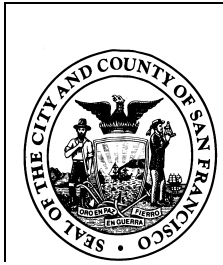


***Regular Meeting
of the
Building Inspection Commission
May 21, 2025***

Agenda Item 14

Special Meeting Minutes of March 3, 2025



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

SPECIAL MEETING

Wednesday, March 3, 2025 at 9:00 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

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PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2662 417 7174

DRAFT MINUTES

1. Call to Order and Roll Call.

The Special meeting of the Building Inspection Commission was called to order at 9:05 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President, Excused**

Evita Chavez, **Commissioner**

Catherine Meng, **Commissioner**

Bianca Neumann, **Commissioner**

Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

Monique Mustapha, **Assistant Secretary**

D.B.I. REPRESENTATIVES:

Patrick O’Riordan, **Director**

Christine Gasparac, **Assistant Director**

Matthew Greene, **Deputy Director, Inspection Services**

Alex Koskinen, **Deputy Director, Administrative Services**

Tate Hanna, **Legislative & Public Affairs Manager**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

2. Discussion and Possible Action to amend Rules and Hearing Procedures for Appeals to clarify their application to requests for extension pursuant to Section 41.23.

Commission Secretary Harris asked if there were any Commissioner comments or questions on the rules.

Commissioner Williams said in section seven under subsection ‘a’ written submittals, on page five, perhaps the language should be amended from ‘may submit’ to ‘must submit’ if the applicant wanted the information considered. He said in his opinion with facing several applicants that if the language was permissive they may show up with documents on the day of the hearing which could be a real challenge for the Commissioners to manage.

Deputy City Attorney Robb Kapla said with the applicants and notices of appeals some had produced a lot of evidence and perhaps as a clarification the language would read this would be the last chance to submit information and could add the line ‘This was the deadline to submit any supporting information.’

Commissioner Williams made a motion, seconded by Commissioner Neumann, to approve the rules with the suggested amendment to the language to submit supporting information by deadline.

There was no public comment.

Commission Secretary Harris Called for a Roll Call Vote:

President Alexander-Tut	Excused
Commissioner Chavez	Yes
Commissioner Meng	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 009-25

3. Adjournment.

Commissioner Neumann made a motion to adjourn, seconded by Commissioner Chavez.


The motion carried unanimously.

The meeting was adjourned at 9:16 a.m.

RESOLUTION NO. BIC 010-25

Respectfully submitted,


Monique Mustapha, Assistant BIC Secretary


Edited By: Sonya Harris, BIC Secretary