".

The motion to grant this appeal was made by Commissioner Enid Lim and passed by a vote of four to zero with Commissioner Baltimore absent. This decision was based upon a finding of unreasonable hardship due to physical and financial constraints. The proposal for fully accessible parking spaces within the building, (with the exception of vertical clearance), and an off-site location for high-top van parking was accepted as equivalent facilitation. Arrangements are to be maintained with the property located at 50 Fremont Street. The operating hours and fee schedules are comparable. Signage will be installed to notify the van drivers.

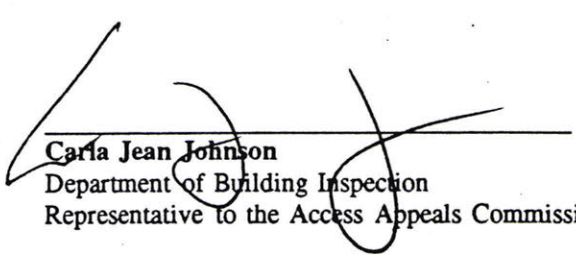
This decision is valid for a time period not to exceed five years. Subsequent tenant improvements submitted until June of the year 2000 shall attach full size copies of this decision to the first page of the permit application drawings.

8. COMMISSIONERS QUESTIONS AND COMMENTS:

Kwietha Bolden reported that 401 Van Ness, Room 428 is not available for the 4th Wednesday at 1:00. There are no time slots available for the 4th Wednesday of each month.

9. PUBLIC COMMENT: None

There being no further business the AAC adjourned at 5:12 p.m.



Carla Jean Johnson
Department of Building Inspection
Representative to the Access Appeals Commission



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

MINUTES

ACCESS APPEALS COMMISSION

FRIDAY, JUNE 2, 1995
JOINT MEETING BETWEEN
BUILDING INSPECTION COMMISSION
AND
ACCESS APPEALS COMMISSION

1:00 P.M.
WAR MEMORIAL BUILDING
401 VAN NESS
4TH FLOOR, ROOM 428

The regular Building Inspection Commission meeting started at 1:25 p.m. was called to order by President Hood.

COMMISSION MEMBERS PRESENT:

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

D.B.I. REPRESENTATIVES:

Ms. Carla Jean Johnson, DBI
Ms. Judy Boyajian, City Attorney's Office
Ms. Kwietha L. Bolden, Secretary
Ms. Doris M. Levine, Recorder

1. JOINT MEETING WITH THE BUILDING INSPECTION COMMISSION (BIC) AND ACCESS APPEALS COMMISSION (AAC) TO DISCUSS BIC'S VISION FOR THE ACCESS APPEALS COMMISSION, AND POSSIBLE ACTION WITH RESPECT TO SAME. MEMBERS OF THE AAC WERE INVITED TO ATTEND THE MEETING:

President Hood welcomed the five members of the Access Appeals Commission (AAC)

Commissioner Hansen welcomed and congratulated the new AAC Commissioners as well as the incumbent Commissioners. Commissioner Hansen solicited from the AAC members, their ideas and how they intend to carry out the mandate to enforce accessibility provisions according to the State and San Francisco Building Code, and other related charters.

AAC President Linton Stables introduced the members of the AAC; Roslyn Baltimore - Vice President, Terry Hogan - Commissioner, Enid Ng Lim - Commissioner, and Walter Park - Commissioner. President Stables stated that the AAC wished to discuss with the BIC their vision and goals on providing access to the built environment of S.F. In addition, the AAC is looking forward to working with the BIC. President Stables continued by stating that the AAC is not the enforcing agency but is an appeals avenue to provide relief from what is strictly required by the code. The State Building Code is very specific as to the types and how exceptions can be provided. Equivalent facilitation is generally required.

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson (415) 558-6210
Kwietha Bolden, (415) 558-6007

Commissioner Hansen agreed with President Stables but stated that the responsibility of enforcement lies with the BIC and she envisions the AAC as having part in assisting with enforcement. The AAC's vision is reasonable and appropriate, but the responsibilities go further by not just providing alternatives to the code but also ensuring adequate enforcement issues are adhered to. Commissioner Hansen continued to state that although the BIC is tasked with enforcing the code, it is sometimes difficult to interpret the code and how alternatives are addressed.

President Hood acknowledged the experience within the members of the AAC and Carla Johnson for her outstanding efforts in providing technical support in areas of accessibility and her extensive knowledge of the code. President Hood stated that guidelines should in be place so whenever an exception is granted for equivalent facilitation, it is done without bias. The economic vitality of S.F. comes from small business, and consideration, not preference, should be given to small business. President Hood clarified that she is not asking that the AAC to waive any portion of the law. In conclusion, President Hood stressed the importance of communication between the AAC and the BIC in terms of support. The BIC is very grateful for the AAC's service and wants to support them in their mission.

Commissioner Sanbonmatsu stated that he has full confidence in the new AAC, and looks forward to a successful working relationship.

Commissioner Vasquez urged the new AAC to be pro-active with those appellants who want to provide accessibility.

Commissioner Buscovich requested that the law be enforced and enforced fairly.

Commissioner Guinnane congratulated the new AAC Commissioners as well as the incumbent Commissioners and looks forward to working with them.

AAC President Stables addressed the BIC by stating that the AAC will exercise consistency by enforcing the law equally. The code specifically outlines what constitutes an unreasonable hardship. President Stables has requested that administrative guidelines for equivalent facilitation be prepared. These guidelines will reduce the amount of appeals that come before the AAC, and in addition save the appellant time and money. President Stables reported that the AAC has recently started hearing abatement appeal cases and that they are still revising the rules. President Stables recognized Carla Johnson, DBI Representative to the AAC, Kwietha Bolden, Secretary to the AAC and Judy Boyajian, Deputy City Attorney for their support. In conclusion President Stables stated that he would be willing to attend the first BIC meeting of the month to give the BIC updates of the AAC actions.

AAC Commissioner Enid Lim stated that the AAC is pro-active and that the vision is applied by taking the AAC member's accumulated knowledge to insure consistency and fair decisions.

AAC Commissioner Terry Hogan stated that S.F. is the greatest city in the world with regards to disabled access. Commissioner Hogan is enthusiastic for the opportunity to serve on the AAC.

AAC Commissioner Walter Park stated that the key to the AAC's success is consistent enforcement. Through public awareness, it may be possible to alleviate the amount of cases that come before the AAC. Due to the complexity of the State Building Code, it may be necessary to offer alternatives and review cases on a case by case basis. In conclusion, Commissioner Park stated that equivalent facilitation does not mean equal facilitation, but a different way of providing access.

Commissioner Buscovich stated that DBI should continue to solve as many cases in house before going before the AAC.

President Hood stated that if the AAC requires training, they should bring it to the attention of the DBI staff. DBI is very committed to having the accessibility process work better.

Commissioner Baltimore stated that the AAC has received training which has been very productive. Commissioner Baltimore expressed the need for additional training. Commissioner Baltimore concluded by stating that financial hardships have been granted to small businesses who are willing to disclose adequate financial information.

Commissioner Hansen thanked AAC Commissioner Baltimore for her continued support and commitment to the AAC.

Commissioner Hansen responded to the issue of equivalent facilitation. There is a concern that equivalent facilitation could be

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson (415) 558-6210
Kwietha Bolden, (415) 558-6007

interpreted as less access than an actual means of achieving the same level of access. Commissioner Hansen encouraged the AAC to take a serious look at equivalent facilitation. There is a great deal of history and expertise amongst the AAC and she encouraged the AAC to solicit input and feedback from the disabled community. Commissioner Hansen charged the AAC with taking a look at how the AAC and BIC could work together, i.e., seismic strengthening of UMBs. In conclusion, Commissioner Hansen reiterated that the AAC decisions should be made fair, equitable and in an accountable manner. Commissioner Hansen added her sincere appreciation for the efforts of Carla Johnson, DBI Representative to the AAC, and Kwietha Bolden, Secretary to the AAC.

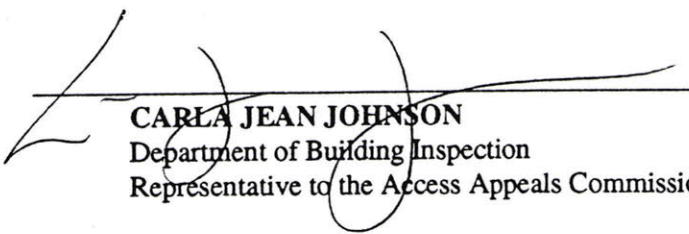
William Chiu of the Chinese Consolidated Benevolent Association of Chinatown (CCBAC) stated that the AAC should be commended on their consideration of unreasonable hardships. The process for reviewing UMB's is very cumbersome and the paperwork is extremely extensive. There are over 2,000 UMBs of which 300 are located within Chinatown. BBI Bulletin 102.94 will authorize DBI staff to weed out buildings before they go before the AAC. Mr. Chin offered to advertise meetings regarding this issue in the Chinatown Newsletter at no cost.

Mark Kantoff, Bay Area Seismic Engineering Construction, stated that the AAC should consider the cost of the project before and after the 20% rule is applied.

Joe O'Donohue, Residential Builders Association, stated that the purpose of the AAC is to support the BIC. There is a new format and Mr. O'Donohue is supportive of the change in the body of the AAC.

Ken Cleveland, SF Building Owners and Managers Association, stated that he welcomes the new AAC and is willing to work with them in ensuring accessibility for S.F. Mr. Cleveland hopes that DBI would be the first course of action and the AAC will only take action after DBI renders their decision on disabled access issues.

Paul Church, Independent Living stated that he whole heartedly supports the AAC and feels that guidelines are important, but since every building is an individual building, they need to be evaluated on a case by case basis.



CARLA JEAN JOHNSON

Department of Building Inspection

Representative to the Access Appeals Commission

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

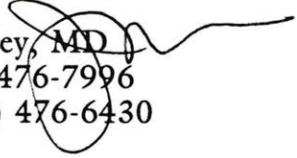
Ms. Carla Jean Johnson (415) 558-6210
Kwietha Bolden, (415) 558-6007



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FAX Memo Transmission: ~~2~~⁵ pages, including

To: Benjamin Flores
Agency: UC General Counsel Office
FAX: 510-987-9757
Phone: 510-987-9734

From: James W. Dilley, MD 
FAX: (415) 476-7996
Phone: (415) 476-6430

Date: August 16, 1995

Good to talk with you today. Thanks for your time and ideas about the lift.

Here attached should be sufficient information to get you started. Also, you might be interested to know that the Building Permit Office did in fact, approve a similar kind of lift to the one we are trying to put in for a Noah's Bagels, @ 100 Bush St. in the Shell Building. They apparently did this without referring the builders to the Access Appeals Committee, as they did in our case. Why this was so is not clear.....but clearly is not a consistent application of the "rules".

Thanks again and I look forward to talking with you further. It has been suggested that if we were to simply put through a new permit request with UC AIDS Health Project listed as the requesting agent, we may just be able to move ahead directly without a permit....much as you had mentioned might be a possibility. Can you let me know as soon as possible?

Looking forward to hearing from you.P

✓cc. Joanne Rinaldi.

Box 0884
San Francisco, CA
94143-0884
(415) 476-6430

**DEPARTMENT OF BUILDING INSPECTION**

City & County of San Francisco
1660 Mission Street, San Francisco, California 94103-2414

ACCESS APPEALS COMMISSION**Notice of Decision**

Office of the Secretary

July 18, 1995

Property Name: AIDS/HIV Life Center
Address: 400 Castro Street
Application No.: 9507824
Appeal No.: 95-35
File Date: May 22, 1995
Original Hearing Date: June 14, 1995
hearing Date: July 12, 1995

Jonathan Pearlman
1675 California Street
San Francisco, CA 94109

Dear Mr. Pearlman,

This letter will serve notice that your appeal for an exception to the California Code of Regulations (CCR), Title 24, Section 3112A(a), Section 3105A(j), and Section 3107A(a)2 was denied on July 12, 1995.

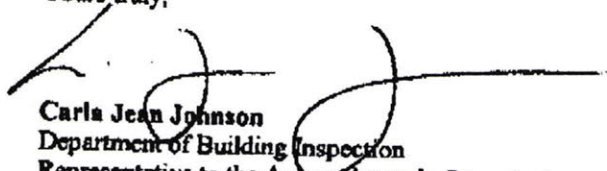
This appeal was a request for an exception to the California Code of Regulations (CCR), Title 24, Section 417(d), Section 3112A(a), and Section 5103(d.1). These are the requirements to provide an accessible path of travel to the area of remodel in an existing building, with that path of travel being provided by a ramp or elevator. The specific deficiency which was under appeal was the proposal to install an enclosed special access wheelchair lift to travel approximately 12' vertically from the ground floor to the mezzanine.

The motion to deny the floor level appeal was made by Commissioner Rosalyn Baltimore based on a failure to show an unreasonable hardship. The motion passed by a vote of 3 to 2, with Commissioners Linton Stables and Enid Lim casting dissenting votes.

Should you wish to have a rehearing regarding this appeal you must submit that request in writing, along with a revised appeal request, within 10 days of the date of this letter.

If you need additional information, please contact Christina Wang at 558-6014.

Yours truly,


Carla Jean Johnson
Department of Building Inspection
Representative to the Access Appeals Commission

cc: AAC Commissioners DBI, Code Enforcement DBI, Microfilm Division
AAC Property File DBI, BID, R. Torres PSD

**MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO**



**FRANK M. JORDAN
MAYOR**

**LARRY DEL CARLO
DIRECTOR**

July 14, 1995

Ms. Carla Johnson, Secretary
Access Appeals Commission
Department of Building Inspection
1660 Mission St.
San Francisco, CA 94103

Dear Ms. Johnson,

I am writing this letter to you in order to clarify some issues regarding the recent appeal by 2299 Market St., Inc. dba AIDS/HIV Life Center at the site of 400 Castro St.. The appeal was for installation of a 10'-3" vertical rise wheelchair lift as equivalent facilitation and in lieu of installation of an elevator. The lift would serve the mezzanine space of this site.

First, let me say that it has always been our intent that this project become fully accessible. It is a requirement of our Federal grant funding that all of our projects be made accessible. Given that requirement, part of the grant which was given to the 2299 Market St. agency was targeted specifically for installation of a lift. The funding is just enough to install the wheelchair lift as described by the project sponsor. Our expectation remains that the planned and funded lift will be installed at this site. We are hopeful that there will not be any further delays in proceeding with the lift.

Second, 2299 Market St. has informed us that a space which will be equivalent to (but more easily accessible than) the mezzanine space will be made available at another site. This should in effect, give an extra measure of equivalent facilitation to the 400 Castro St. site.

I hope that this letter is of help in resolving this problem. If you need any more information, please do not hesitate to contact me at 554-9346.

Sincerely,

A handwritten signature in cursive script that reads "Neil Friedman".

Neil Friedman
Designer/Construction Specialist

cc: Paul Imperiale @ MOCD
Jonathan Pearlman @ 2299 Mkt. St.
file

THE AIDS/HIV LIFE CENTER
1675 California Street, San Francisco, California 94109
voice 415.928.1498 fax 415.928.1446

July 14, 1995

Ms. Carla Johnson
Bureau Of Building Inspection
1660 Mission Street, 6th Floor
San Francisco, CA 94103
Fax: 415.558.6474

Dear Ms. Johnson,

Thank you for speaking with me immediately after the hearing on 400 Castro with the Access Appeals Commission regarding our proposed installation of a lift.

Our request for a re-hearing is based upon four items of new information. They are:

1. The lift which we have always intended to install and the specifications of which are in the Commission's documentation do in fact accommodate not only standard wheelchairs, but also the full spectrum of motorized chair vehicles. The dimensions of the platform within the lift cage are: 36" x 51". While this is not new information to the Commission, there was the stated impression by a Commissioner that she was unaware of the size of the lift. She requested that the size be larger than wheelchairs and "scooters." What is new information is that we now have the attached specification of fourteen models of the most popular make of scooters with their dimensions. All fourteen of them fit well within the size of our proposed lift. The lift is to be built specifically for this site. It has been reviewed by OSHA and their certification is included in your documentation.
2. Mr. Jon Pon of the Mayor's Office of Community Development has agreed to communicate with the Commission's staff directly to clarify MOCD's belief that we do in fact comply with their requirements to spend their funds on full accessibility. Mr. Pon's letter would be new information. We understand that he needs to transmit his letter by the end of business on Monday, July 17, and have communicated that fact to

him. Mr. Pon's letter is based upon our completed agreement with the City.

3. A commissioner suggested that we investigate the use of an Article 15 elevator. We have done so with these results: These units are typically only used in residential settings but in rare circumstances have been used in commercial projects. California law prohibits Article 15 elevators from having a platform size larger than 3' x 4'. Under these circumstances this type of elevator does not meet the ADA requirements for elevator cabs. In addition the cost of the elevator and its required shaft enclosure is nearly equal to the cost of a full sized commercial elevator.

We believe that our new information fully responds to the three concerns of the Commissioners as I understood them following the hearing on July 12. We believe that the new information from the City, the dimensions of the lift which fully meet Commissioner Baltimore's concerns, the specifications for "scooters", and our additional research showing the impossibility of using an Article 15 elevator all constitute a proper case for re-hearing.

We have paid the additional fee to file this re-hearing request and have it heard.

Sincerely,



Paul Dirdak
Executive Director



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

SPECIAL MEETING MINUTES

ACCESS APPEALS COMMISSION

WEDNESDAY, JUNE 7, 1995

1:00 PM

WAR MEMORIAL BUILDING

401 VAN NESS

4TH FLOOR, ROOM 428

The special meeting of the Access Appeals Commission was called to order at 1:55 p.m. by President Linton D. Stables, III.

COMMISSION MEMBERS PRESENT:

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner

D.B.I. REPRESENTATIVES:

Ms. Carla Jean Johnson, DBI
Ms. Judy Boyajian, Deputy City Attorney
Ms. Christina Wang, DBI
Ms. Doris M. Levine, Recorder

1. PUBLIC COMMENT:

Mr. Bob Planthold stated that he came to listen to this training and wanted to comment on the procedures for the election of other member of commissions handled by the Building Inspection Commission (BIC). Mr. Planthold gave a copy of the Resolution of the Board of Supervisors scheduled for a meeting on Monday, June 12, 1995 (Attachment A). Vice President Baltimore requested a copy of the Resolution of the Board of Supervisors. Mr. Planthold suggested that if allowed, he would read it.

Vice President Baltimore asked who sponsored the legislation?

Mr. Planthold replied that it was Supervisor Kennedy.

2. COMMISSION TRAINING SESSION:

- 2a. Inspector Johnson briefed the commissioners on the responsibilities of her position, the secretary's position, and the Deputy City Attorney, and also the procedures of the Access Appeals Commission (AAC). She outlined the requirements for evaluating unreasonable hardships and equivalent facilitation which involve a

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry N. Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson (415) 558-6210
Christina Wang (415) 558-6014

consideration of the five criteria. She summarized the requirements for the California Code of Regulations, Title 24, the State Historic Building Code, the requirements for the abatement appeals package contents, posting, restrictions on extensions, and timelines for noticing appellants.

President Stables gave a copy of the "Role of the Architect/Engineer" to the commissioners to read (Attachment B).

Deputy City Attorney Boyajian stated that the definition of an unreasonable hardship is found in code Section 402. She also referred to chapter 4 for the definition of equivalent facilitation. She mentioned that a final of appeal of the State Historic Building Code would be heard by the State agency. To qualify as a Historic Building the property would have to be recognized by City Planning, the Landmark Board, or an Official State or Federal resister. She also mentioned that the procedure is a little bit different since the enforcing agency is supposed to seek the advise of a representative local group of disabled people.

She briefed the commissioners on the technical requirements as outlined in the San Francisco Building Code Section 203(t); the procedures for handling abatement appeals cases and the time limit to complete the work.

President Stables asked a general question under Title 24; is the commission allowed to rule if the appellant's proposal will void some other building code? For example, Fire Code or Life Safety Code.

Deputy City Attorney Boyajian stated that the only code requirement above the disabled access regulations is the fire and life safety codes. In the past, the Fire Department has sent a representative to the commission for advice or consultation upon request.

Vice President Baltimore asked whether, as referred to in the building code, completion meant the work was satisfactory, or whether it specified that the work received final inspection from Building Inspection.

Deputy City Attorney Boyajian replied that this code section meant that the work needed to be completed and inspected to the satisfaction of the Building Department within the time frame set by the Order of Abatement.

Vice President Baltimore asked what happens when the applicant does not meet the time requirements?

Deputy City Attorney Boyajian said that the case would be referred to the City Attorney for a court action.

Vice President Baltimore asked what happens when the applicant is referred to the City Attorney, and receives the court order. Suppose they are in the process of doing the work, but they have not met the time frame?

Deputy City Attorney Boyajian stated that the applicant would quarrel with the judge and it was up to the judge to make the decision.

President Stables mentioned that the 90 days requirement is superseded in the code and that with respect to other violations, work to repair the problem should commence within 60 days and be completed within a reasonable time not to exceed 18 months.

Deputy City Attorney Boyajian said that the State Law and the Government Code does prevail in setting a specific time period to correct disabled access violations.

Inspector Johnson clarified that the reference is to the Government Code Section 4452.

President Stables stated that his question was about the appeals of an abatement order. Why would the applicant want to appeal on abatement order?

Deputy City Attorney Boyajian stated that sometime the applicant needs more time, and he/she wants to get the city to authorize more time in which to complete the work.

Deputy City Attorney Boyajian discussed the Attorney General's letter regarding Retroactive Hardship Exception procedures.

President Stables asked about the powers of the AAC acting as the Abatement Appeals Board. If the AAC may uphold, modify or reverse the order, what types of modification can be made?

Vice President Baltimore stated that we could extend the time but the time is limited by the State Law.

Deputy City Attorney Boyajian replied that this is the standard language to uphold, reverse, or modify a decision. The Commission may come up with different orders based on the equivalency provided.

Inspector Johnson asked whether reversing the order meant that it is sent back to the Department of Building Inspection or is reversing to be

Deputy City Attorney Boyajian replied that reversing an order means the appeal body decides that there is not a code violation.

President Stables asked whether there are any reasons why the AAC rules would not apply to abatement orders?

Deputy City Attorney Boyajian replied that the rules we have already are the procedures for making appeals of abatement orders. She believes that the Building Inspection Commission will be come up with abatement procedures which are very similar. This commission should be consistent with the BIC.

2a. PUBLIC COMMENTS:

Mr. Bob Planthold commented that after he heard this training session would be conducted by Inspector Johnson, he found out there was a conflict between this commissions understanding of their duties and the Building Inspection Commissions understanding, at the last Friday, June 2, 1995 BIC Meeting. He mentioned that in the handout given by Inspector Johnson, that if no equivalent facilitation can be provided, then an exception may only be granted by the AAC. And under the State Historic Building codes, he stated that if hardship is denied, they may appeal first to the AAC and then second to the State. He stated that the information he heard from last Friday was totally a different way to handle the appeal cases. He suggested that the BIC should provide a guideline for everybody to follow that won't have any mistakes or misunderstanding in the future.

- 2b. Deputy City Attorney Boyajian briefed the Commissioners on the requirements for the Sunshine Ordinance, the Brown Act, and Conflict of Interest. She reminded the Commissioners to carefully review the Conflict of Interest requirements. If they had questions, it is better to ask the City Attorney for information and help.

Vice President Baltimore requested that Deputy City Attorney Boyajian provide the Commissioners with the outline for the Brown Act and Unreasonable Hardship.

Deputy City Attorney Boyajian reviewed the Sunshine Ordinance. She stated that the commission members should not discuss business outside of the meeting.

- 2b. Public Comments: None

3. COMMISSIONERS QUESTIONS AND COMMENTS:

Vice President Baltimore stated that it would be helpful to have a site visit training for the commissioners. She also wanted to suggest that the commission authorize President Stables to write a letter to thank the three former commissioners for their service to the commission. President Stables agreed, and offered to do so.

Inspector Johnson stated that she would be on vacation June 12 through June 19. She would not come to the site visit training on Monday, June 12, 1995 but would come to Wednesday, June 14 meeting. Jim Whipple will conduct the site visit on Monday, June 12.

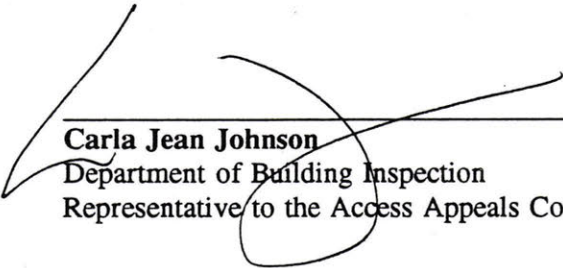
Deputy City Attorney Boyajian brought up the issue of changing the date and time of the AAC meeting. The Commission discussed changing to the 2nd Wednesday and 4th Monday, at 1:00 p.m. She also mentioned that the rules specified that the meeting time was at 12:30 p.m. (in the AAC rules). Inspector Johnson could place this item on the agenda to amend the rules for discussion at the next meeting.

Vice President Baltimore commented that if site visits were scheduled for lunch time, it wouldn't be necessary to take time off work.

Commission Lim requested that site visits not be scheduled during rush hour since so many of the commissioners rely upon public transportation.

4. PUBLIC COMMENTS: NONE

There being no further business, the Commission adjourned at 3:43 p.m.



Carla Jean Johnson
Department of Building Inspection
Representative to the Access Appeals Commission

ATTACHMENT A

FILE NO. _____

RESOLUTION NO. _____

1 [UNAUTHORIZED USE OF OFFICIAL COMMISSION STATUS]

2 URGING THE MAYOR TO INQUIRE INTO THE ACTIONS AND ACTIVITIES OF THE
3 DEPARTMENT OF BUILDING INSPECTION COMMISSIONER JAMIE SANBONMATSU
4 INCLUDING BUT NOT LIMITED TO HIS POSSIBLE VIOLATIONS OF THE RALPH M.
5 BROWN ACT (CALIFORNIA GOVERNMENT CODE), AND THE UNAUTHORIZED USE OF
6 OFFICIAL COMMISSION STATUS TO ATTEMPT TO SILENCE LEGITIMATE
7 CRITICISM OF THE COMMISSION; URGING THE MAYOR TO TAKE APPROPRIATE
8 ACTIONS FOLLOWING THE COMPLETION OF HIS INQUIRY

9 WHEREAS, On March 21, 1995 Commissioner Sanbonmatsu, against the
10 advice of the City Attorney's Office, voted to remove Access Appeals
11 Commissioners Teri Adams and Linton Stables, III and Code Advisory
12 Committee Members Michael Hammin and Bruce Bonnacker; and

13 WHEREAS, On March 29, 1995 Commissioner Sanbonmatsu, after being
14 advised by City Attorney Louise Renne that his votes of March 21,
15 1995 were made in violation of the California Government Code (Brown

16 WHEREAS, On May 10, 1995 Commissioner Sanbonmatsu, without prior
17 approval or knowledge of the Building Inspection Commission, did use
18 his Commission Authority to attempt to silence public criticism of
19 the Commission by a citizen advocate, thereby subjecting the
20 Commission and the City and County to possible legal action in state
21 and federal court USC 42(1983) using "color of law" to deprive any
22 citizen of their constitutional rights, now therefore, be it

1 RESOLVED, That Board of Supervisors of the City and County of San
2 Francisco urges the Mayor to inquire into the actions and activities
3 of the Department of Building Inspection Commissioner Jamie
4 Sanbonmatsu including but not limited to his possible violations of
5 the Ralph M. Brown Act (California Government Code), and the
6 unauthorized use of Official Commission Status to attempt to silence
7 legitimate criticism of the Commission; and, be it

8 FURTHER RESOLVED, That upon completion of the inquiry, should
9 adequate cause be found the Board of Supervisors urges the Mayor to
10 take appropriate actions including the possible removal of
11 commissioner Sanbonmatsu from the Building Inspection Commission for
12 cause.
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The Role of the Architect/Engineer

Access Appeals Commission
June 7, 1995

Architect/Engineer (A/E) is a consultant to the building owner; the A/E doesn't make final decisions on her/his own.

The A/E knows the codes and produces documents which meet the codes to the best of their knowledge. When there is a question about code interpretation it is the A/E's responsibility to get an interpretation from the local building official. In accordance with the code, the local building official is the final authority.

The design process includes a series of decisions made by the owner in consultation with the A/E, financial consultants, a contractor (sometimes), and other partners in the construction process. The ultimate decisions are made by the building owner. Commissioners ought to be careful about trying to assign blame in cases where access codes have not been followed, since we are not privy to the discussions and decision-making that occurred during the design process.

The A/E advises the owner on the proper way to do things, including the process for getting variances to the code. Owner decides whether or not to pursue variances/appeals and how to make the presentation (by owner, by A/E, by attorney) and how much money can be spent.

When the A/E is representing the building owner before the Commission, the final decisions about what changes can be made or what additional money can be spent cannot be promised without consulting the owner. (We advise appellants to send someone who can make these decisions to our meetings.)

Architects and Engineers do make mistakes, and most of these are detected during the plan check and building inspection process. A/E's rely on the expertise of everyone involved in the construction process to assure that the building meets the local interpretations of the building codes. Since the Commission is not a party in the financial relationship between the building owner and A/E, it is probably not appropriate for Commissioners to suggest ways for building owners to recover costs for corrections.



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

AGENDA

ACCESS APPEALS COMMISSION

MONDAY, JULY 24, 1995

1:00 P.M.

WAR MEMORIAL BUILDING

401 VAN NESS 4TH FLOOR, ROOM 428

MATTERS FOR CONSIDERATION

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES: For the meeting held on June 7, 1995.

3. PUBLIC COMMENT: At this time, members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission except agenda items. With respect to agenda items, your opportunity to address the Commission will be afforded when the item is reached in the meeting with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Commission has closed the public hearing, your opportunity to address the Commission must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Commission for up to 3 minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the President or Chairperson may continue Public Comment to another time during the meeting.

4. REQUEST FOR REHEARING: If the request for rehearing is granted by the Commission, the Commission at its discretion may hold the hearing at this time or schedule for a future date.

- a. Appeal No. 95-35 (PA#9507824) Jonathan Pearlman
400 Castro Street AIDS/HIV Life Center requests a rehearing based upon the submittal of new information. AIDS/HIV Life Center is requesting an exception from the requirement to provide an accessible path of travel via elevator or ramp to a small mezzanine level. An enclosed wheelchair lift is proposed as equivalent facilitation.

5. NEW APPEAL:

- a. Appeal No. 95-42 (PA#9510254) Christiaan Maarse - Fee Munson Ebert
1001 California Street Nob Hill Restaurant requests an exception from the requirement to provide an accessible elevator serving the area of remodel in terms of cab size, door operation, and door size. An existing elevator modified to be otherwise fully complying is proposed as equivalent facilitation.

See attached sheet for important information concerning access for the disabled to the hearing room 

MEMBERS OF THE COMMISSION

Mr. Linton D. Stables, III, President
Ms. Roslyn Baltimore, Vice-President
Ms. Terry Nancy Hogan, Commissioner
Ms. Enid Ng Lim, Commissioner
Mr. Walter Park, Commissioner

DEPARTMENT REPRESENTATIVES

Ms. Carla Jean Johnson, (415) 558-6210
Christina Wang (415) 558-6014

1660 Mission Street

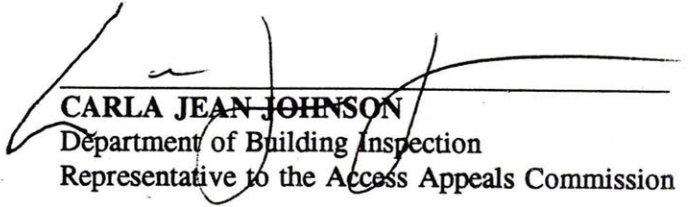
San Francisco, CA 94103-2414

ACCESS APPEALS COMMISSION

AGENDA - July 24, 1995

page 2

6. **DISCUSSION AND POSSIBLE ACTION REGARDING LETTER OF RECOMMENDATION FOR COMMISSION RECORDING SECRETARY, KWIETHA BOLDEN**
7. **OPEN DISCUSSION:** Discussion and possible action on draft letter from the Commission to Frank Chiu, Director, and the Building Inspection Commission, regarding BBI Bulletin 102.94 titled Disability Access Requirements for Seismic Strengthening of UMB's.
8. **COMMISSIONERS QUESTIONS AND COMMENTS:** Commissioner's open discussion to identify new agenda items, as well as current agenda items to be continued to another regular Commission meeting, site visit or special meeting.
9. **PUBLIC COMMENT:** Comment time is limited to 3 minutes per person and 15 minutes total time.



CARLA JEAN JOHNSON
Department of Building Inspection
Representative to the Access Appeals Commission



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

1660 Mission Street, San Francisco, California 94103-2414

ACCESS APPEALS COMMISSION

ACCESSIBLE MEETING INFORMATION POLICY

To allow individuals with environmental illness to attend the meeting, individuals are requested to refrain from wearing perfume or other chemically based products.

The meeting will be held at the War Memorial Building, located at 401 Van Ness Avenue (across the street from City Hall), 4th Floor, Room 428. The closest accessible BART station is the Civic Center Station at 8th (at the United Nations Plaza) and Market Streets.

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; 9-San Bruno, 71-Haight, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.

The Commission meeting room is wheelchair accessible. Accessible curb side 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 will be available at the meeting.

A sign language interpreter will be available upon request. Please contact: **Christina Wang at (415) 558-6014** at least 72 hours in advance of the meeting.

Minutes of the meeting are available in large print/tape form and/or readers upon request. If you require use of a reader, please contact **Christina Wang (415) 558-6014** at least 72 hours in advance of the meeting to request this service.

* * * * *

THE AIDS/HIV LIFE CENTER

1675 California Street, San Francisco, California 94109

phone: (415) 928-1498 fax: (415) 928-1446

July 26, 1995

Ms. Joanna Rinaldi
The UCSF AIDS Health Project
fax: 476:3613

Dear Joanna,

As you know by now, our final rehearing at the Access Appeals Commission resulted in our being denied our application to install a wheel-chair lift at 400 Castro. We have tried every method known to us or suggested by others. We have, quite simply, failed in our attempt. The Commission believes that we should have installed a full elevator at a cost which neither of our funding sources would have funded and which, in our judgment, was unwarranted when a perfectly legal and fully safety-approved lift was a clear option. I have queried the City Attorney's office and discovered that there is no appeal beyond the Commission. Our only recourse is to sue the City which we will not do. Carl and Carol were excellent in their testimony. I promised them that I will be present whenever invited to discuss the matter with clients or staff if any deem my presence helpful.

At present, it is necessary for you to rearrange your use of space at 400 Castro. Equal facilitation will be attained if you move one office from downstairs to the second level and commit the freed downstairs room to a group meeting room. I know that there are several reasons for your staff's belief that this is a less than desirable solution, but it is the only solution currently allowed.

If and when persons complain in the future that 400 Castro does not meet their needs with regard to space or full accessibility in all spaces, our response will be that we know it does not, and we are making every effort to provide equal facilitation at that site while we replace it with one which will be much more spacious and abundantly accessible everywhere.

All of us are offended by the Commission's behavior. If means for holding them accountable for their rigid ideological inability to serve their public occur to any of us we should discuss them. The Life Center has begun the process of dealing with the manufacturer of the lift. I will be glad to share detail of that negotiation with you if you have an interest in knowing it.

Sincerely,


Paul Dirdak

Joanna,
Paul just left
for a meeting in NYC
today. He will be back
Sat. night. Did he
Fax this to you already?
He may or may not be
able to return your call
before Monday.

400
Castro

The AIDS/HIV Life Center

1675 California Street
San Francisco, CA 94109

TO: Joanna Rinaldi

FROM: Paul Dirdak

DATE: 6.14.95

NUMBER OF PAGES: 1
(Including Cover Sheet)

If you have problems with this FAX transmission,
please call 415.928.1498 (FAX: 415.928.1446)

Joanna,

I think that I finally got to the bottom of the "Pink Sticker" issue on the 400 Castro gas line. I spoke with both Lam and Noah's contractor and all their subs. I understood that we needed a sticker removed in order to be able to turn on the system. It turns out that the opposite is true. The electrician will not turn on your equipment until there is a pink sticker saying that a leak in the gas line has been repaired and it is a plumbing inspector who needs to grant that sticker. ~~I have called the plumber who fixed the leak and he will call for the inspection which will yield the sticker so that the electrician can turn on your equipment.*~~

The Bank is finding out who their new person is who is administering our lease. That person will be able to tell us whether or not they can participate in the cost of cleaning the windows.

About the front door: The hardware as it is now is by your request for an electronic release. Panic hardware cannot be added to the present door. A new door with both electronic release and a panic system will cost \$600. All that is legally required is a door with a standard keyed dead bolt. Please let me know if you want to replace the door.

*(more and later information:) PG&E fixed that leak as part of their regular service therefore no inspector was called. But now the meter further downstream from where that leak was needs to be inspected, so Jonathan is finding out who inspected the rest of the system and we will call that inspector and get your meter inspected so the electrician can turn on your system.



647-2337

From: Dymond Austin (7/7/95)

To: Joanna Rinaldi

CC:

BCC:

Priority: Urgent

Date sent: 7/7/95 9:45 AM

824 1972

Message from
QuickSend

Loose Ends List/Update

First of all yes, I will be glad to give Paul Dierdak a tour. He should call me and let me know time convenient for him.

Second, it looks like the still pending loose ends are the following:

- * Fire Extinguishers for mezzanine, first floor and basement
- * Panic Bar for glass front door (our responsibility to pay, but they will arrange it)
- * Hook installed on glass front door so we can keep open for deliveries, etc.
- * Intake room #4 needs latch lock on window
- * Need hole punched in floor for telephone (around corner from xerox machine)
- * Fan in front bathroom never connected to switch? It has never worked.

This is it on my end, I hope I haven't missed anything. Thanks.

Dear Paul

Most recent "punch" list.

Joanna

Printed By: Joanna Rinaldi 9/13/56 9:59 PM
From: Carol Kleinmaier (7/6/95)
To: Joanna Rinaldi
CC: Dymond Austin, Will Werner, Carl Yoshimoto
BCC:
Priority: Normal

TO: Ida Glasser
Fr: Joanna R.
1 page
7-7-95

2 PM

OFFICE MEMO

Subject:

Friday PWA group/the lift

Time: 10:39 AM

Date: 7/5/95

Joanna--In Carl's absence, I wanted to let you know what's up re the lift. The Friday afternoon PWA group is quite upset re the lift not being here. Last week one of the members talked about possibly going to the media. (he's a former NY theater critic, so we don't want that to happen) Other complaints are that the group rooms should be on the first floor. The group feels that the fact that we put the groups on the second floor indicates that AHP is much more bureaucratic and less client-centered than Shanti was--shades of Michael Botkin (though the one group room we had at Shanti was also on the second floor). The fac Bo Wiley is very supportive of AHP and says that much of the anger is out of proportion and misdirected, but very real. The group has asked me to visit in two weeks to address their concerns. One solution they've brought up is meeting in members' homes, which would actually be a very bad solution for this particular group, as most of them are quite ill. I would like to be able to make the most accurate response possible re the lift. For that I need more details. What is the hold-up exactly? Why was the permit refused? What was the outcome of the second hearing? (if we were refused again, I'm sure this group would be glad to speak up) I don't think the client who mentioned going to the media has any plan to do so immediately, so there's no emergency here. But we do need to get these guys some clear info. Though this group is the most vocal, several other groups have voiced their concerns as well. Any ideas? What is the status of the appeal? CK

Paul / IRA

I think it's easier for you both to read
this and then offer me some direction - advice

Joanna

P.S. I called a lock smith and had
the door fixed because I was
afraid it would break. JK.

Printed By: Joanna Rinaldi 9/13/96 9:59 PM
From: Carol Kleinmaier (7/6/95)
To: Joanna Rinaldi
CC: Dymond Austin, Will Werner, Carl Yoshimoto
BCC:
Priority: Normal

Page: 1

Date sent: 7/6/95 12:52 PM

OFFICE MEMO

Subject:

Friday PWA group/the lift

Time: 10:39 AM

Date: 7/5/95

Joanna--In Carl's absence, I wanted to let you know what's up re the lift. The Friday afternoon PWA group is quite upset re the lift not being here. Last week one of the members talked about possibly going to the media. (he's a former NY theater critic, so we don't want that to happen) Other complaints are that the group rooms should be on the first floor. The group feels that the fact that we put the groups on the second floor indicates that AHP is much more bureaucratic and less client-centered than Shanti was--shades of Michael Botkin (though the one group room we had at Shanti was also on the second floor). The fac Bo Wiley is very supportive of AHP and says that much of the anger is out of proportion and misdirected, but very real. The group has asked me to visit in two weeks to address their concerns. One solution they've brought up is meeting in members' homes, which would actually be a very bad solution for this particular group, as most of them are quite ill. I would like to be able to make the most accurate response possible re the lift. For that I need more details. What is the hold-up exactly? Why was the permit refused? What was the outcome of the second hearing? (if we were refused again, I'm sure this group would be glad to speak up) I don't think the client who mentioned going to the media has any plan to do so immediately, so there's no emergency here. But we do need to get these guys some clear info. Though this group is the most vocal, several other groups have voiced their concerns as well. Any ideas? What is the status of the appeal? CK

Paul / IRA

I think it's easier for you both to read
this and then offer me some direction - advice

Joanna

P.S. I called a lock smith and had
the door fixed because I was
afraid it would break. JK.

Printed By: Dymond Austin 5/1/95 1:17 PM
From: Dymond Austin (5/1/95)
To: Joanna Rinaldi
CC: Carl Yoshimoto
BCC:
Priority: Urgent

Page: 1

Date sent: 5/1/95 1:17 PM

③ Newspaper boxes gone

① hallway must be opened
② cooling

Message from
QuickSend

Update from the Castro

Wheelchair Unit

Dave DeCosta, 1-800-654-5646 came in last Friday to take a look at the space. He is the man who subcontracted with Hank of Speciality Equipment to install the Wheelchair lift. Dave indicated that it would be delivered in 4 - 6 weeks and he would call to give me at least a week's notice. It's a big production, as the lift weighs 1700lbs (??). They will have to take the gate off and the front glass door and the receptionist unit must be dismantled (whichever unit is there) He asked if it could be delivered at night when traffic was lighter. Him and I will talk about this when it gets closer to delivery time. The removal of the gate and door can be done by them, and they will charge us or we can hire someone else to do it (whoever we decide to dismantle the receptionist unit?)

Receptionist Unit

Blanca and I are working with M&H Property Management and the used Furniture store to secure the new receptionist unit. M&H is willing to sell it for \$400 and I will write a letter recognizing their donation (full value at \$1800). Is this ok with you? Blanca will process the check and arrange for delivery on as early on Monday morning as possible.

Electricity

I came in Saturday from 9:30am - 3:00pm so the Electricians could transfer the old power to the new power. Now the PG&E will come out to approve. I specified and gave the electrician an Opening Flyer so he could understand that we truly needed the electricity to be on and stay on. He will let me know when PG&E is coming. I gave Blanca the PG&E number so she could transfer the account to AHP.

Annex Alarm/Key

I have a call into Nick Wong to meet with him so I can give him a key and alarm code per your instructions. As soon as CTS gets here and I switch Francis from Annex to Castro I will be submitting all my Annex keys to Blanca with a list.

Offices/Intake Rooms with Windows

To follow-up on your inquiry. Intake Room 4 and Carl/Will's Office and the Group Rooms are the only rooms with windows that open.

Locks and Loose Ends that Jonathan/William Lam should take care of.

We still do not have the backdoor lock.

No latch on window in Intake Rm 4

Glass front door can't be left unlocked. Need something attached to keep open (latch/hook??)

Handicapped bathroom lock doesn't lock properly

Carol's Office has no lock at all

I mentioned these things to Jonathan when he did the walk through.

Heating

I have a call into William Lam to see if he can tell me when the heat can be used. I am not clear from what the Electrician is saying.

Fire Alarm Inspector

The Electrician says that the fire alarm inspector will be coming to approve system. He couldn't give me a time, however.

Noah's

The only access Noah's has to the roof is through the Center. Jeff, the Manager is concerned that when one of their freezers, goes out and they need to get to the roof we may be closed. They would like key and code or some type of resolution to problem. Maybe we can give them one of our telephone numbers??? What do you think. I'm stalling off til I

- more -

400

loose
ends

Memo

To: Joanna
 From: dymond *dymond*
 Date: Mon, Apr 17, 1995
 RE: Loose Ends @ Castro

I thought it might be best if I do put my 'loose ends' on paper for you. If you could fax me Jonathan's loose ends/punch list it would be helpful.

Some of mine, if not all, are on his list.

- Switch Doors -- Carl's Office door with window to Intake Room #4 and Intake #4 no window to Carl's Office
- Locks
 - All Offices have individual locks (I have keys for these, except Carol's office has no lock at all)
 - All Intake Rooms have same lock
 - Front Glass door and Back door to roof have same lock
 - Door Stop needed at glass door to ensure effective use of buzzer
 - Emergency push bar on front glass door
 - Intake Room #4 needs a lock on window to keep window closed
- Window in basement that looks out on street needs to be covered. We can see legs walking by, and the cold comes in
- Remove counter at original Joshua station and install in lobby area where printers are
- Electricity at original Joshua station (where counter now is) needs power - the xerox machine is going to be placed there
- City Plumbing inspector needs to put a pink sticker on PG&E meter so PG&E can get heat, etc. going
- Need whole punched in floor for telephone (Joshua's original station)
- Soundproofing of 2-way mirror (JR will take care of)

tomorrow?

The AIDS/HIV Life Center

1675 California Street
San Francisco, CA 94109

TO: JOANNA RONALD,

FROM: JONATHAN

DATE: 4.7.95

NUMBER OF PAGES: 2
(Including Cover Sheet)

If you have problems with this FAX transmission,
please call 415.928.1498 (FAX: 415.928.1446)

CALL ME AT 351-1190 -
THANKS

April 7, 1995

To: Joanna Rinaldi
AIDS Health Project
From: Jonathan Pearlman
AIDS/HIV Life Center
Re: Final steps at 400 Castro Street



Just got the invite in the mail...looks great!

The following are final finish elements for 400 Castro:

1. Keying: As I type, the key for front door is being delivered to 400 Castro. The plan is for the gate and glass entry door to be keyed the same and then all interior doors to be keyed alike. This can be accomplished next week (by April 14).
2. Door handles on front doors to be installed by next week.
3. Door to Room 106 will be replaced with one that has a window.
4. Doors to rooms 101, 102 and 103 will be planed so that they close properly.
5. Provisions for hot water in the bathroom and adjacent blood draw room is being made.
6. Exit signs and emergency lights and thermostat in hallway on second level will be installed as soon as they arrive from supplier.
7. Paint touch-up and minor repair where needed will be documented in a walk-through with me and William Lam on Tuesday, April 11 at 9 am. Appropriate action will be scheduled, with most completed by Friday April 14.
8. PG&E will be hooking up new electrical service beginning Wednesday to be completed by Friday. This will require access to the basement through the space. Our electrical contractor will perform the switch over of the existing panel to the new service. Notice will be given as to when and how long the down time will be.
9. The exterior will be painted over the next two to three weeks. The building will be cleaned first and then painted. There will be no scaffolding; the painters will drop a platform from the roof, or work from the sidewalk. They will need access to the roof through the space. If you provide the hospital 'booties', they will wear them as they walk through the space.
10. In about eight weeks (no delivery date has been set yet), the HC lift will arrive and be installed. It may require the dismantling of the reception desk. There is a simple way to disassemble parts of the desk without fully breaking it down. We can only determine this when it arrives. Installation will only take a few hours.

Office of the State Fire Marshal
Fire Safety Correction Notice



File No.

18-03

601-NEED 350-0

Name: WEST-LEASE SPACE

Address: 100 CASTRO STREET

San Francisco, CA 94114

Page 1 of 2

RE: AIDS AND HIV Resource Center

The California Health and Safety Code and the State Fire Marshal's regulations require the following deficiencies be corrected:

On this date, accompanied by Katie Shupert (West-lease Marshal) and Nick Wong (West-lease Marshal), I conducted an inspection for the above project. Since the building is under construction, the construction of the building did not meet the minimum requirements.

The following deficiencies are noted:

1. Submit shop drawings for the fire alarm system for approval. Call for listing.
2. Remove items from room on Mezzanine level.
3. Remove items from room on Mezzanine level.
4. Provide fire extinguisher on Mezzanine floor and basement.
5. Remove extension ^{cord} ~~and~~ utilized for microwave and coffee machine.

The above deficiencies are to be corrected within 30 days. When All deficiencies have been corrected, sign and return the certification on the opposite side of this form. If you have any question, contact the Office of the State Fire Marshal at 610-351-8423.

ISSUED BY (Deputy State Fire Marshal)	RECEIVED BY	DATE
<i>Adrian DSPM</i>	<i>Shupert</i>	5-4-95

Office of the State Fire Marshal
Fire Safety Correction Notice



File No: L7-38-03

0001-NEW-350-0

Name: U.C.S.F. - LEASE SPACE

Page 2 of 2

Address: 400 CASTRO STREET
SAN FRANCISCO CA 94114

Re: AIDS AND HIV RESOURCE CENTER

The California Health and Safety Code and the State Fire Marshal's regulations require the following fire safety deficiencies be corrected:

6. Front counter and dish obstructing exiting
Clear and unobstructed

7. Basement area use only for
CONFERENCE. MAINSTAY DODGE LODGE AT ALL TIMES

The above deficiencies are to be corrected within 30 days. When ALL deficiencies have been corrected, sign and return the certification on the opposite side of this form. If you have any questions, contact the Office of the State Fire Marshal at (415) 457-1773.

ISSUED BY (County State Fire Marshal)

RECEIVED BY

DATE

The AIDS/HIV Life Center

May 12, 1995

Ms. Joanna Rinaldi
UCSF AIDS Health Project

Dear Joanna,

This is to thank you for your generosity all day on Saturday. I am sure you have been told by many that the day was successful. If there were any hitches they were unapparent. Tom Ammiano actually managed to be appropriate. I appreciated renewing acquaintance with Roberta Achtenberg and I was grateful for the chance to have a much better conversation with Vincent Fria than the last time we tried. All were dutifully gracious to our mannequin-mayor and Harry Britt bespoke himself very well which sometimes he does not.

I was in the wings at the beginning of the day when you briefed your volunteers about security and appreciated again your leadership and secure knowing of how to act in unpredictable situations. If agencies that work in this epidemic ever behave as though they are stressed it is because they cannot be otherwise. It only remains for us to be overtly and clearly grateful when, despite the surrounding trauma, folks like AHP show the rest of us moments of competent humor, good sense and practical hospitality. You did very well.

I have been emphatic among my colleagues about how generously The Life Center was both received and presented. Once again, thank you for all that culminated on May 6.

Sincerely,



Paul Dirdak

cc: Jim Dilley

1675 California Street
San Francisco, CA 94109
415.928.1446 (fax)

415.928.1498

The AIDS/HIV Life Center

1675 California Street, San Francisco, CA 94109

To: Joanna Rinaldi

From: Paul Dirdak

Date: May 30, 1995

Number of Pages: / (Including Cover Sheet)

If you have a problem with this FAX transmission,
please call 415-928-1498 (FAX # 928-1446)

We have worked on all the items in your memo of 5.23.
Numbering your thirteen requests in order, here is the current disposition of each of them:

1. One master key requested from Wm Lam.
2. Balancing of door requested of Wm Lam.
3. & 4. We don't know how this can be done but have asked Lam to tell us if it can be done and if so how. These matters had to do with the front door locks. The present door is the legal equipment. We may learn that other hardware can be added to it.
5. Door hold-open hook requested from Wm Lam.
6. Window lock on Rm. 4 requested from Wm Lam.
7. Window in basement: we looked and found one with a grill. It needs to remain open because it supplies fresh air intake for the gas meter room as required. If you meant some other window that we don't know about, please get back to me.
8. Hole in floor for phone line requested from Wm Lam.
9. We asked Wm Lam to check with City plumbing inspector about the pink sticker.
10. The fan in the bathroom worked when we checked it earlier today.
11. Window washing: our only avenue to getting this done would have been if the painters had left the windows a mess. They have not and the Life Center does not have separate recourse for window washing.
12. Our permit does not allow a sink installation in the basement.
13. Vestibule floor staining seems to us not to have been caused by the installers. The staining seems minor and would probably could be resolved by your regular cleaning contractor.

Also, please let me know how you want us to handle the tar on the carpet (see my last memo). Thanks for the dates for our meeting with Jim. Ira has yet to get back to me.

*Westgate
crash bar*

paints

*ask Jonathan
for records.*

*inspection
① danger*

②

The AIDS/HIV Life Center

1675 California Street, San Francisco, CA 94109

To: Joanna Rinaldi

From: Paul Dirdak

Date: May 17, 1995

Number of Pages: 2
(Including Cover Sheet)

If you have a problem with this FAX transmission,
please call 415-928-1498 (FAX # 928-1446)

Dear Joanna,

Here are several items pertinent to 400 Castro:

1. Would you or someone please send me a list of building-related issues which you would like me to help you resolve? I suspect that there must be several small details remaining from the construction process and I will help get them finished.
2. You may remember that the Bank's roofer spoiled the new carpet with foot-tracked tar. We demanded that he remove the tar. He did have the stairway carpet cleaned, but we noticed that tar still remains. It is a cosmetic matter, but by rights he should now replace the carpet. You are entitled to clean, new carpet. The replacement process, however, may be more disruptive to your work than you find acceptable. I will do whichever you want me to do. I will leave it alone, or I will demand that the carpet be replaced at the Bank's expense. Please advise me.
3. Would you like the text of the sign about the Life Center to be changed in AHP's interest in any way? I'll get busy on its permanent version. I am going to ask the same sign maker who does the sign at 400 Castro to make one with a different text for the fence at the construction site at 2299 Market. We have been without adequate signage there for far too long, so I want to do both sign-making tasks at once.
4. Nick Wong asked us to provide compliance with some fire marshal's requirements:
 - a. We have the plans by which the fire alarm system was installed and are filing those plans with Nick as he requested.
 - b. He needs a sign to be placed on the door at the top of the stairs which leads to the roof. Would someone who has a word-processing program on their PC at 400 Castro, simply make a paper sign which says "THIS IS NOT AN EXIT" in one to two inch type and tape it to the door? If you would prefer that I handle this some other way, let me know.
 - c. Nick's memo required three fire extinguishers. We hunch that the University has a standing contract with a fire extinguisher supplier/installer/servicer. We will find

out if that is the case and whether or not it makes sense to get 400 Castro included in that contract. If it does not, we will find out what kind of extinguishers he needs. We will get them and install them after checking with you about best times.

5. Jim and Ira spoke for more than an hour during the day on May 6. I understand from Ira that the outcome was that when Jim returns we all will schedule some time together. At that point I will brief us all on changes at The Life Center which I think will benefit our mutual relationship. We can also get deliberate on what steps to take to bring our relationship into the conditions which we would most prefer for it. I think that we can be systematic about it. As one feature of that conversation, I would like us all to get clear about what specific procedures we use for The Life Center to be a good landlord at 400 Castro on an on-going basis after construction.

6. As I promised earlier, I have calculated the financial statement for the 400 Castro construction. I have not discussed it with our board at all. I want you and Jim and Ira and me to be comfortable with it before I do. I am pleased with it as it is. A \$170,000 project came in a year late only \$9,000 over budget (5%). Roughly \$7,000 of that was change orders which AHP requested after the construction contract had been let and our board had approved it. I have two details in the statement which I want to clear up, but as soon as I do that, I will send the whole thing to you for you to see.

What I will want to discuss with you is whether AHP can cover the part of the overage which it required, leaving our board with \$2,000 outstanding which I think they will find quite acceptable. All this is entirely discussable; I'd like to do so soon after I am able to fax you the full financial report. Even with the two small questions which I still have to answer in order to complete it, two other larger questions will remain unresolved for several more weeks. They are the final cost of some permits which may or may not be necessary for the wheel chair lift and whatever reimbursement we can get from the contractor for negative change orders. The first of these will cause our final costs to go up, perhaps a few hundred dollars, the second will cause our final costs to go down, perhaps a couple of thousand dollars. It seemed timely, in any case, for us to begin discussing the eventual fate of the AHP change orders

I think that's all for now. Thanks for reading all this.

Printed By: Joanna Rinaldi 3/14/95 8:22 AM
From: Dymond Austin (3/13/95)
To: Blanca Valle
CC: Joanna Rinaldi
BCC:
Priority: Urgent

Page: 1

Date sent: 3/13/95 2:40 PM

Message from
QuickSend

Donated Furniture

The furniture PG&E have donated is the following:

- 6 desks (30x60 with side extension)
- 3x8 conference table (not folding)
- 8 desk chairs
- 10 side chairs

Not as much as I had anticipated. Therefore, I will be using some of these partitions, all of the chairs we now use in the group room for the larger size group rm B @ Castro, and of course other furniture currently used here.

I still need 10-12 small sized comfortable cushioned group room chairs for the second floor smaller group rm A. and 12-15 lobby chairs, with leatherlike seats.

Are there any around AHP? we can swap for the beautiful hard pink chairs we currently use in our lobby? Or do you have any suggestions, other than purchasing?

Joseph B. Martin, M.D., Ph.D.
Chancellor

Real Estate and Contract Services
1855 Folsom Street, Suite 666
San Francisco, CA 94143-0266
TEL: (415) 476-2911
FAX: (415) 476-3314

University of California, San Francisco, A Health Sciences Campus

UCSF

March 13, 1995

Ira K. Glasser
The Life Center
4111 18th Street
San Francisco, CA 94114

Dear Ira:

I have enclosed a copy of the redrafted License Agreement incorporating most of your comments.

- In paragraphs 6 and 7 the insurance text of the agreement has been revised to specify the amount of coverage as required in the Master Lease.
- The sub-paragraphs for paragraphs 6 and 7, regarding Business Automobile Liability Insurance, have been deleted completely since the premises does not include parking.
- The last sentence in paragraph 6 and 7 is required text per our Risk Management department.
- The University will not reimburse the Life Center's cost to insure itself.

Please review the text and call me at 476-5002 regarding any questions.

Sincerely,

Nick Wong

Nicholas Wong
Real Estate & Contract Services

cc: Esther Morales

Enclosures

PD → take this to the

L-C-

3-16

board
meeting?

6419012

LICENSE AGREEMENT

2299 MARKET STREET, INC., DBA THE AIDS/HIV LIFE CENTER, a California nonprofit, public benefit corporation (hereinafter called "Life Center"), hereby grants to THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California corporation (hereinafter called "University"), permission to enter 400 Castro Street, San Francisco (hereinafter called "Premises") for the purpose to operate a non-profit social services center which provides services to the HIV/AIDS community, and further, that Life Center agrees that the University shall provide such services in Life Center's behalf.

This license is granted upon the following terms and conditions, which University and Life Center acknowledge and accept by signature below:

1. Life Center and University hereby agree by their authorized representatives that the Life Center will prepare 400 Castro so that the University will be able to utilize the space to provide HIV/AIDS services as University shall determine in its sole discretion appropriate, and at all times operate in a manner fully consistent with Life Center's documents, conditions and obligations as related to the provision of services by the University and attached as Exhibit "A".
2. In its performance of work pursuant hereto, University shall comply with all applicable laws, ordinances, regulations and requirements of federal, state, and local governmental authorities having jurisdiction.
3. University shall conduct its activities at all times while on Life Center property in such a manner as to cause no interference with the normal operations and activities of the Life Center or other building tenants.
4. Nothing in this license agreement shall be construed as a dedication by Life Center to the University, or as a grant to the University, of an easement, right-of-way, or other property interest in any portion of the Life Center's Premises.
5.
 - a. University shall defend, indemnify, and hold Life Center harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, agents, or employees.
 - b. Life Center shall defend, indemnify, and hold University harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damage arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury of damages are caused by or result from the negligent or intentional acts or omissions of Life Center, its officers, agents, or employees.

6 University, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force and maintain insurance as follows:

a. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) or an equivalent program of self-insurance with minimum limits as follows:

- | | | |
|----|--------------------|---------------------|
| 1. | Each Occurrence | \$ <u>1,000,000</u> |
| 2. | General Aggregate* | \$ <u>1,000,000</u> |
- *applicable to commercial form only

If such insurance or program of self-insurance is written on a claims-made form following termination of this License, coverage shall survive for a period of not less than three years. Coverage shall provide for a retroactive date of placement coinciding with the execution date of this License.

b. Property Insurance, Fire and Extended Coverage Form, or an equivalent program of self-insurance in an amount sufficient to reimburse University for all of its equipment, trade fixtures, inventory, fixtures and other personal property located on or in the Premises.

The insurance and the coverages referred to under (b) of this Section 6 shall be endorsed to include Life Center, Bank of America and The Lurie Company, each as an additional insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of University, its officers, agents, employees; or any person or persons under University's direct supervision and control, and then only to the extent such supervision and control is required by law. University, upon the execution of this License, shall furnish Life Center with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further make provisions for thirty (30) day advance written notice to Life Center of any modification, change or cancellation of any of the above insurance coverages.

It should be expressly understood, however, that the coverages required herein shall not in any way limit the liability of University, its officers, agents, partners, or employees.

7. Life Center, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force and maintain insurance as follows:

a. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:

- | | | |
|----|--------------------|---------------------|
| 1. | Each Occurrence | \$ <u>1,000,000</u> |
| 2. | General Aggregate* | \$ <u>1,000,000</u> |
- *applicable to commercial form only

If such insurance is written on a claims-made form following termination of this License, coverage shall survive for a period of not less than three years. Coverage shall provide for a retroactive date of placement coinciding with the execution of this License.

- b. Fire and extended coverage in an amount equal to one hundred percent (100%) of the full replacement value of the Life Center's improvements to the Premises to conform with then current codes and the costs of demolition and debris removal, excluding land and the footings, foundations and installations below the basement level.

The insurance and the coverages referred to under (a) and (b) of this Section 7 shall be endorsed to include University as an additional insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of Life Center, its officers, agents, partners, employees; or any person or persons under Life Center's direct supervision and control, and then only to the extent such supervision and control is required by law. Life Center upon the execution of this License shall furnish University with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further make provisions for thirty (30) day advance written notice to University of any modification, change or cancellation of any of the above insurance coverages.

It should be expressly understood, however, that the coverages required herein shall not in any way limit the liability of Life Center, its officers, agents, partners, or employees.

8. The term of this license shall begin upon its execution and shall end three (3) years after the date of 400 Castro's opening to the public for the provision of services.
9. Life Center hereby grants to University a license to use, and have twenty-four hour per day access to, the premises for the term of this license. This license shall be granted on a cost-free basis, except that University shall pay for University's janitorial and utilities cost.
10. This license may be revoked or terminated by either party with ninety (90) day prior written notice.
11. Any notice provided for herein shall be given in writing by personal services or deposited in the United States mail, postage prepaid. The parties' respective addresses, for the purpose of giving notices, are as follows:

To University: Contract & Lease Coordinator
University of California San Francisco
1855 Folsom Street, Suite 566
San Francisco, CA 94143-0286

with a copy to: Dr. James W. Dilly
Aids Health Project/UCSF
400 Castro Street
San Francisco, CA 94114

To Life Center: Paul Dirdak
Executive Director
2299 Market Street, Inc.
1675 California Street
San Francisco, CA 94109

with a copy to: Ira K. Glasser
1012 Kirkham Street #1
San Francisco, CA 94122

Either party may change its address by providing written notice thereof to the other party at any time.

13. University shall not assign to any third party all or any part of this agreement, nor any interest herein, without the Life Center's sole and discretionary prior written consent.
14. This agreement shall be construed and enforced in accordance with the laws of the State of California; the parties agree to resort solely to the courts of the State of California for any relief under this agreement.
15. This agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements respecting such subject matter. No waiver, modification or addition to this agreement shall be binding unless expressed in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this license agreement as of _____

 Paul Dirdak
2299 Market Street, Inc.
DBA The AIDS/HIV Life Center

The Regents of the
University of California

By: _____

By: _____

Title: Executive Director

Title: Contract & Lease Coordinator

SAN FRANCISCO: INFORMATION TECHNOLOGY SERVICES
Campus Network Services

CNS # 1385

AIDS RESOURCE CENTER LOCAL AREA NETWORK PROPOSAL**OBJECTIVE**

A new San Francisco AIDS Resource Center will be constructed at 400 Castro St. The group has requested cost estimates for cable installation, both data and telephone, and a 10 base t Ethernet Local Area Network.

SCOPE OF WORK

The following is a break down of the cost associated with the request identified above.

Cable and termination's:

Install 70 new category 5 UTP cables from the 1st and 2nd floor, in contractor provided conduit with pull strings, to the basement telephone backboard. Terminate the cabling in the offices on a AMP ACO outlet able to support two 10 base t Ethernet, and two telephone connections. Terminate the cabling on the telephone backboard on AT&T 110 blocks.

Cost not to exceed

\$6,712.00

Ethernet connections:

Install one Cabletron SEHi-34, 10 base t Ethernet Hub at the basement backboard. This will provide 24, 10 base t Ethernet ports. Cross connect station cabling to the Hub. Provide 24 RJ-45 station cables. Test for connectivity.

Cost not to exceed

\$3,305.00

TOTAL COST**\$10,017.00**

* All devices will be required to have a 10 base t Ethernet cards(or interfaces) and software to access the Ethernet Network. ITS currently supports and installs Mac TCP, and PC TCP software for Apple and IBM product access. ITS has a site license for these products and can supply a client with a disk copy for self installation. Installation by ITS is recommended if this is a first time client installation. ITS charges an average cost of \$41.00 per device for this installation(if all other device parameters are OK). All devices will be required to have 10 base t Ethernet cards. The average cost per card is \$120.00. The cards can be installed at the same time as the access software and will be included in the same \$41.00 per device installation charge. *

Terms and Conditions

This proposal is good for 30 days. All hardware warranties are governed by the manufacturer, Campus Network Services does not provide additional coverage on any hardware. Changes or additions to the project may result in increased charges. Completion date is subject to the availability of parts and equipment.

If you have any questions regarding this proposal, or need additional information, please contact David Scudder at ext. 61185.

Major Contacts

AIDS Resource Center
Joseph Wilson

476-4268

Campus Network Services

Bill Peck Manager, Campus Network Services
Robert Nicholson Supervisor, Network Operations
Dave Scudder CNS Facilities Planner

476-7899
476-9934
476-1185

UNIVERSITY OF CALIFORNIA
Information Technology Services
Campus Network Services

Please return completed
form to Box #704
For billing inquiries,
please call 62340.

AUTHORIZATION FOR RECHARGE SERVICES • Fiscal Year 1994-95

NAME OF PROJECT:

CNS #1385, AIDS Resource Center, 400 Castro St. Cabling/LAN

Brief Description:

Install cabling and Ethernet LAN at 400 Castro St.

CNS Contact:

David Scudder, 476-1185

Current Information

Please Change If Different

• Client Contact:

Joseph Wilson

Title:

Department:

Address:

Phone:

Box-0884

476-4268

• Authorized Budget Person:

Address:

Phone:



Authorization for Approximate Amount of \$10,017.00



Flat Authorization for Ongoing Work is Requested.

For Local Area Network Services:

CHARGE TO:

ACCOUNT NAME:

ACCOUNT NUMBER:

For Local Area Network Equipment:

CHARGE TO:

ACCOUNT NAME:

ACCOUNT NUMBER:

For LAN Email Gateway Services:

Please check those that apply:



cc:Mail



QuickMail

Number of Mailboxes



1-20



21-100



over 100

Annual Subscription

\$500/LAN

\$1,000/LAN

\$1,500/LAN



1-20



21-100



over 100

\$300/LAN

\$600/LAN

\$900/LAN

CHARGE TO:

ACCOUNT NAME:

ACCOUNT NUMBER:

Authorized Budgetary Signature (same person as Item 2 above)

Title/Position

Date

TO: Dymona
FR: Allen

CENTREX PRICING

Phones

Common
cost.

ITEM	QUANTITY	COST PER	TOTAL \$
Panasonic 2-line			
Premier		\$76.00	
Starplus		\$35.00	
Unity (No longer available)	3	\$82.00	\$246.00
HEADSET SUPRA			
HEADSET BRACE		\$149.00	
		\$158.00	
MS16 Add-on Module for Meridian		\$395.00	
MS36 Add-on Module for Meridian		\$881.00	
Meridian MS200 basic	1	\$149.00	\$149.00
Meridian MS112 speaker		\$328.00	
Meridian MS200 display		\$195.00	
Meridian MS312 speaker and display		\$525.00	
TOTAL EQUIPMENT CHARGE			\$395.00

MISC. INSTALLATION COST	QUANTITY	CHARGE: IC&O	TOTALS: IC &	PER NO.
INSTALLATION COST/HR/LDC (UC)	16	\$25.00/phone	\$400.00	
ORDER PROCESSING FEE	1	\$40.00/phone	\$40.00	
BASIC LINE MOVE (PAC BELL)	1	\$45.00/\$30.40	\$45.00	\$273.40
BASIC NEW (PAC BELL)	2	\$125.00/\$30.40	\$250.00	\$31.20
MERIDIAN UPGRADE (PAC BELL)	1	\$70.00/\$30.40	\$70.00	
MERIDIAN NEW (PAC BELL)	1	\$149.00/\$30.40	\$149.00	\$30.40
MERIDIAN MOVE (PAC BELL)	2	\$45.00/\$30.40	\$135.00	\$81.20
VOICE MAIL NEW		NAVS.85	NA	
		Total Charge	\$1,845.00	\$466.40

LOG NUMBER:	TOTAL RECHARGED:	\$2,340.00	\$466.40
DEPARTMENT: AHP, Prevention and Support Services	BLDG. & ROOM: 400 Castro		
CONTACT & EXT: Dymona Austin 63800	DUE DATE: March 30 or 31, 1995		
ACCT. & FUND: To follow	LABEL Y/N ?:		

2/23/95 2:20 PM

TOTAL P.02



PREVENTION AND SUPPORT SERVICES
FAX TRANSMITTAL COVER SHEET
FAX NUMBER: (415) 476-3655

DATE: 2.27.95 NUMBER OF PAGES: 1
TO: Joseph/Joanna copy to JN
FAX NUMBER: 63613 PHONE NUMBER: _____

FROM: Dymand PHONE NUMBER: _____

COMMENTS: Here is the quote from Alan Chan.
It is based on my request to him. The misc.
items are to do the entire job (transfer and
installing). The 4 quantity items above are for
new lines.

I am meeting w/ Alan of wed's. This quote
may be lower after our meeting.

Joanna



CASTRO MOVE PLANS/TIMELINE

MOVERS

Doubleday Movers
(quote submitted, will be less depending on how much donated furniture is received)

Need PO/Blanca

Tentatively scheduled for Thursday, March 30, 1995

- Doubleday has date tentatively scheduled
- PSS will have a moving meeting 2 weeks before move
- No PSS appointments scheduled for Wed, Mar 29
- No PSS appointments scheduled for Friday, Mar 31
- No ATS appointments scheduled for Friday, Mar 31
- Monday, April 3, PSS appts lightly scheduled

SECURITY

Western Fire & Security
(Company currently used @ 3180)

PO already received

Wiring has been completed.

- Dave is working with William Lam, Construction Coordinator
- Dave will go in around March 20th to install buzzer panels, panic buttons, etc. I will make sure he knows exactly what and where locations should be after discussion with PSS team

JANITORIAL

Dymond/Blanca- Notify current service; get keys back; payoff contract

Two quotes pending:

- High Marks (women owned) \$500 - 650 per month guesstimate (hasn't seen site yet, quote based on square footage and needs)
- Universal Building Services (does all BoA, familiar with building) He toured inside of 400 Castro this morning and will fax me his bid.
- Quotes include 5x week cleaning
- Supplies included in quote and will be stored in basement
- Neither of these puppies will take trash with them
- We will have to keep trash in basement until trash pick-up day

SANITATION/ UTILITIES Dymond/Blanca will meet to discuss and set-up accounts for water, lights, etc.	Scavenger - Don Chandler, 330-1300 - 90 gal barrel picked up 1x week @ \$33.50 month - Need to just call him and tell him when service to begin and they will drop off barrel and bill us - Offer recycling services, no charge, for small business - Will keep 90 gal can in basement and cleaning people can bump it up the stairs night before pick-up day
TELEPHONES Dymond/Sandra/Stacey will meet with Alan on Wednesday, April 1 to finalize entire system plan Need quote approval and Recharge # / Joanna	Up and Running by Thursday, March 30, 1995 - David Scudder, UC Computer man submitted quote to Joseph Wilson (includes pulling wire for telephones and computers) - Alan Chan, UC telephone submitted quote for new lines, installation, pac bell costs (recharge) - Intercoms, electric phones, phone headsets will be discussed and finalized
COMPUTERS Need quote approval and Recharge # / Joanna	Need up and running by Friday, March 31, 1995 - David Scudder, UC Computer man submitted quote to Joseph Wilson (includes pulling wire for telephones and computers) - Joseph and I will finalize plan to disconnect and hook-up (movers can move them to Castro??) - Joseph and Gerald coming to 3180 on March 4 to install ethernet card on all computers - Full-page Monitor computer obtained for Admin Intern station - Current classic will be used for Intern use
FURNITURE Dymond/Blanca need to arrange for removal of furniture left at 3180	Need Donated Furniture by Wednesday, March 29?? - Jonathon and I will be meeting this week to finalize furniture needs / will visit PG&E for donation - Will need partitions to configure group room into office and vault

**CONFIDENTIAL
TEST SITE (CTS)**

Client Flow of PSS and
CTS meeting needed
among Barbara, Ed and
Dymond

Up and running Date???

- Ed is talking with JR re: possibility of staying at 3180 through April
- If not, no CTS @ Castro until April 7
- Uniform intake Form being created
- PSS staff and CTS staff in office on Friday during CTS???
- Carl meeting with Ed Diaz and Tom Calderola re: orienting Tom C. on current PSS programs and services

SPACE

Plan for Basement Needs discussion

- Would like to take down some of the shelving to create open space especially in the first room at bottom of stairs. Can use for file cabinets, janitorial supplies, etc.
- I Saw site today and walls are up; there may be some nooks and crannies where we can put mailboxes, lockers, file cabinets

KEYS

Keys for 400 Castro

- I will arrange with Jonathon to get keys for all PSS and other appropriate staff
- I will get keys from PSS staff for 3180 and turn into Blanca

STAFF SCHEDULING

Tentative Schedule Created

- Tentative schedule created and includes HIV- Coord and AAI positions, in order for it to work, if these positions not filled by move in date, we may not be able to cover extended hours with 2 staff at all times
- 2 applicants currently possible finalist for AAI, am continuing search, however for another week or so
- No applicants as yet for HIV- Coord

MISCELLANEOUS

- Back door needs secured lock/Dymond - Jonathon
- ATS Library/Carlos and Dymond, March 6
- Placement of seating arrangement/PSS staff
- Case Management relocation/Joanna
- Open House/Michal
- Merchants Q&A/Joanna

The AIDS/HIV Life Center

1675 California Street
San Francisco, CA 94109

TO: JOANNA RINALDI

FROM: JONATHAN

DATE: 3.1.95

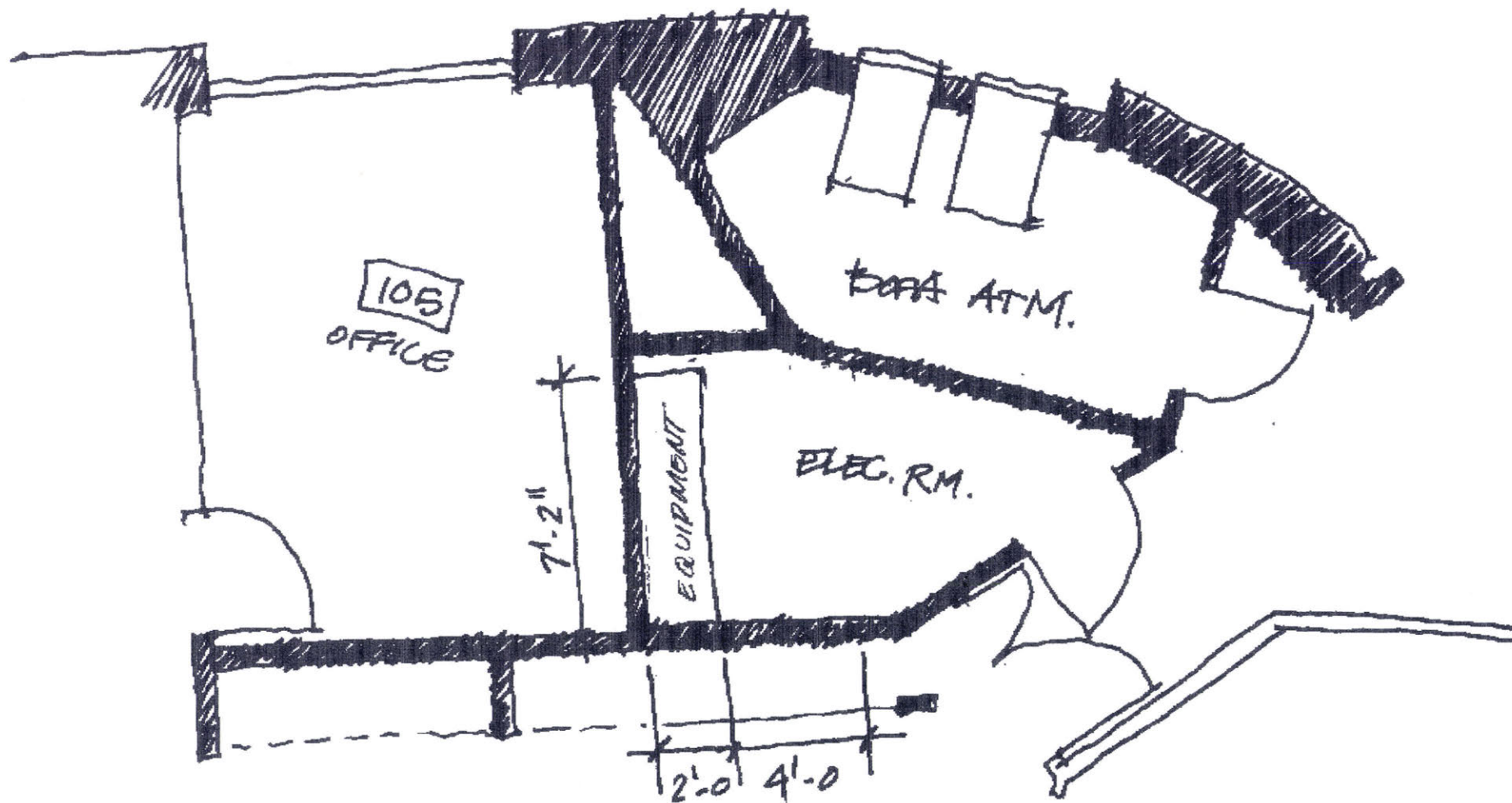
NUMBER OF PAGES: 2
(Including Cover Sheet)

If you have problems with this FAX transmission,
please call 415.928.1498 (FAX: 415.928.1446)

JOANNA:

OUR ELECTRICAL INSPECTOR IS DEMANDING
(and DEMANDING) AND WILL ALLOW NO INTERPRETATION.
THEREFORE, THIS SKETCH IS WHAT IS REQUIRED
FOR THE ELECTRICAL ROOM. THIS LEAVES YOU
A ROOM FOR "3 PEOPLE TO SHARE ROOM 105,
BUT THE SMALL BOFA "CLOSET" WILL BE
REMOVED —

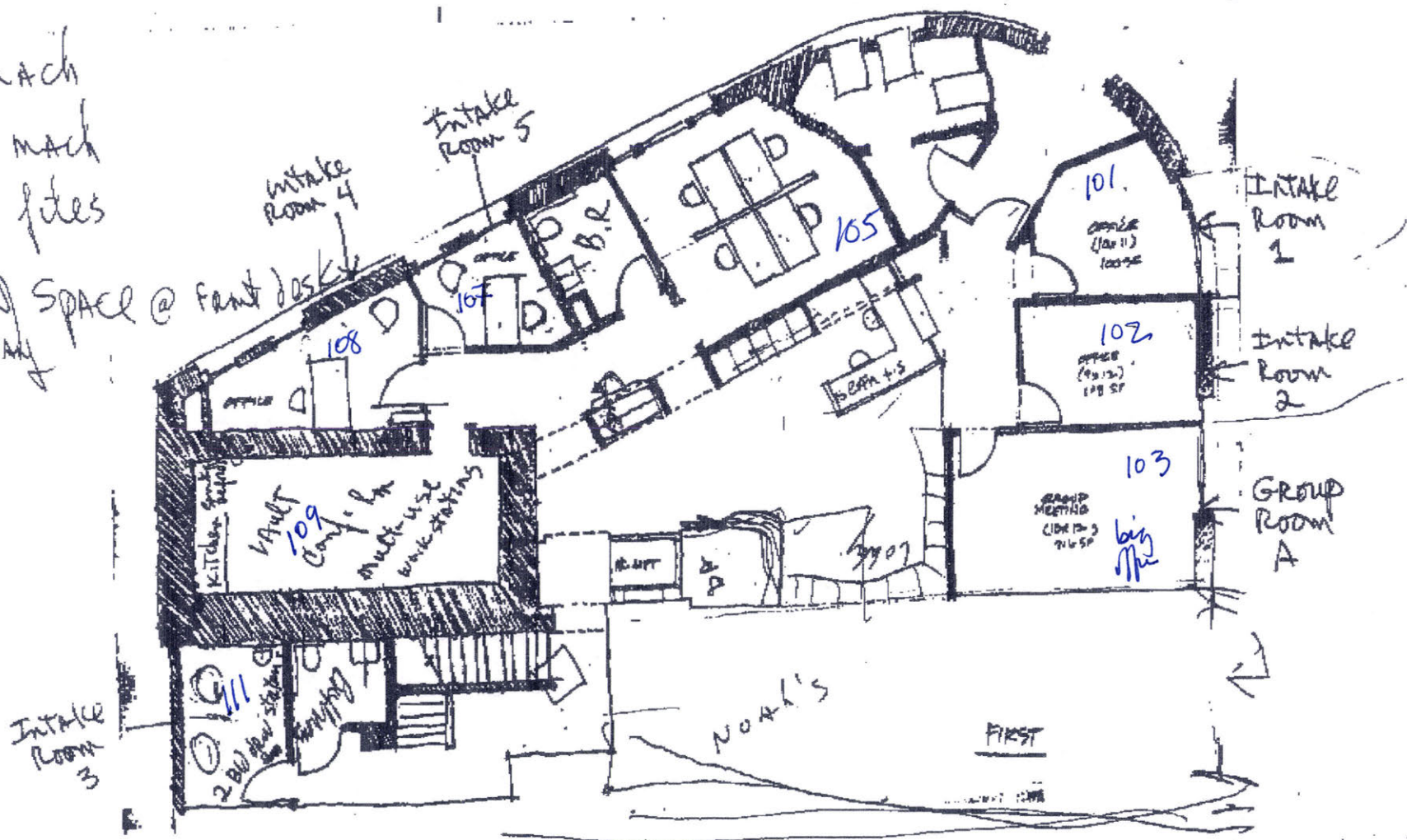
Jonathan



*8 REVISED ELEC. RM.
 1/4" = 1'-0"

3.1.95
 AND CARTER

- printer don't
- trash - handle
- fax mach
- xerox mach
- client files
- floating space @ front desk
NO WAY



scan 10/1/94



MEMORANDUM

Date: Fri, Feb. 17, 1995

To: Ira Glasser
Jonathan Pearlman

From: Joanna Rinaldi

Subject: Change Order for 400 Castro

The purpose of this memo is to provide a written list of construction related changes requested by AHP. The lateness of these changes can usually be attributed to simple oversight, not altogether surprising when we look back at how many plan changes and details have required our attention and examination over the last two years. Some people might think of this as a modest list, others would advise that the word "change" in construction is spelled "MONEY" (ever mindful of this, AHP has resisted many urges to move this and change that!)

Request

1. Installation of view windows in all interview room doors
2. Removal of centerpost from room 105
3. Install phone/data ports in vault & room 103
4. Remove service kitchen from room 201 to permit installation of ventilation ducts
5. Installation of 3'x6' one way mirror (double-paned) between rooms 201 and 202 looking into room 201
6. Installation of 3'x4' one way mirror (double-paned) between rooms 101 and 102 looking into room 101

Financial Impact

Custom-made will increase cost

Will decrease cost

Will increase cost minimally

Will decrease cost by avoiding avoiding complex duct work

Will increase costs of both purchase and installation

Will increase costs of both purchase and installation

I have not detailed changes necessitated by the Bank of America is delayed departure from the office space since all costs related to additional construction will be borne by B of A.

We are aware that many of these changes are in-process and also that there have been changes necessitated by unforeseen circumstances. Hopefully, some of the changes have resulted in cost savings

Mailing Address

UCSF AIDS Health Project
Box 0884
San Francisco, CA
94143-0884

Street Address

1855 Folsom St., Suite 506
San Francisco, CA 94103
415-476-6430
FAX 415-476-7996

JOANNA —

F.Y. I.

3/13 is completion

... but —

B of A's departure
may delay this
a few days —

Jonathan


Ira K. GlasserAsset Management Consultant
Investment Real Estate Specialist**FACSIMILE TRANSMITTAL****DATE:** 1-25-95**TO:** Joanna Rinaldi**VIA FAX NO.:** 476 3613**TELEPHONE NO:** 476 3951**NUMBER OF PAGES (Including cover sheet):**

4

COMMENTS:

① This has been mailed today.

② Hank P.'s card.

Ira

The **AIDS/HIV** Life Center

January 25, 1995

Nicholas Wong
Real Estate and Contract Services
University of California, San Francisco
1855 Folsom Street, Suite 566
San Francisco, CA 94143-0286

Re: 400 Castro Street UCSF AIDS Health Project Location

Dear Nick:

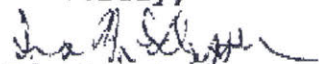
I am pleased to finally be able to update and complete your background file materials on this project by enclosing a newly-dated Sublease between Bank of America and the Life Center, along with the Lurie Company's Consent document. When combined with certain of the materials sent to you under cover of my letter of a year ago, dated January 3, 1994, this puts you in possession of a full set of documents showing the terms and conditions under which the Life Center controls the space at 400 Castro.

One open issue from our earlier work on this site had been our satisfying UCSF's fire and seismic requirements. It is my understanding that by working with the State Fire Marshall's office, our seismic engineer, City staff and UCSF staff, those requirements have been satisfied. If you find that you need anything further on those, please contact Jonathan Pearlman at (415) 351-1190, or me if you prefer.

A second open issue from last year was that I had suggested for your consideration that rather than executing a sub-sublease document between UCSF and the Life Center, we would prepare and both sign some simple, one-page agreement. You felt at the time that the lease document would be preferable, and we will, of course, work to prepare a lease if required. However, I also enclose for your review such a possible agreement, which, given the extremely lengthy delays we might be faced with in the Bank's and the Lurie Company's reviews of a new lease document, is a "non-real estate" alternative which I believe now deserves serious reconsideration.

I look forward to having an opportunity to speak with you and any other appropriate parties at UCSF you may wish to involve so that we may fully explore the potential "services agreement" alternative to a "lease."

Sincerely,



Ira K. Glasser
Development Coordinator

1675 California Street
San Francisco, CA 94109
415.928.1446 (fax)

415.928.1498

Direct Dial Phone: (415) 664 9218
Direct Dial Fax: (415) 664 9562

Agreement To Provide Services

This Agreement is effective as of February 1, 1995 and is by and between 2299 Market Street, Inc., doing business as the AIDS/HIV Life Center ("Life Center") and the University of California San Francisco medical school campus's AIDS Health Project ("AHP").

1. Whereas Life Center has the right, granted to it through various documents and with various conditions and obligations placed upon it, to occupy space located at 400 Castro Street in San Francisco in order to operate a nonprofit social services center which provides services to the HIV/AIDS community, and further, that Life Center is desirous of having AHP agree to provide such services in Life Center's behalf; and

2. Whereas AHP is an experienced provider of social services to the HIV/AIDS community and is both in possession of those documents and aware of those conditions and obligations mentioned above, and further, that AHP is desirous of providing such services at 400 Castro; then

3. Life Center and AHP hereby agree by their authorized representatives' signatures below that Life Center will prepare 400 Castro so that AHP will be able to utilize the space there to provide those HIV/AIDS services as it determines in its sole discretion are appropriate ones, at all times operating its provision of services in a manner fully consistent with Life Center's documents, conditions and obligations as noted above.

Agreed To By and Between:

UCSF AIDS Health Project
James W. Dilley, MD
Project Director

And

2299 Market Street, Inc.
Paul Dirdak
Executive Director



Memo

To: Joanna Rinaldi
From: Dymond *Dymond*
Date: Mon, Jan 30, 1995
RE: Proposed Castro Street Changes

After our staff's Castro Street Site visit on Friday, January 27, we would like to propose the following change options. Plan A & Plan B. As you will note, I did not list the changes that you and Jonathon already are discussing, ie the one-way mirror between the group rooms on second floor, etc.)

Plan A. - Definitely contingent upon renting a flat or office space which will include a group room on the Castro or in the general Castro area.

1. Change the group room on the first floor to an Office. At least 3 additional phone and data pack outlets be installed. Will, myself, and Seán will have space in there (Seán, because an individual work space is needed for him since his space at the receptionist counter will be used by others also.)
2. The space where Will, Carol, David and Carl were to be should be reconfigured into a 3 workstation space, so that each space can be larger. This space will be occupied by Carol, Group Volunteer(s), and Stacey (Stacey because an individual work space is needed for her since her space at the receptionist counter will be used by others also)
3. At least 2 additional phone and data pack outlets be installed in the two group rooms upstairs to allow for future staff growth and space reconfiguration.
4. At least 3 additional phone and data pack outlets be installed in the Vault to accommodate Carl, David and HIV- Coord. Cubicles can be used to create separate spaces. A floater desk will be in there also, if remaining space allows.
5. The space where I was to be located (cubicle near wheelchair lift) should remain as is, but will be used for Collab DB entering, Floater, Incoming Fellow, etc.
6. A wall and entryway be constructed to separate the kitchen and group room on second floor. To allow kitchen access when room is in use.

Do you agree with this?

Document Name, Page 2

Proposed Castro Changes
Mon, Jan 30, 1995
Page Two

Plan B - If unable to rent additional space

1. The space where Will, Carol, David and Carl were to be should be re configured into a 3 workstation space, so that each space can be larger. This space will be occupied by Carol, Will and Stacey and Seán can share the 3rd workstation.
2. The Vault to accommodate Carl and HIV- Coord. Cubicles can be used to create separate spaces. A floater desk will be in there also, if remaining space allows.
3. The Vault is probably not large enough to accommodate 3 workstations so perhaps David Silven can be housed at MCB
4. All the additional phone and data pack outlets requested in Plan A, should be done regardless of what Plan is chosen, if any. It is easier to add these items now to allow for future reconfiguration, then down the road after the space is completed.
5. A wall and entryway be constructed to separate the kitchen and group room on second floor. To allow kitchen access when room is in use.

cc: Carl Yoshimoto

Okdm ⑥ Vault - 3 phone lines

② old B&A room - 3 work stations not 4

③ first floor group room -

② 3 additional phone / data lines

④ double pane window between rooms

⑤ doors with small window. all doors except Bathrooms

⑥ kitchen accessible

⑦

future concerns

- data / phone

December 6, 1994

TO: Joanna Rinaldi
FROM: Jonathan Pearlman
RE: Furniture for 400 Castro

Joanna:

I've compiled this list of furniture for 400 Castro for my contact, David Abercrombie at PGE. If you could review this and let me know if you already have items on the list that are in good or serviceable condition, I can be more accurate for David. Apparently, most of the furniture that PGE has is in containers in a warehouse and we won't have a lot of opportunity to pick and choose what we want. The less we ask for, the more likely we will get the best of their excess.

I am enclosing the current plans for your use. I don't think you have these. If you do, have a bonfire!

Jonathan

To: Dynord / Blerica
From: Joanna
RE: 400 Castro furniture
Please review, we need
to discuss plan.
Joanna

Furniture for 400 Castro Street

Number	Type	Location	15 Vinyl covered
36	Fabric covered chairs (stack or side chairs)	Room 103, 201, 202	
3	Conference tables (3'x6')	Room 103, 201, 202	
3	Credenza or small table	Room 103, 201, 202	
6	Floor lamps	Room 103, 201, 202/lobby	
1	Conference table (3'x8')	Room 202	
10	Fabric conference chairs w/wheels (Steelcase, Herman Miller or similar)	Room 202	
8	desk chairs w/ wheels (Steelcase, Herman Miller or similar)	Offices	
6	side chairs (no wheels) (Steelcase, Herman Miller or similar)	Offices	
9	desks 30"x60"	Offices	
2	desks 20"x40"	Room 111	
2	Pedestal desk (20"x30")	Room 111	
4	book shelf (2 - low, 2 - high)	Offices	
1	corner table	lobby	
1	table lamp	lobby	
2	2-drawer files (lateral)	lobby	
1	cabinet (6' high x 36" or 42")	Room 202	



UCSF AIDS HEALTH PROJECT
BOX 0884
SAN FRANCISCO, CA 94143-0884
phone: 415/476-6430 // fax: 415/476-3613

FAX TRANSMITTAL COVER SHEET

DATE: 12/12/94

TO: Dymond

AGENCY: _____

FAX NUMBER: _____

DIRECT LINE: _____

NUMBER OF PAGES (INCLUDING TRANSMITTAL SHEET) 3

COMMENTS:

FROM: Janna Rinaldi

FAX NUMBER: _____

DIRECT LINE: 6-3951

From: Carl Yoshimoto (12/1/94)

To: Dymond Austin, Jim Dilley, Joanna Rinaldi, Patricia Sullivan, Joseph Wilson

CC: Barbara Adler, Ed Diaz, Carol Kleinmaier, Will Werner

Subject:

Time: 4:22 AM

OFFICE MEMO

400 Castro Plng. Comm. Mtng.

Date: 12/1/94

Minutes of 400 Castro Planing Committee Meeting, Dec. 1, 1994

Present: Jim D., Joanna R. Carl Y., Will W., Dymond A., Joseph W., Barbara A.

a. Current status of renovations: Joanna reported that the refuse bin should be in place by the end of this week, which would indicate that work is beginning. Jonathan Perlman advised that we should shoot for February 15 move-in, and guarantee of March 1 move-in. Joanna will coordinate with Nick Wong from UC on giving notice to current annex property management. Still uncertain if ASAP case management team will remain at annex. Also, LPPI is contemplating taking over space.

b. Space utilization issues: Dymond wants the reception station to be functional as a work station for AA's. Will arrange with Jonathan for site visit, to see firsthand what the layout will be. Will also scope out at site visit the best location for where the copier machine should be placed. Barbara spoke to need for one blood draw room with two stations for CTS, with sink and small refrig for blood spec. storage. This room would be used as intake room when not used for CTS. The vault would be a multi-purpose room for staff lounge, staff meetings, extra workstation for volunteers, as well as a small meeting space for community meetings (possibly).

It is anticipated that we will still need to rent support group space in the community. Joanna requests that Carol K. prepare a grid showing the support group utilization for the week, as the support groups are currently using, and plan for proposed growth of this program.

c. Facilities managment issues: Dymond is investigating different janitorial services to contract with. Also need to set up garbage pick-up. Dymond will work with Blanca on this. Dymond will work with Sandra and Joseph (and Dave from UC) on phone system. Dymond will also work with Blanca on requesting UC shuttle service to make the 400 Catro site a shuttle stop. Dymond will arrange with Jonathan Perlman to visit PG&E warehouse to select appropriate reception room furniture in the next two weeks. It was agreed that a contest will be held to name the new site.

All AHP staff will be invited to participate in this contest. AHP Community Advisory Board will be asked to help select the winning name.

Selection of the name will take place in the next 400 Castro Planning Committee meeting in two weeks. Joanna has offered a AHP watch to the winner of this contest.

d. Security issues/consideration: No discussion

e. Confidential HIV testing program planning and integration into 400 Castro site: Barbara indicated that they would keep to the same

schedule as they now have for ATS out of the annex, Friday afternoons. She did not see any problem with having other services occur at the same time, since it is confidential testing and not anonymous testing. Barbara will check with AIDS Office (Celinda Cantu) as to what records, information needs to be kept. She will share this information with Dymond and Joseph to see how current PSS database and registration form needs to be modified.

f. Community relations: Tavern Guild is looking for a meeting space. We may be able to accomodate them in the vault.

g. MIS/computer issues: see item e.

=====

NEW YORK TOWN



**FRED
MACMURRAY**

**MARY
"KISS THE BOYS GOODBYE"
MARTIN**

**ROBERT
PRESTON**

AKIM TAMIROFF · LYNNE OVERMAN · ERIC BLORE
DIRECTED BY CHARLES VIDOR. CASTING BY JANE MURPHY A PARAMOUNT PICTURE

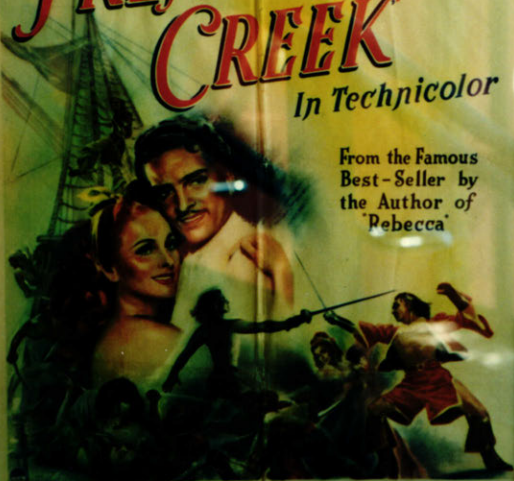
Paramount Presents

JOAN FONTAINE · de ARTURO CORDOVA

"FRENCHMAN'S CREEK"

In Technicolor

From the Famous
Best-Seller by
the Author of
'Rebecca'



BASIL RATHBONE · NIGEL BRUCE · CECIL KELLAWAY · RALPH FORBES

Executive Producer
B.G.D. SYLVA

A MITCHELL LEISEN *Production*
Screen Play by TALBOT Jennings - Story by DAVID de MAURIER

Directed by
MITCHELL LEISEN



GRAND HOTEL

Greta Garbo
John Barrymore
Joan Crawford
Wallace Beery
Lionel Barrymore



GRAND
HOTEL

A Metro-
Goldwyn-
Mayer
Picture





CHRISTIE, MANSON & WOODS INTERNATIONAL, INC.

November 30, 1994

Dorothy Stinnett
Assistant to the Director
UCSF AIDS Health Project
Box 0884
San Francisco, California
94143-0884

Dear Ms. Stinnett:

Thank you for your recent letter regarding the property which you are interested in.

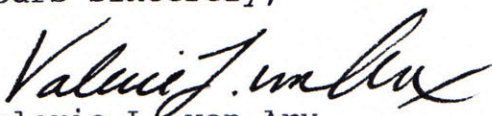
We forwarded the information to our specialists in Christie's New York office; unfortunately, based on the photographs, they do not feel the property would not be of sufficient value to merit the expenses which you would incur by sending and offering it for sale through Christie's.

I apologize for this disappointing report and that we are unable to assist you with the consignment of your property.

You may, however, wish to consider contacting Butterfield & Butterfield, a San Francisco auction house (telephone number 415-861-7500), or Harvey Clar, an East Bay auction house (telephone number 510-428-0100). Obviously, Christie's cannot accept any responsibility for this suggestion, nevertheless, we do hope that Butterfield's or Harvey Clar might be able to assist you with the consignment of your property.

Thank you for your interest in Christie's, and please do not hesitate to contact me should you have any questions or if we can be of assistance to you in the future.

Yours sincerely,


Valerie L. von Arx
Christie's, San Francisco

*Joanna -
Do you want to
use these collectibles
as pieces
of Art for 400
Castro - or whatever?*

the



CHRISTIE, MANSON & WOODS INTERNATIONAL, INC.

November 30, 1994

Dorothy Stinnett
Assistant to the Director
UCSF AIDS Health Project
Box 0884
San Francisco, California
94143-0884

Dear Ms. Stinnett:

Thank you for your recent letter and the photographs of the property which you are interested in selling through auction.

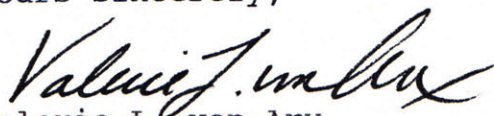
We forwarded the information to our specialists in Christie's New York office; unfortunately, based on the photographs, they do not feel the property would not be of sufficient value to merit the expenses which you would incur by sending and offering it for sale through Christie's.

I apologize for this disappointing report and that we are unable to assist you with the consignment of your property.

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Thank you for your interest in Christie's, and please do not hesitate to contact me should you have any questions or if we can be of assistance to you in the future.

Yours sincerely,


Valerie L. von Arx
Christie's, San Francisco



Dorothy Stinnett
Assistant to the Director
UCSF AIDS HealthgProject
Box 0884
San Francisco, California
94143-0884

DEC 0 2 1994





Memo

To: Carl Yoshimoto
From: Carol K.
Date: December 14, 1994
RE: Support group spaces at 400 Castro

Carl,

Here's the grid you wanted. I have included all current programming plus the groups to which we are committed by contracts (groups to be arranged). **The assumption is that we will not be using the Annex space or 521 for any groups.** I imagine we will need to use 521 as well as some other spaces off site for the facilitators' Support/Consultation meetings. It would be ideal, however, if there were enough meeting space at 400 Castro to hold these facilitator meetings there, but I'm not counting on our staff meeting spaces being large enough to accommodate 10 to 12 people.

Also, I have listed PS19 (1-3) on Fridays. That group is currently meeting at Growth House. I'm actually thinking that we might not want to schedule any groups on Fridays because of the ATS/CTS activities, but I'm not sure if that is what you have in mind.

Regarding Growth House: Les Morgan doesn't really feel having HIV negative or caregivers' groups there is consistent with his intended mission, so we should not plan on using the space for those groups. One caregivers' group is currently meeting in Growth House and he may want us to substitute an HIV+/PWA group. That would be OK but not ideal because there is no wheelchair access at GH.

Another consideration is that we could continue to schedule the Disability Workshop in 521, freeing an additional space for a weekly Saturday group. It would be good to have the workshop in the Castro, but possibly not the best use of our space.

In summary, the space already feels tight, especially for evening groups. We will definitely have to budget for off site spaces in order to continue existing programming. There is space for program expansion in the daytime, but no space on site for additional evening groups (except Fridays, which would probably not be optimal). Most of our expansion will need to be with evening groups, so we should definitely consider these factors for the next contract year. I hope this info is clear.

CK

cc: Dymond, Jim, Joanna

AHP Support Groups/Room Schedule at 400 Castro

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 PM - 4 PM:						
Room 1	PS10 (1-3)	PS21 (12-2)	PA33 (2-4)	PS17 (12-2)	PS19 (1-3)	tba: NTL (10:30-12:30)
Room 2			PS21 (12-2)			tba: N (10:30-12:30)
Room 3						tba: N(1-3)
6 PM - 9 PM:						tba: PATL (1-3)
Room 1	PD13 (7-9)	PS11 (6:30-8:30)	tba: PATL (7-9)	N13 (7-9) FFL		
Room 2	tba: PATL (7-9)	tba: PATL (7-9)	tba: NTL (7-9)	PS17 (6:30-8:30)		
Room 3	PA30 (7-9)	tba: ND (7-9)	tba: PATL (7-9)	tba: NTL (7-9)		Monthly: Disability (9-5)

Code Key:

N - Negative

PD - Positive Drop-in

PS - Positive Symptomatic

PA - Positive Asymptomatic

PATL - Positive Time-Limited

NTL - Negative Time-Limited

AHP Support Group Off-Site Spaces

Growth House	Kairos	Gazebo Room(free)
N11	N12	PS12
PS19		PS14
PA29		PS15
PATL17		PS18
		PS20
		PD12 (meditation)

Possible program expansion at 400 Castro:

Monday - Thursday daytimes: 7 additional spaces (not using Fridays)

Evenings: 3 additional spaces (using Fridays)

Saturdays: No additional spaces (unless Disability Workshop were scheduled elsewhere)

From: Carl Yoshimoto (11/11/94)
To: Dymond Austin, Ed Diaz, Jim Dilley, Carol Kleinmaier, Joanna Rinaldi,
Patricia Sullivan, Will Werner, Joseph Wilson

Subject: Time: 11:34 PM
OFFICE MEMO 400 Castro planning meeting Date: 11/10/94

Here are the minutes from our first meeting held on 11-10-94:

Present: Jim D., Joanna R., Carl Y., Will W., Dymond A., Joseph W., Carol K.
Not present: Ed D (sent to Prop. 187 Press Conference), Patricia S. (doing training)

In this first meeting, a preliminary agenda for these meetings was set as follows:

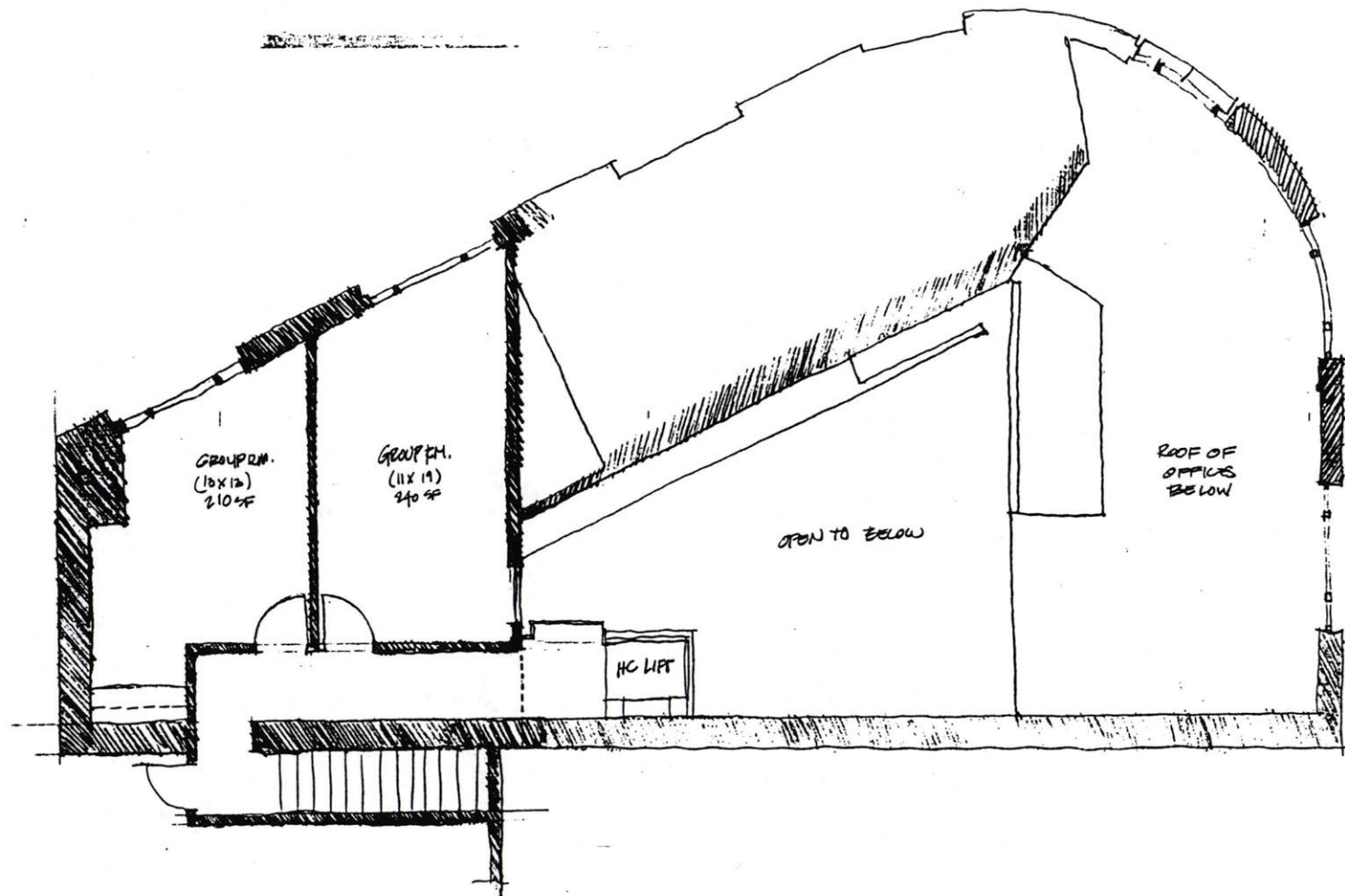
- a. Current status of renovations (Joanna): report on liaison activity with Jonathan Perlman (from Life Center); UC; construction report; projected move-in date.
- b. Space utilization issues: support group rooms; intake/psychotherapy rooms; blood-draw rooms; staff meeting room; float stations for volunteers; lounge, file/supply storage, restroom
- c. facilities management issues: janitorial services; security alarm system; hours of operation and staff schedules; space scheduling; parking/shuttle service; proper reception room furnishings; equipment use and maintenance; phone system; building signage (what are we calling our site??)
- d. security issues/considerations: buy-in into Castro St. Merchants private roving security service; protocols on handling difficult clients/street people/drunks and other characters & staff back-up for handling emergent situations (alert buzzer); establish relationship with CUAV; fire/earthquake evacuation plan; small safe for donations and policy and protocols on donations
- e. Confidential HIV testing program planning and integration into 400 Castro site: start date; days/hours of operation; client registration and other program protocols; space requirement; tie-in to PSS services; creation of client data-base and medical records system
- f. community relations: good neighbor policy; client traffic flow monitoring
- g. MIS/computer issues:

h. logistics/prep for actual move-in: what gets moved/what stays; movers;
down-time; phone/computer hook-up

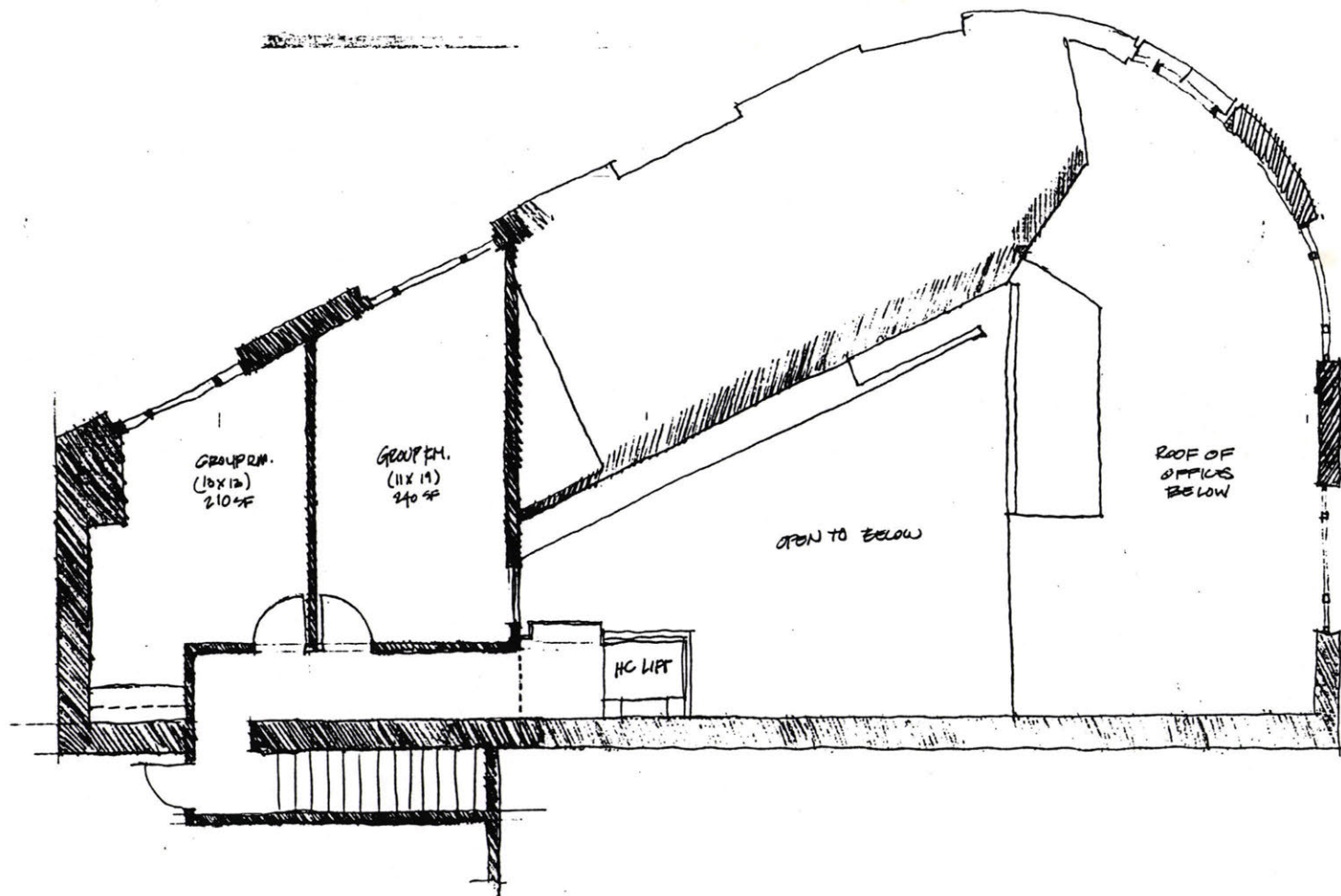
i. 400 Castro Opening celebration:

Next meeting schedule: Thursday, Dec. 1, 11:30 - 1, Jim's office, brown bag.

=====



Ven 12/1/94



Veneri 10/1/94

Water (Albion)

\$ 55⁰⁰ 660-

Electricity

750⁰⁰ 9,000-

Water

90⁰⁰ 1080-

Sewer

50⁰⁰ 600-

Sanwenger

75⁰⁰ 900-

Janitorial

1,000⁰⁰ 12,000-

~~24,240-~~

Alarm

1840 Annual

18th
\$ 1250 per FTE

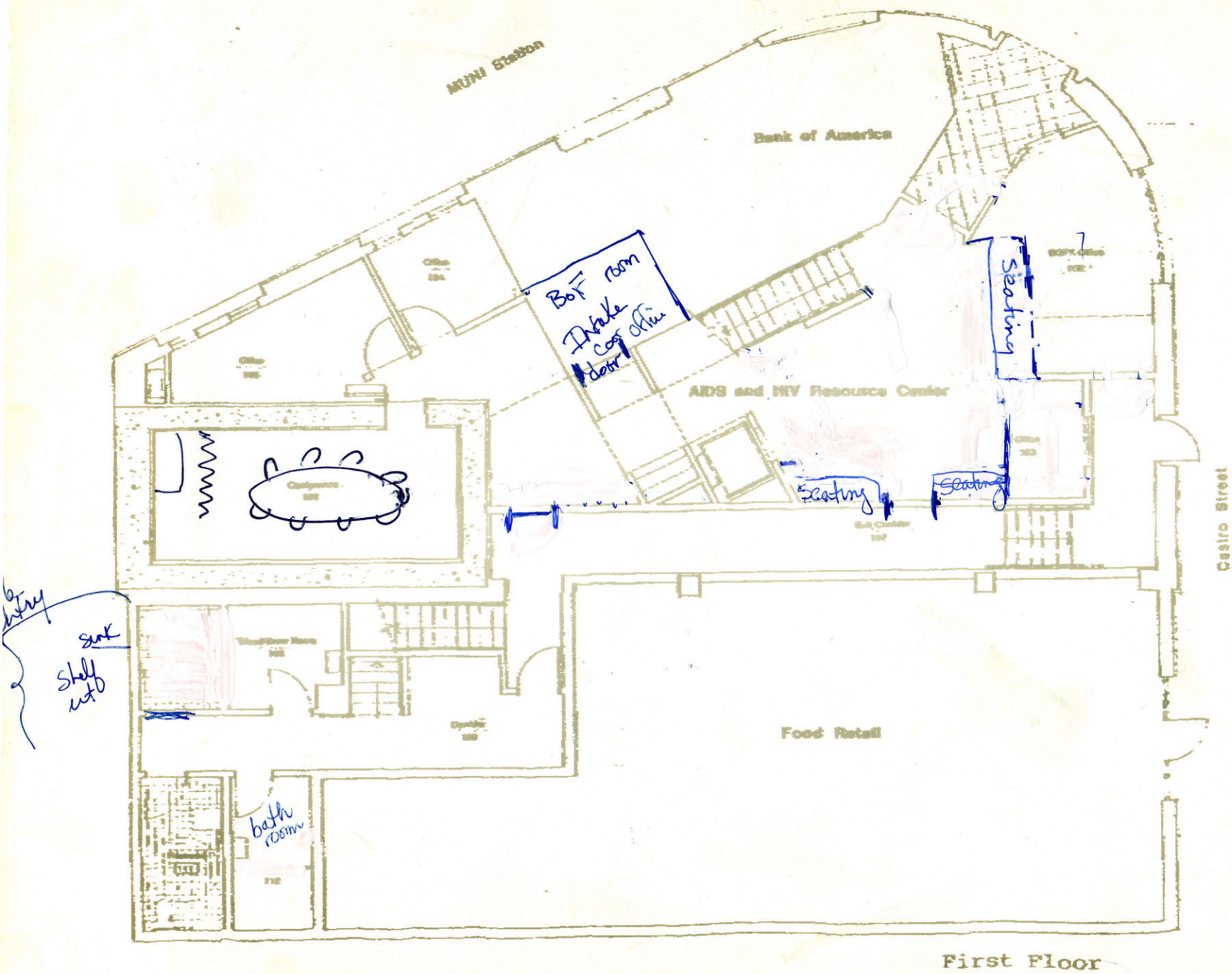
1414 per FTE

2664 per FTE

26,080⁰⁰

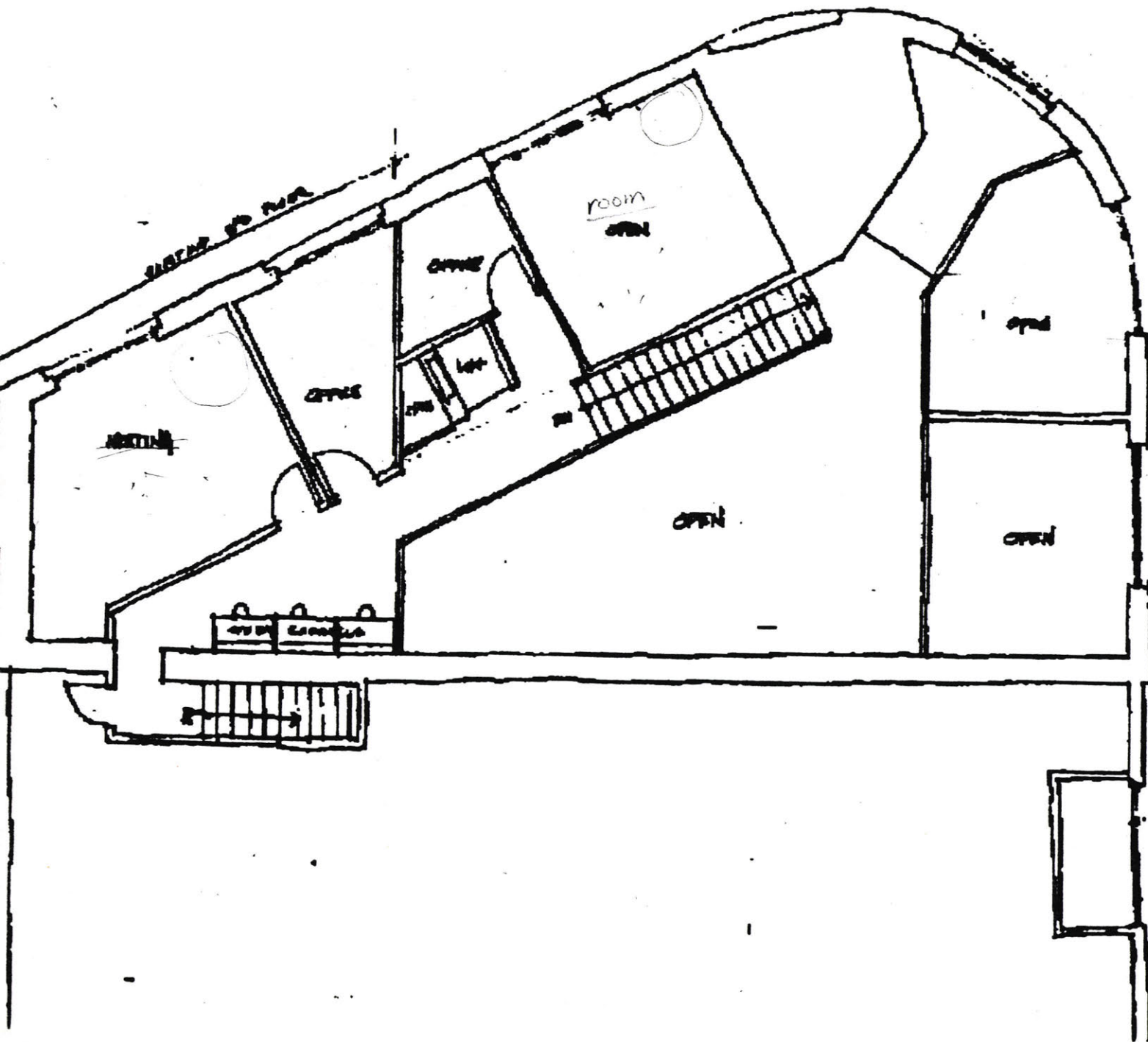
PLAN B

544



Jonathan
Commins

First Floor



FROM: **JOANNA RINALDI**
Deputy Director

DATE: _____

TO: _____

476
4082
x84077

Long Fee's Trueman
Connie Walker - Investment Office
Jan David -
Pentecost

Went loan from Irving Trust
a revolving \$10 million loan fund
1/94 - Broad meeting
7 fund to \$15 includes
Other capital projects - saving loans
cover loans before "real" loans
Keep in

MEMO

FROM: **JOANNA RINALDI**
Deputy Director

DATE: _____

TO: _____

- Project Office - Tom David
must be comfortable rehousing

Tom Wolfail President Life
Center Bond

Tom David
2 concerns

1) not grant - loans
from ↓ income housing
#

Consideration
C
Revision

2) Question
What happens inside
the door? - Standards of care
safety of employees.
Master lease - senior provider

come from
mtg C Pats
Tom D.

MEMO

FROM: **JOANNA RINALDI**
Deputy Director

DATE: _____

TO: _____

We are ^{not} ~~just~~ a seminar
provider.

You (?) are in charge.

We will be in charge

Nick Wong letter of intent.
We expect to operate at 400
Castro.

\$0

FSB Accounting
FSB Contracts
Service Branch
Central File

Jonathon

There are two versions of the first floor
and the second floor.

* Call me after you have "checked" them out.

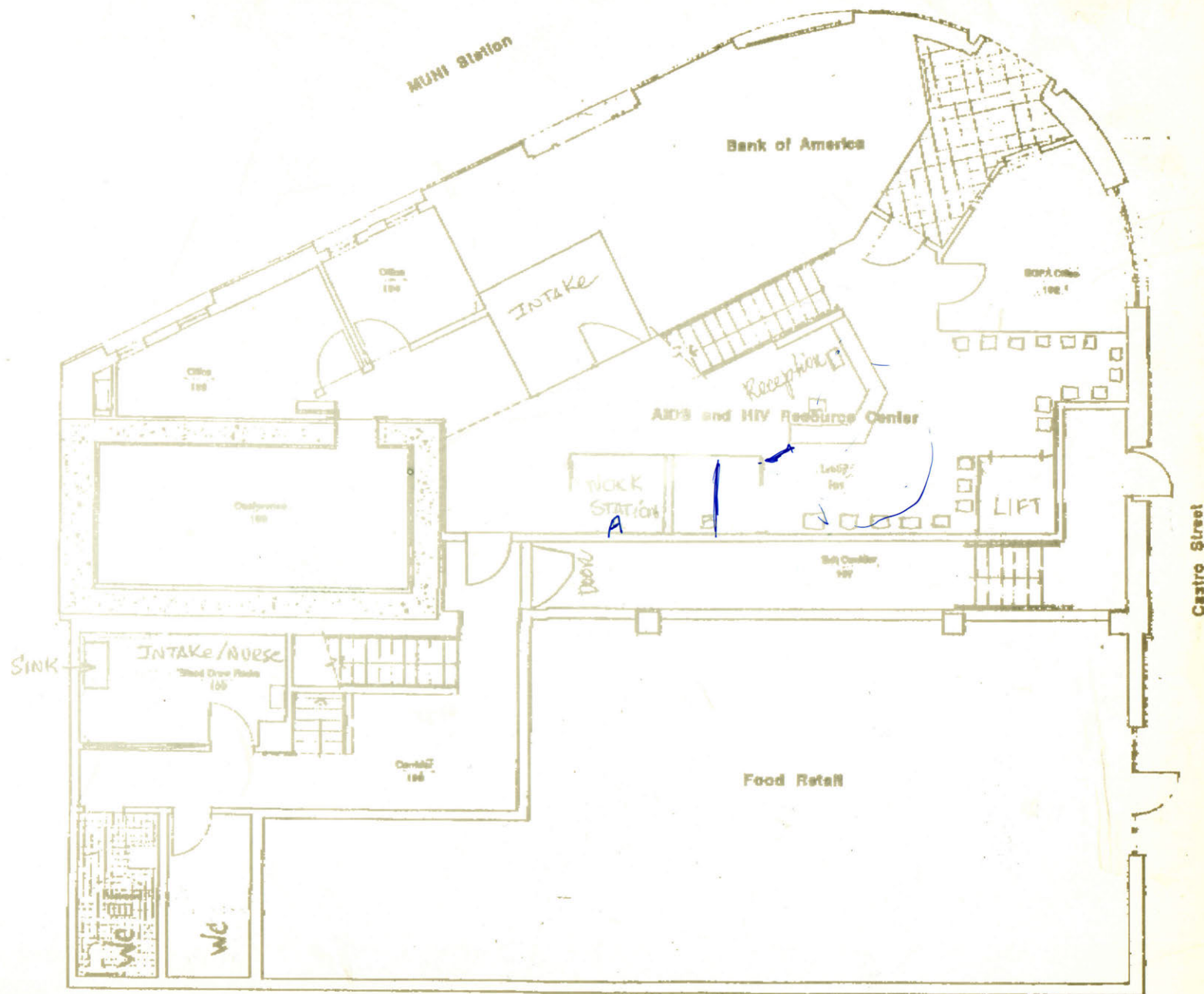
OK?

Jonathon

824-7609

Plan A

6



First Floor

Services & Client Income

corrected 3/23/94

San Francisco Community Development Block Grant Program

Corporation Name: 2299 Market Street, Inc. dba The Life Center AIDS HIV LIFE Center
 Facility Name: AIDS Community Resource Center
 Facility Address: 400 Castro Street CDBG Funding Year: 1994
 Mailing Address: 1675 California Street Zip Code: 94109
 Director: Jonathan Pearlman Pearlman Phone: 928-1498

Programs and Services: List the programs or services that do or will benefit from the improvements provided under the grant referenced above by funding year. Indicate the numbers of persons (who do or will benefit from the improvements) by target groups, for example, seniors, youth, children, area residents.

Program/Services	Target Group Persons/Day	Renovation
Collaboration Centralized Intake	15	Private Offices
Support Groups	25	Group rooms
Psychotherapy Services	10	Private Office
Volunteer Therapy Program	4	Meeting rooms
Antibody Testing Program	8	Private Offices
Total Number Assisted:		62/daily

To be eligible for CDBG renovation funding, the facility or portion of the facility where CDBG funds are used must meet the primary national objective of the community Development Act to "principally benefit persons of low/moderate income." The grantee must document how it determines that the majority of users are low/moderate income. When answering questions 1-9 below, respond only for services that will directly benefit from the specific year CDBG renovation grant referenced above.

1. Check one or more of the boxes below to indicate by which method your programs that are listed above can be shown to serve a majority of low/moderate income. Write the names of the programs that go with each category. Please see notes on maintaining files on page four.

(X) **Presumed Low/Moderate Income.** The improvements will benefit persons to be low or moderate income. Check category that applies, if any:

() Abused Children, () Elderly, () Battered Spouses, () Homeless, () Disabled, () Illiterate, and () Migrant Farm Workers.

PROGRAMS: Collaboration Centralized Intake, Support Groups, Psychotherapy Services, Volunteer Therapy Program, Antibody Testing Program

(X) **Documentation Required.** Documentation is requested and kept on file by the service provider
 PROGRAMS: Documentation available for review.

() **Exclusive Income Limited Programs.** Income eligibility requirements (imposed by the provider of program funds) limit services exclusively to low or moderate income persons.

PROGRAMS: N/A

(X) **Low/Moderate Income Area.** This is the least likely category that programs will find eligibility under because of the requirement that all residents of the area benefit from the renovations. If you choose this category, provide the census tract number and the percentage of the clients who are low or moderate income. (See attached map showing 1990 census tracts.)
 Census Tract: 205 % LM .

PROGRAMS: Collaboration Centralized Intake, Support Groups, Psychotherapy Services, Volunteer Therapy Program, Antibody Testing Program

2. What income or other categorizations or limitations, if any, are imposed upon users of the facility? Briefly answer for each program you listed at the top of page one.
Collaboration Centralized Intake, Support Groups, Psychotherapy Services, Volunteer Therapy Program. Program targets uninsured and underinsured people with HIV disease.
Antibody Testing Program - Target s people who have no health insurance or access to orivate health services.

3. Describe the methods (for example, interviews, membership forms, proof of public assistance, etc.) that you use to verify or document the income of users, assuming that you do this at all. Self-certification of income by clients, must be independently verified by grantee unless clients fall within HUD'S few categories of presumed low/moderate income. Briefly answer for each program you listed at the top of page one.

All clients are interview and are asked to provide income verification and asked to sign an income statement.

4. List the forms or documents that you use, if you do, to record the income of users. (Attach copies.) Briefly answer for each program you listed at the top of page one.

Statement of Residency, Statement of Income, Verification of HIV Diagnosis, Consent for services.

5. Assuming that your organization does collect income data of participants in your programs, please describe the files that you keep to maintain this information? What typically goes into such files? How long do you keep these files? Whose responsibility is it to maintain these files? Briefly answer for each program you listed at the top of page one.

The following procedures are in place for all programs: AHP maintains client files for at least 5 years. The files contain all client related information including but not limited to: consent for services, residency, psychosocial profile, intake demographic and assessments. The files are maintained by the Administrative Supervisor and secured in a locked cabinet in a non client area of the center.

6. Show the calculation that you used to determine the percentage of low/moderate income persons in your programs/services that will or do benefit from improvements under the CDBG grant under consideration. Information should match the *Clientele Services & Income Information Form*. Briefly answer for each program you listed at the top page one.

N/A

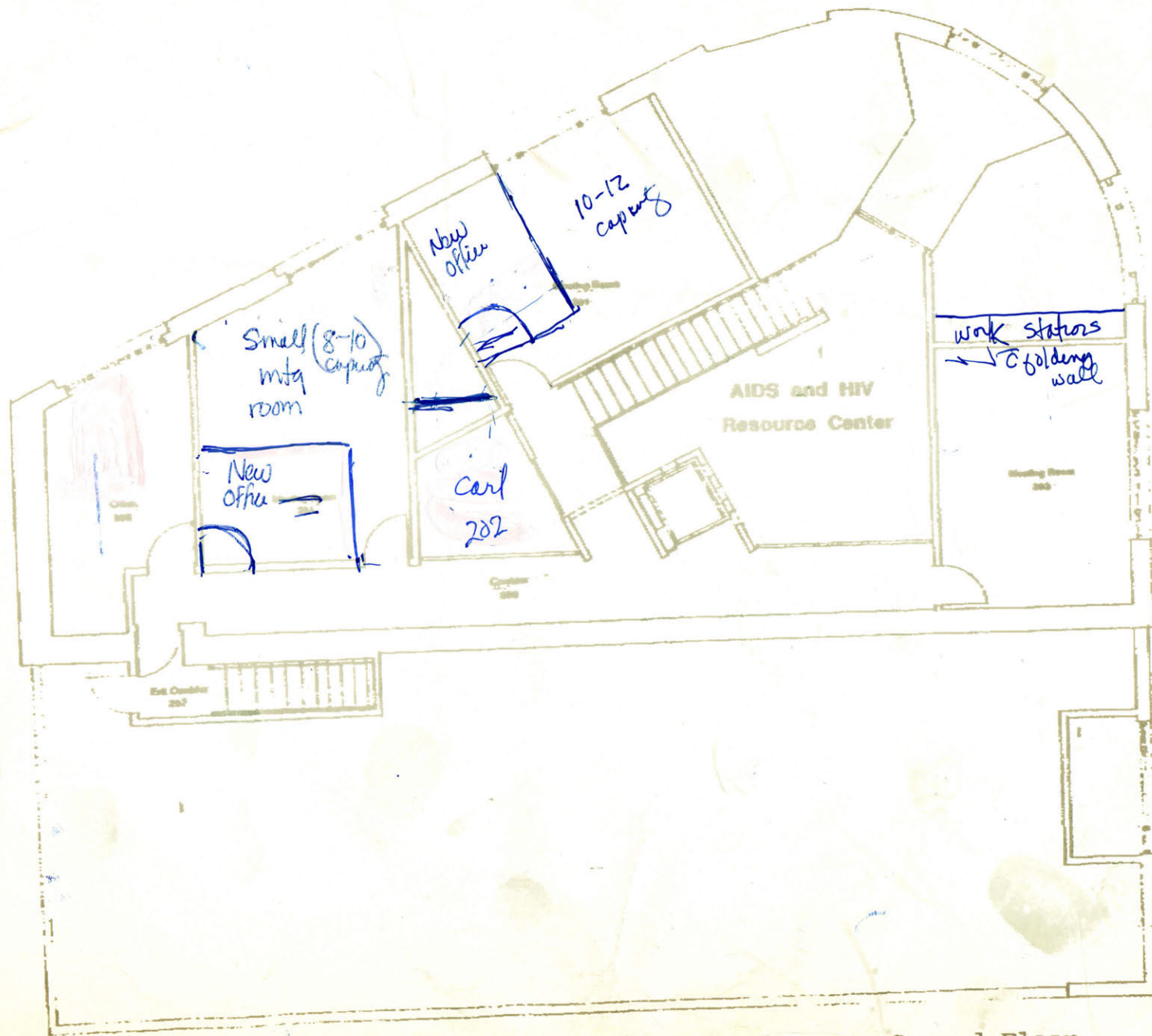
7. If income limits are used to determine eligibility for services, indicate below what those limits are. Briefly answer for each program you listed at the top of page one.
FACILITY INCOME GUIDELINE - MAXIMUM INCOME BY HOUSEHOLD SIZE ()

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$	\$	\$	\$	\$	\$	\$	\$

N/A

8. List the fees that are charged for the various services provided at the facility. (Attach sliding scale fee schedule if applicable) Briefly answer for each program you listed at the top on page one.

All services are free and require no co-payment.



yes

extend to additional
distance for
allow for writing
stations

Second Floor

March 1993

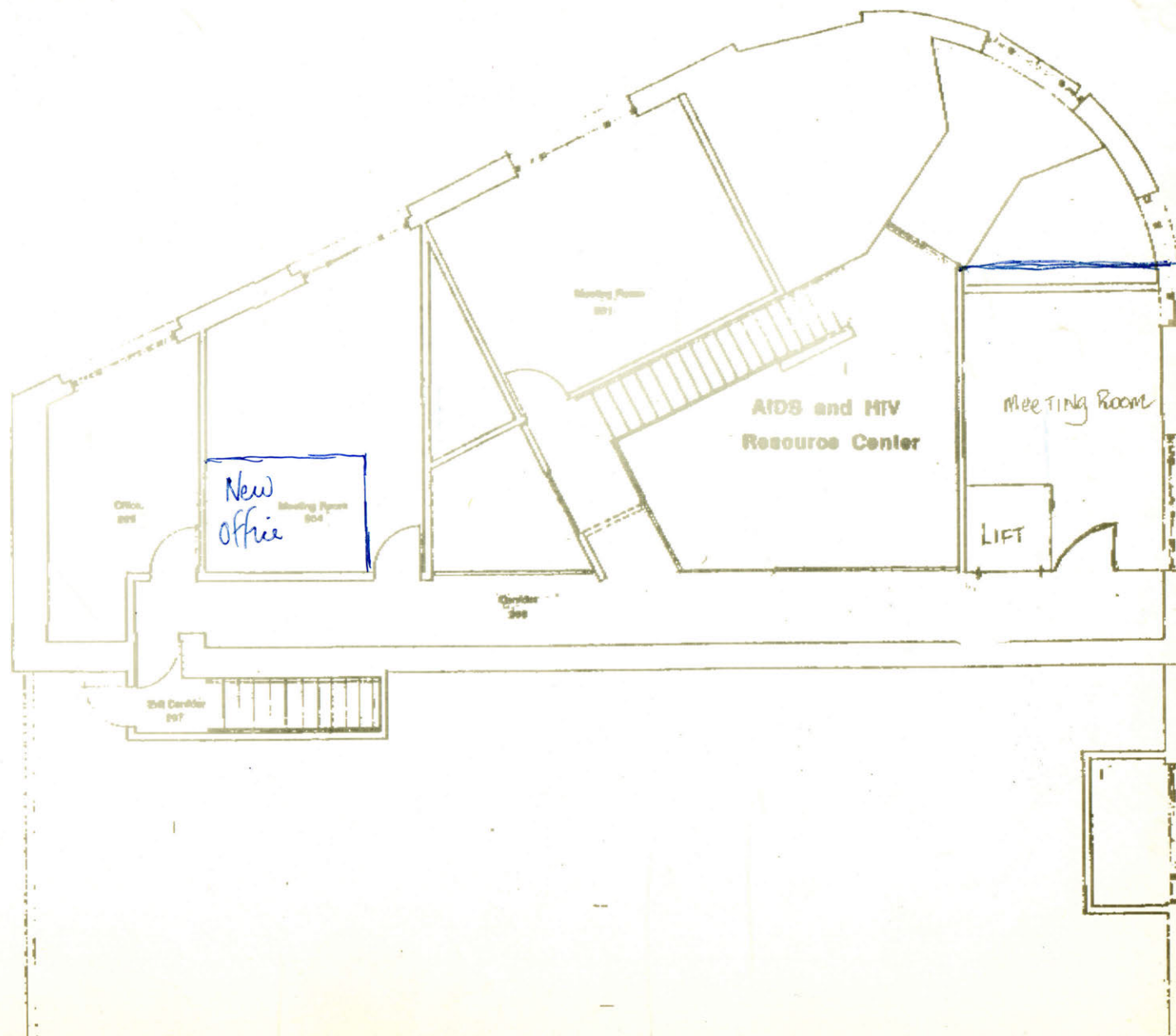
Plans for the renovation of 400 Castro Street

AIDS and HIV Resource Center
Food Retail Use

4154763555 P.01

AIDS HEALTH PROJECT

APR-04-1994 16:26



Life Center

~~928-1498~~

928-1498

928 1446

March 21, 1994

Square Footage Calculations
400 Castro Street
AIDS and HIV Resource Center

Room # Room Name Square feet

First Floor

101	Reception/Waiting/Work	500
102	GGPA Office	193
103	Office	72 - 8x9
104	Office	72
105	Office	112
106	Conference	225
109	Blood Draw Room	58 8x7
112	Blood Draw Room	70 8x9

Second Floor

Occupancy
(15sf/person)

201	Meeting Room	268	18
203	Meeting Room	240	16 - 203A
204	Meeting Room	275	18 - 204A
205	Office	155	

202 Carl's Office 100
 ~~120~~ sq Ft

201 - intercom / write up desks

203A - therapy room

204A - Carl

202 - Mae

205 - Will / Carol

Unisex restrooms

112

4 therapy rooms

104

interview room

105

interview room

interview room

Bof A Storage room



UCSF AIDS HEALTH PROJECT
BOX 0884
SAN FRANCISCO, CA 94143-0884
phone: 415/476-6430 // fax: 415/476-3613

FAX TRANSMITTAL COVER SHEET

DATE: 3/30/94

TO: Carl & Mae

AGENCY: _____

FAX NUMBER: 6-3655

DIRECT LINE: _____

NUMBER OF PAGES (INCLUDING TRANSMITTAL SHEET) 4

COMMENTS:

FROM: Joanna

FAX NUMBER: _____

DIRECT LINE: _____

March 21, 1994

Square Footage Calculations
400 Castro Street
AIDS and HIV Resource Center

<u>Room #</u>	<u>Room Name</u>	<u>Square feet</u>
---------------	------------------	--------------------

First Floor

101	Reception/Waiting/Work	500
102	GGPA Office	193
103	Office	72 - 8x9
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Second Floor

Occupancy
(15sf/person)

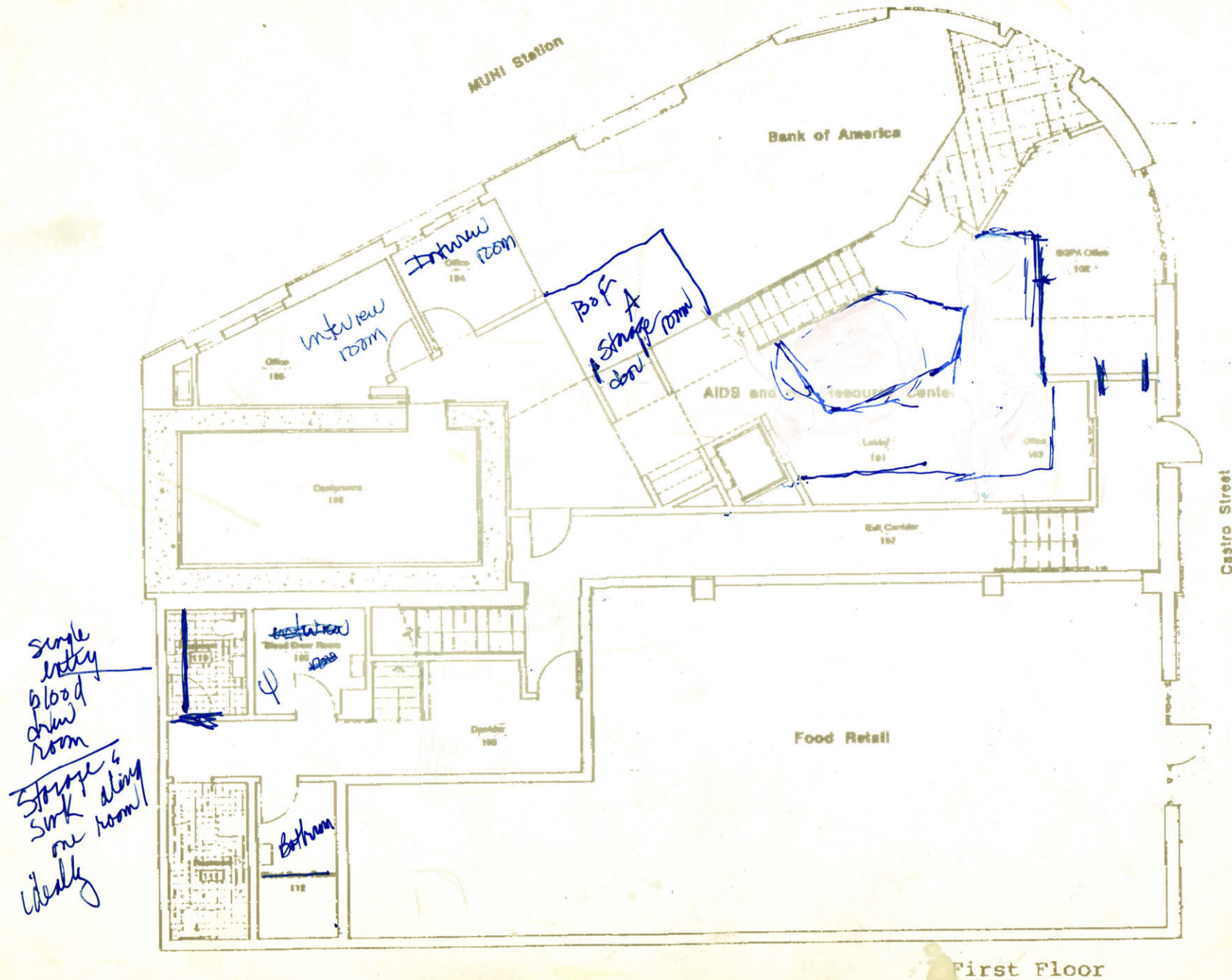
201	Meeting Room	268	18
203	Meeting Room	240	16
204	Meeting Room	275	18
205	Office	155	

202	Carl's Office	100 120 sq Ft	1
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Unisex restrooms

People

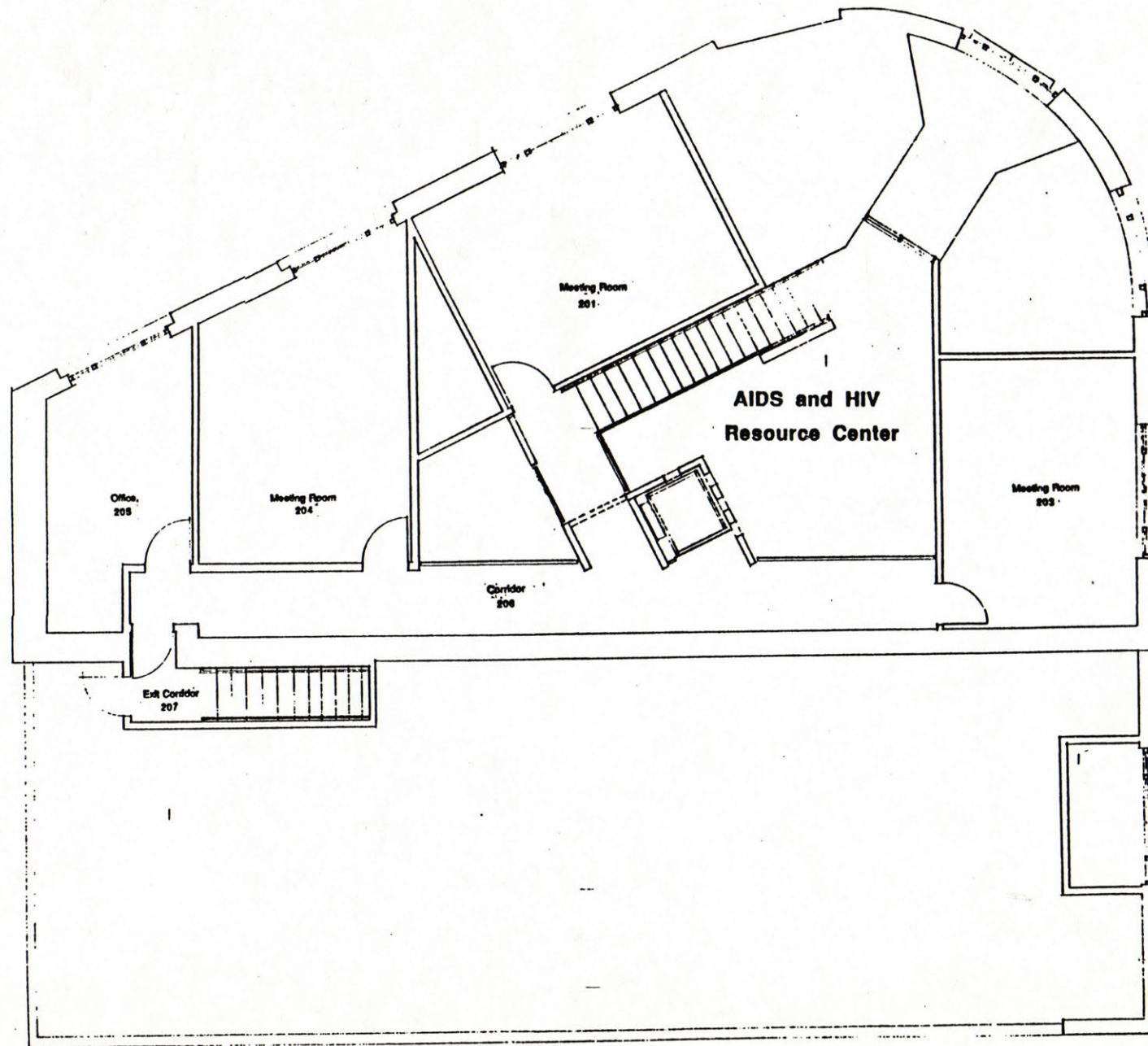
Carl
 MAE
 Carol
 Will
 David
 Joshua
 Steeny
 Prog Asst
 - Intems
 - Interview rooms

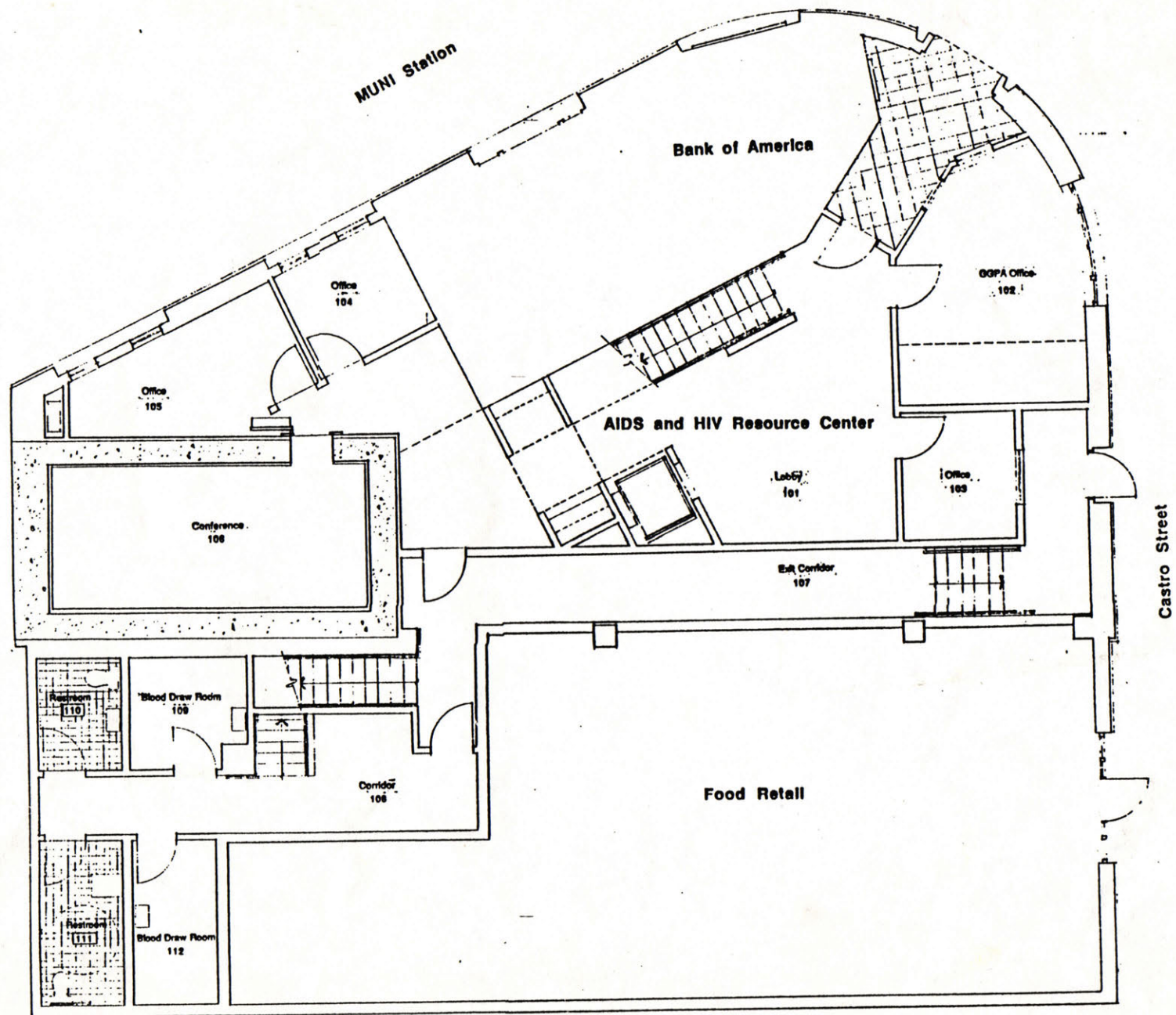


March 1993

Plans for the renovation of 400 Castro Street

AIDS and HIV Resource Center
Food Retail Use



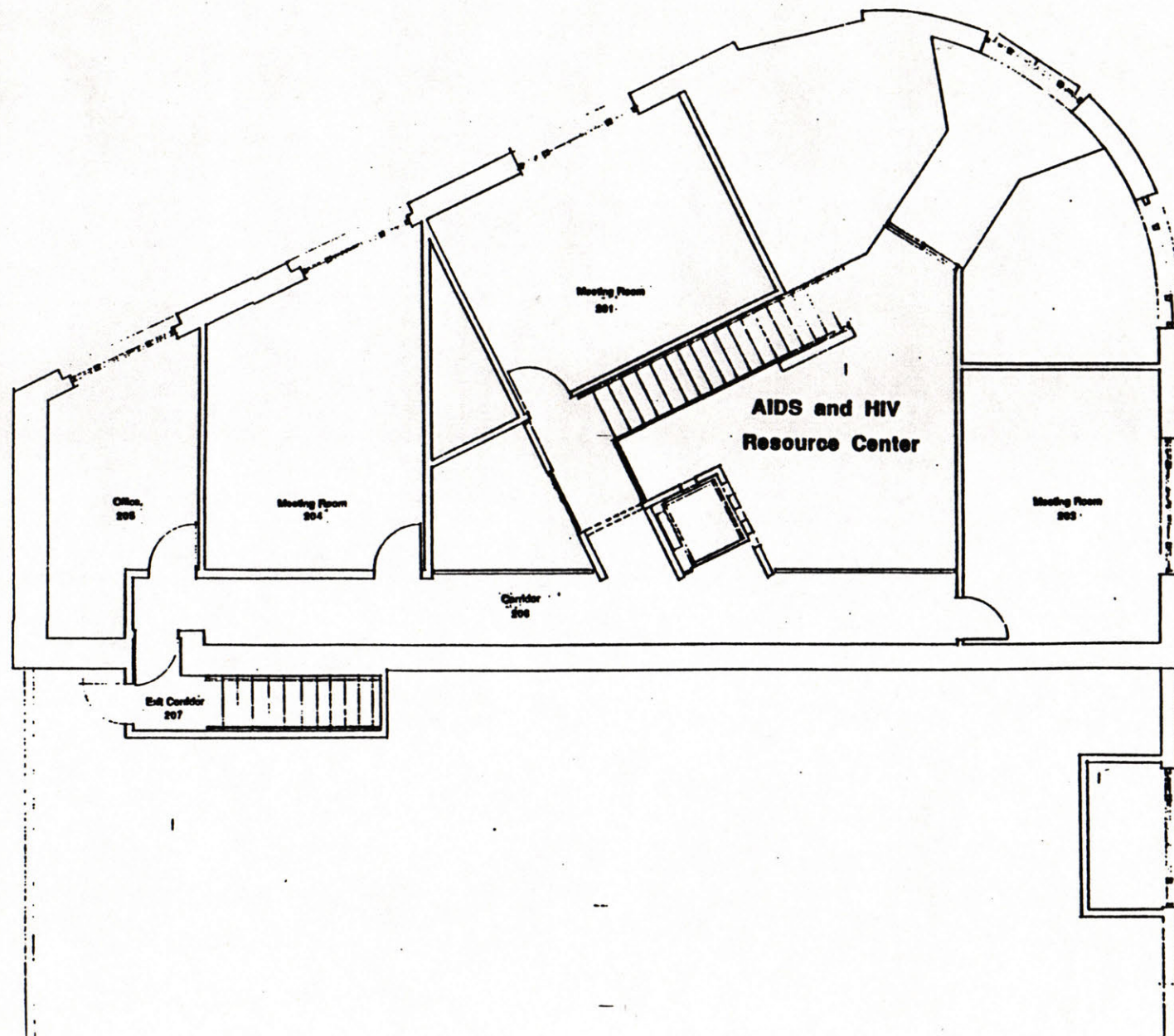


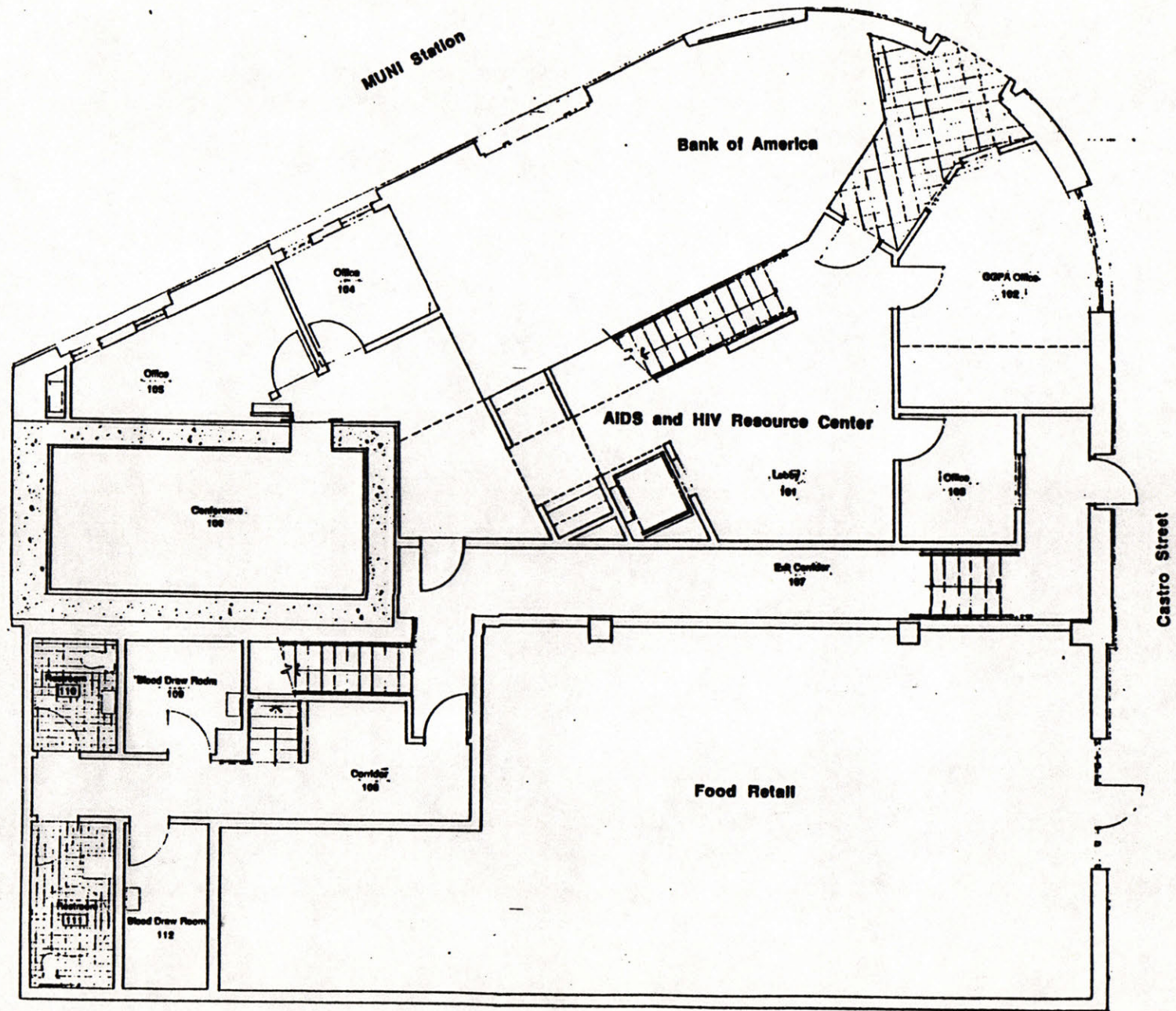
First Floor

March 1993

Plans for the renovation of 400 Castro Street

AIDS and HIV Resource Center
Food Retail Use





First Floor

March 21, 1994

Square Footage Calculations
400 Castro Street
AIDS and HIV Resource Center

Room #	Room Name	Square feet
--------	-----------	-------------

First Floor

101	Reception/Waiting/Work	500
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112	Blood Draw Room	70 8x9

Second Floor

Occupancy
(15sf/person)

201	Meeting Room	268	18
203	Meeting Room	240	16
204	Meeting Room	275	18
205	Office	155	

202	Carl's Office	¹⁰⁰ 120 sq Ft	1
-----	---------------	--	---

Unisex restrooms

ASAP
ward 86
CTS

+ services

Generic Client Flow: AHP / 400 Castro

