



**VIRTUAL/TELECONFERENCE
COMMERCIAL BUILDING CODE COUNCIL
4822 Madison Yards Way, Virtual, Madison
Contact: Christine Poleski (608) 266-2112
February 8, 2021**

The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes from December 15, 2020 (3)**
- C. Welcome and Introductions**
- D. Administrative Matters – Discussion and Consideration**
 - 1) Committee, Department and Staff Updates
 - 2) Annual Policy Review **(4)**
 - 3) Election of Officers **(5)**
 - 4) Introduction to DSPS Board SharePoint Site
- E. Administrative Rules Matters – Discussion and Consideration (6-7)**
 - 1) Update on International Code Council (ICC) Code Material Distribution for Council Members
 - 2) Discussion of SPS 361-Administration and Enforcement
 - 3) Proposed Schedule for Future Council Meetings
- F. Public Comments**

ADJOURNMENT

NEXT MEETING: MARCH 8, 2021

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or

hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
COMMERCIAL BUILDING CODE COUNCIL
MEETING MINUTES
DECEMBER 15, 2020**

PRESENT: Jennifer Emberson Acker (*arrived at 9:10 a.m.*), Michael Adamavich (*arrived at 9:11 a.m.*), Kevin Bierce, Steven Harms, William Hebert, Steven Howard, Richard Paur, Irina Ragozin, Brian Rinke

EXCUSED: Matthew Marciniak

STAFF: Christine Poleski, Executive Director; Jon Derenne, Administrative Rules Coordinator; Kevyn Radcliffe, Administrative Rules Coordinator; David Pedersen, Building Inspector-Objective; Garry Krause, Safety and Buildings Bureau Director; Eric Hansen, Consultant, Building Systems-Senior; Thomas Westlund; Consultant, Building Systems-Senior; Justin Gavin, Integrated Services Section Chief; Kimberly Wood, Program Assistant-Adv.; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Richard Paur, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: William Hebert moved, seconded by Irina Ragozin, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES FOR MARCH 11, 2020

MOTION: Steve Harms moved, seconded by Brian Rinke, to approve the Minutes of March 11, 2020 as published. Motion carried unanimously.

(Jennifer Emberson Acker arrived at 9:10 a.m.)

(Michael Adamavich arrived at 9:11 a.m.)

ADJOURNMENT

MOTION: Steven Howard moved, seconded by Brian Rinke, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:15 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---|--|---|--|
| 1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv. | | 2) Date When Request Submitted: 12/29/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: All Boards | | | |
| 4) Meeting Date: | 5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6) How should the item be titled on the agenda page? Annual Policy Review | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: N/A | |
| 10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is 8 business days prior to a meeting. 4. Travel Voucher Submissions: Please submit all Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the indicated start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. | | | |
| 11) Authorization | | | |
| <i>Kimberly Wood</i> | | 12/29/2020 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date | | | |
| Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| 1) Name and Title of Person Submitting the Request: Megan Glaeser, Bureau Assistant | | 2) Date When Request Submitted: 4 February 2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | | | | | | | | | |
|---|--|--|--|-----------------------|-----------------|--|--------------|---------------------------------|-------------|---|--|
| 3) Name of Board, Committee, Council, Sections: Commercial Building Code Council | | | | | | | | | | | |
| 4) Meeting Date: 8 February 2021 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Administrative Matters 1) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities | | | | | | | | | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: N/A | | | | | | | | | |
| 10) Describe the issue and action that should be addressed: 1) The Council should conduct Election Officers: Chairperson & Vice Chairperson <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr style="background-color: #cccccc;"> <th colspan="2">2020 ELECTION RESULTS</th> </tr> <tr> <td style="padding: 5px;">Chairperson</td> <td style="padding: 5px;">Richard Paur</td> </tr> <tr> <td style="padding: 5px;">Vice Chairperson</td> <td style="padding: 5px;">Brian Rinke</td> </tr> </table> | | | | 2020 ELECTION RESULTS | | Chairperson | Richard Paur | Vice Chairperson | Brian Rinke | | |
| 2020 ELECTION RESULTS | | | | | | | | | | | |
| Chairperson | Richard Paur | | | | | | | | | | |
| Vice Chairperson | Brian Rinke | | | | | | | | | | |
| 11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black; padding-bottom: 5px;"><i>Megan Glaeser</i></td> <td style="width: 30%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">4 February 2021</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table> | | | | <i>Megan Glaeser</i> | 4 February 2021 | Signature of person making this request | Date | Supervisor (if required) | Date | Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date | |
| <i>Megan Glaeser</i> | 4 February 2021 | | | | | | | | | | |
| Signature of person making this request | Date | | | | | | | | | | |
| Supervisor (if required) | Date | | | | | | | | | | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date | | | | | | | | | | | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | | | | | | | | | |

| Number | SPS/ICC | ICC Section | SPS Section | Problem | Recommendation | Positive Impact | Cost Impact | Parties Affected | Submitter |
|--------|---------|-------------|--------------------|---|--|---|-------------|--|------------------------|
| | SPS | | 361.01 | No Change | No Change | | | | |
| | SPS | | 361.02 | DSPS does not review CBRF anymore | Reconcile 361.02(4) with DHS | Language isn't applicable | | | |
| 101 | SPS | | 361.02 | Reduce language included in the code, various exceptions such as, but not limited to, 1 room school houses used by religious denominations is no longer listed/referenced in the current code as a note, but is STILL included in the state statutes, and thus is still required to be recognized for enforcement purposes. | Revise SPS 361.02 so as to include the note language previously included in 2009 SPS 361.02 so that ready reference and enforcement related to the application of the commercial building code can be made. Unless included in the code, statutes not referenced or included are lost to enforcement officials and designers.. | Code consistency/clarity | None | Contractors, inspectors, designers, owners | R. Dahmen & J. Merchak |
| | SPS | | 361.03 (12) | "180 days" is not clear if it is meant to be consecutive or aggregate | clarify the intent of this language | | | | |
| | SPS | | 361.04 (12,13,13G) | States that IRC means International Residential Code, should this be updated to mean "uniform dwelling code (SPS 320-325)"? Plumbing/POWTS | | | | | |
| | SPS | | 361.04 13r | No Change | No Change | | | | |
| | SPS | | 361.06 | No Change | No Change | | | | |
| | SPS | | 361.20 | No Change | No Change | | | | |
| | SPS | | 361.21 | No Change | No Change | | | | |
| | SPS | | 361.22 | No Change | No Change | | | | |
| | SPS | | 361.23 | No Change | No Change | | | | |
| | SPS | | 361.295 | No Change | No Change | | | | |
| | SPS | | 361.30 | Notes reference the wrong paragraph and should clarify responsibilities of the municipality | Change from (b) to (a). Should clarify review required and conducted by the municipality | Clarity | None | Submitters, contractors, inspectors, | S. Dobratz |
| | SPS | | 361.31 (1) | Stamping requirements references A-E 2.02 which requires levels of security not required by, enforced by, or supported by the Department | Reconcile this section with A-E 2.02 | Out of compliance with accepted standards | None | Submitters | |
| | SPS | | 361.31 (3) | Update timeframe to reflect new Department policy | | | | | |
| 19 | SPS | | 361.31 | The need for exterior bleachers to be stamped by a WI professional is not clear based on the current code language. It was formally found in COMM 62.71(3)(a) | Add, "The installation of all permanent seating facilities having more than 5 rows in height shall be erected under the supervision of a Wisconsin registered architect or engineer." | Code consistency/clarity | None | Contractors, inspectors, designers, owners | R. Dahmen |
| 105 | SPS | | 361.32 | Modify language because there isn't always a singular building owner, and a building owners representative would be more appropriate reference | Modify to state (1) "A building owner <u>or building owner representative</u> may request..." Modify (2) to state, "A building owner <u>or building owner representative</u> who has been granted..." | Code consistency/clarity | None | Contractors, inspectors, designers, owners | R. Dahmen |
| | SPS | | 361.33 | No Change | No Change | | | | |
| | SPS | | 361.35 | No Change | No Change | | | | |
| | SPS | | 361.36 (2) (b) | ...2 year period provide all of the following (3 points) | This language is misleading and likely outdated, needs to be revised to current | | | | |
| | SPS | | 361.37 | No Change | No Change | | | | |
| | SPS | | 361.39 | No Change | No Change | | | | |
| 55 | SPS | | 361.40 | There are concerns that Supervising Professionals are not performing their onsite inspections. | Review language and possible require the Supervising Professional to document inspections and file with the compliance statement | Code consistency/clarity | None | Contractors, inspectors, designers, owners | J.Hansen |
| | SPS | | 361.41 | No Change | No Change | | | | |
| | SPS | | 361.45 | No Change | No Change | | | | |
| | SPS | | 361.46 | No Change | No Change | | | | |
| | SPS | | 361.47 | No Change | No Change | | | | |
| | SPS | | 361.48 | No Change | No Change | | | | |
| | SPS | | 361.485 | No Change | No Change | | | | |
| | SPS | | 361.50 | No Change | No Change | Verify with Jack | | | |
| | SPS | | 361.51 | No Change | No Change | Address the challenges of SPS 361.51(8) ? | | SPS 361.51(8) (8) | |

| | | | | | | | | | |
|----|-----|--|---------|--|----------------------------------|--------------------------|------|---|-----------|
| | | | | | | | | (a) An owner or a design professional may use a more recent edition of a model building code adopted in s. SPS 361.05 in lieu of the referenced model | |
| | | | | | | | | 1. The title and edition of the alternate model building code is identified in plan documents as | |
| | | | | | | | | 2. The model building code is used in its entirety, including any standards referenced | |
| 11 | SPS | | 361.60? | What actions can delegated municipalities or the Dept. take if a compliance statement is issued prematurely by the Supervising Professional? | Add language providing direction | Code consistency/clarity | None | HVAC contractors, inspectors, designers, owners | R. Dahmen |