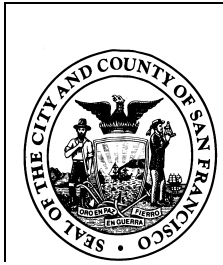


***Regular Meeting  
of the  
Building Inspection Commission***

***June 18, 2025***

***Agenda Item 11***



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

**REGULAR MEETING**

**Wednesday, May 21, 2025 at 10:30 a.m.**

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

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**WATCH:** <https://bit.ly/4jQ8nLv>

**PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2661 312 4497**

**DRAFT MINUTES**

**1. Call to Order and Roll Call.**

The regular meeting of the Building Inspection Commission was called to order at 9:31 a.m., and a quorum was certified.

**COMMISSION MEMBERS PRESENT:**

Alysabeth Alexander-Tut, **President, Excused**  
Dan Calamuci, **Commissioner**  
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. President’s opening remarks.**

Commissioner Neumann welcomed Commissioner Calamuci and said the Board was lucky to have someone join with his expertise in carpentry and breadth of experience in public service.

Commissioner Calamuci thanked the staff for welcoming him onto the Commission and said he was a San Francisco resident and lifelong tenant as well as a San Francisco Unified School District parent and was a representative of the Carpenters' Union for eighteen years and was serving as the representative of the strategic campaigns and research with the NorCal Carpenters and was a member of Local 22. He said he was excited to be part of the Building Inspection Commission as it really did touch everyone in San Francisco and was a great responsibility.

Assistant Director Christine Gasparac welcomed Commissioner Calamuci on behalf of the Department and thanked him for his interest in their work and serving on the Commission and they looked forward to working with him and hearing his unique perspective as a member of the Carpenter's Union. Ms. Gasparac extended an invitation to visit DBI and tour the Permit Center and to meet the staff.

There was no public comment.

### **3. Commissioner Acknowledgement of Earl Shaddix.**

Commissioner Neumann said it had been a pleasure to get to know Commissioner Shaddix for the last two and a half years his sense of humor and expertise and commitment to the small business community and bringing that perspective forward was vital as they worked through many issues and said thank you for your service.

Commissioner Shaddix said the new commission he joined had a lot for him to dive into but he could not have gotten there without this commission and he learned from everyone especially how to have a meeting, dialog, listen, agree and disagree. He thanked Commission Secretary Harris for all of her work and welcomed new Commissioner Calamuci.

Commissioner Chavez said it was a joy to work with Commissioner Shaddix and he was a friendly face on difficult days and he was considerate and thoughtful and cared enough to carry those actions into every space and congratulations on his next venture.

Commissioner Williams said he was glad Commissioner Shaddix was moving on to other exciting ventures but it was sad to learn he was leaving especially since they had sat adjacent to each other he looked to Commissioner Shaddix for leadership and guidance and said he would be honored if he was able to provide a tenth of the leadership Commissioner Shaddix had provided and he will be missed.

Commissioner Meng said although she had only worked with Commissioner Shaddix a few months she appreciated his warm and welcoming presence and said best of luck with his next venture.

Commissioner Shaddix said he joined the Office of Community Investment and Infrastructure (OCII).

Assistant Director Gasparac thanked Commissioner Shaddix for his service on behalf of the Department and said thank you for all his work in the community in Bayview and the 3<sup>rd</sup> Street Corridor.

There was no public comment.

### **4. Discussion and possible action regarding appointments to the Board of Examiners (BOE) for the vacant Licensed Mechanical Engineer seat. (Member seeking appointment: Paul McGrath. Term to Expire September 15, 2028.)**

Commissioner Meng said that she and Commissioner Chavez had met with Mr. McGrath and he was a Mechanical Engineer in San Francisco and had worked on projects such as the Moscone Center expansion and other complex projects in the City. He was also a member of the Commercial to Residential Use Taskforce and had worked with the Building Department, Fire Department, and other stakeholders and he was recommended to the BIC to be appointed to the Board of Examiners (BOE).

*Commissioner Neumann made a motion, seconded by Commissioner Meng, to appoint Mr. Paul McGrath to the Board of Examiners in the Licensed Mechanical Engineer seat.*

There was no public comment.

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Meng</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried unanimously.*

**RESOLUTION NO. 044-25**

Mr. McGrath said thank you for the appointment and he looked forward to serving on the BOE and using his expertise as a Mechanical Engineer.

Commission Secretary Harris administered the Oath for Mr. McGrath and swore him in.

**5. Discussion and possible action regarding appointments to the Board of Examiners (BOE) for the vacant Licensed General Contractor seat. (Member seeking appointment: Nancy Madynski. Term to Expire September 15, 2028.)**

Commissioner Chavez said they were recommending appointment to the BOE of Nancy Madynski who had more than thirty years of construction experience in San Francisco, and started her career at a fire restoration company while attending Lowell High School and had a lot of residential experience.

*Commissioner Chavez made a motion, seconded by Commissioner Meng, to appoint Nancy Madynski to the Board of Examiners Licensed General Contractor seat.*

There was no public comment.

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Meng</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried unanimously.*

**RESOLUTION NO. 045-25**

6. Discussion and possible action regarding current membership and reappointments to the Board of Examiners (BOE). (Members seeking reappointment: Dan Caracciolo, Licensed Plumbing Contractor seat, Manny Flores, Building Trade seat, Stephen Harris, Licensed Structural Engineer seat, David Kane, Licensed Structural Engineer Specializes in Seismic Improvement seat, James Reed, Licensed Electrical Contractor seat, Michael Robbins, Property Owner & Licensed Architect, Civil or Structural Engineer seat, Bradley Sugarman, Licensed Architect seat, Daniel Sullivan, Building Owner Representative seat, and Ronnie Thomas, Registered Fire Protection Engineer seat. Term to Expire September 15, 2028)

*Commissioner Neumann made a motion, seconded by Commissioner Meng to reappoint the existing member of the Board of Examiners.*

There was no public comment.

**Roll Call Vote by Commission Secretary Harris:**

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

*The motion carried unanimously.*

Commission Secretary Harris administered the oath and swore in the listed members.

**RESOLUTION NO. 046-25**

7. Discussion and possible action regarding current membership and reappointments to the Access Appeals Commission (AAC). (Members seeking reappointment: Alyce G. Brown, Person with a Disability seat, Kevin Birmingham, Public Member seat, Arnie Lerner, Experience in Construction seat, and Walter Park, Person with a Disability seat. Term to Expire November 1, 2029)

*Commissioner Chavez made a motion, seconded by Commissioner Meng, to reappoint the existing member of the Access Appeals Commission.*

There was no public comment.

**Roll Call Vote by Commission Secretary Harris:**

President Alexander-Tut	Excused
Commissioner Calamuci	Yes
Commissioner Chavez	Yes

Commissioner Meng	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

Commission Secretary Harris administered the oath and swore in the listed members.

#### **RESOLUTION NO. 047-25**

- 8. Discussion and possible action regarding current membership and reappointments to the Code Advisory Committee (CAC). (Members seeking reappointment: Gina Centoni, Remodel Contractor, Marc Cunningham, Member-at-Large, Ira Dorter, Residential Projects Contractor, J. Edgar (Ned) Fennie, Jr., Major Project Architect, Stephen Harris, Small Projects Civil Engineer, Henry Karnilowicz, Commercial Property Owner/Manager, Arnie Lerner, Disability Access Advocate, Don Libbey, Major Projects Contractor, Zachary Nathan, Small Project Architect, Deepak Patankar, A Person Qualified in the Area of Historical Preservation seat, Jim Reed, Electrical Engineer/Contractor seat, Jonathan Rodriguez, Member-at-Large, Brian Salyers, Fire Protection Engineer, Tony Sanchez-Corea, III, General Business Community, Paul Staley, Member-At-Large seat, John Tostanoski, Mechanical Engineer/Contractor seat, and Rene Vignos, Major Project Structural Engineer. Term to Expire August 10, 2028.)**

*Commissioner Chavez made a motion, seconded by Commissioner Meng, to reappoint the existing member of the Code Advisory Committee.*

There was no public comment.

#### **Roll Call Vote by Commission Secretary Harris:**

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

*The motion carried unanimously.*

Commission Secretary Harris administered the oath and swore in the listed members.

#### **RESOLUTION NO. 048-25**

- 9. Discussion and possible action to appoint a member to the BIC Nominations Subcommittee.**

Commissioner Chavez explained what the Nominations Subcommittee did and nominated Commissioner Calamuci to join the committee.

Commissioner Calamuci accepted the nomination.

***Commissioner Chavez made a motion, seconded by Commissioner Neumann, to appoint Commissioner Calamuci to the Nominations Subcommittee.***

There was no public comment.

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Meng</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

***The motion carried unanimously.***

**RESOLUTION NO. 049-25**

**10. General Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.**

Mr. Dratler presented a power point review of the \$35 million Golden Gate Park parking garage building permit. Mr. Dratler pointed out the two-story underground garage permit was approved by DBI without the required foundation and structural steel inspections. Mr. Dratler recommended the new DBI compliance manage randomly sample 2025 building permits to ensure approved building permits have the code required inspections and submit his report to the BIC.

Mr. Chris Schroeder presented a news article of Deputy Director of Inspection Services Matthew Greene and said Mr. Greene was not the district inspector for the site the report was about and it was similar to when Mr. Schroeder was an inspector for 125 Crowne Terrace and Mr. Greene visited the site to help his friend with violations near Golden Gate Park. 125 Crowne Terrace was sponsored by a former BIC President and engineer Rodrigo Santos. Mr. Schroeder said why were the inspectors out of their district, he mentioned another article regarding Bernie Curran and Rodrigo Santos from May 7, 2025. Mr. Schroeder went on to say the demographics of San Francisco were five percent Black in 2023 and seven percent Irish and current building inspectors were zero percent Black and fifty-three percent Irish. Mr. Schroeder also showed a family relationship chart of Birmingham's and Greene's at DBI as well as the former director Tom Chiu. Also, showed an article from Mission Local on May 19, 2025 regarding a Black inspector who was let go.

Ms. Ana Ng from Southeast Tenant Association said she speaks with tenants everyday who are overwhelmed with fear and uncertainty from facing rent increases and dealing with serious habitability issues. She said she was urging the Commissioners to act with urgency to fully fund tenant protections and support safe, stable housing with livable conditions and ask that the Department fully fund the Code and Enforcement Outreach Program (CEOP) rather than rely on the General Fund.

Ms. Melissa Morales from the Southeast Tenant Association said she was worried about the high cost living and the association receives calls from tenants trying to get advice about habitability issues and how

to proceed and the day to day problems for each problem. She said in her own building they were able to get services by reporting the issues and if the funds were cut there would no longer be guidance on how to report habitability conditions.

Public Speaker said they filed a complaint submitted last August with no response and it was escalated in February and still had not received a response. They said their roof was not in compliance and nine months was a long time.

Ms. Maria Yanez of the Southeast Tenant Association said she was speaking on behalf of tenants living in buildings with serious repair needs and those were homes and housing should be a human right. Families, children and seniors were being forced to wait as long as years for basic repairs that effect health, safety and dignity. Mold, broken heat, and pest infestation were not just inconveniences these were violations and this was why the CEOP needed to be fully funded.

Ms. Dora Muniz of the Southeast Tenant Association said who was thinking of the tenants and their living conditions when rents were so high and wages were so low and those conditions in housing continued to be in disarray

Ms. Mejia Lead Organizer for Geographic Associations Housing Rights Committee of San Francisco said she was attending the meeting with members of the Southeast Tenant Association and they stood united to say that not only will fifteen percent in cuts impact their community but how they had already lost much more funding by the loss of an organization in the Excelsior district earlier that year leaving tenants in District 9, 10, and 11 vulnerable and asked that DBI fully fund the program.

**11. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250284) amending the Planning Code to allow repair and replacement of noncomplying structures constructed before the year 2003, and allow accessory structures up to 10 feet in height and 120 square feet within required setbacks and usable open space; amending the Building Code to exempt accessory structures up to 120 square feet from building permits, in addition to other requirements.**

Legislative Affairs Manager Tate Hanna gave a presentation and made the following points:

- Legislation was introduced by Supervisor Engardio.
- Background was the California Building Code (CBC) exempted one-story accessory structures that have a floor area of one hundred and twenty square feet or less from requiring a permit, such as sheds and playhouses, or other similar uses.
- San Francisco adopted local amendments that alter the provision from one hundred twenty feet of floor area to one hundred square feet of projected roof area.
- Essentially storage sheds or the like may be purchased pre-built from a department store that advertised its compliance with the state code however San Francisco had adopted an amendment that prohibited those without a building permit.
- To address the prohibition San Francisco seeks to revert back to the state code.
- Also, the Ordinance proposed an inclusion of CBC language to ensure structures were still subject to relevant requirements in Section 710A, despite not needing a permit.
- The Ordinance also amended the Planning Code's requirements regarding noncomplying accessory structures.
- The Code Advisory Committee reviewed the Ordinance May 14, 2025 and recommended approval.

There was no public comment.



Commissioner Calamuci asked when did the San Francisco Building Code change from the state code?

Mr. Hanna said the state of California permitted one hundred twenty square feet of flooring for a number of years and had gone back as far as 2019 and the San Francisco code had been in place for a number of years as well.

***Commissioner Neumann made a motion, seconded by Commissioner Calamuci, to recommend approval to the Board of Supervisors File No. 250284.***

**Roll Call Vote by Commission Secretary Harris:**

<b>President Alexander-Tut</b>	<b>Excused</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Chavez</b>	<b>Yes</b>
<b>Commissioner Meng</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

***The motion carried unanimously.***

**RESOLUTION NO. 050-25**

**12. Director's Report.**

**a. Director's Update [Director O'Riordan]**

Assistant Director Christine Gasparac filled in for the director and said the department participated in a press conference with Mayor Lurie the day before the meeting to mark the first one hundred days of PermitSF. The Mayor spoke of the many initiatives PermitSF had implemented and some included permit processing shot clocks, expanded service hours, and several Ordinances were announced that would go before the Commission such as: Eliminating DBI review for entertainment permits, allowing sidewalk seating without a permit, create a process to legalize security gates, and simplify business sign requirements among others.

DBI worked with their fellow permitting agencies on those initiatives as well as other improvements and as part of PermitSF DBI made two operational improvements that would help move In-House Review permit applications through the system faster and expand DBI's digital permit process. We built a system to automatically assign routing for In-House applications to the appropriate City department plan check teams based on the results of the initial completeness check. Also, were able to increase transparency by publishing the routing tables to give customers a clearer picture for what to expect at each stage of the process.

DBI also implemented a digital stamp to remove the physical approval stamp on in-house review building permit applications and once applications had been reviewed by relevant City departments and fees were paid we now mark the permit application. With those changes in-house permit review applications were submitted through the departments website, reviewed and tracked electronically, paid online, and issued by email.

There was still work to do to fully modernize the permitting system, but those were significant improvements to help achieve the goals of PermitSF initiative.

**b. Update on major projects.**

Major projects are those with valuation of \$5 million or greater filed, issued, or completed for the month of March 2025.

- Major projects with permits filed.
  - 9 issued
  - \$172.8 million in valuation
  - 153 net units
- Major projects with Certificate of Occupancy
  - 5 completed
  - \$162 million in valuation
  - 252 net units

**c. Update on proposed or recently enacted State or local legislation.**

Legislative & Public Affairs Manager Tate Hanna gave a presentation and made the following points:

**File No. 250259:** Extends the First Year Free Program for an additional year that will be heard at the Budget and Finance Committee soon.

**File No. 250284:** Related to an earlier agenda item regarding accessory structures up to one hundred twenty feet.

**File No. 250211:** Establishes the Concrete Building Safety Program which was reviewed by the BIC on April 16, 2025 and was recommended unanimously for approval. Mayor Lurie signed the Ordinance and it took affect June 9, 2025.

**File No. 250191:** Related to the DBI in-house quality control audit and amnesty program was reviewed by the BIC April 16, 2025 and was recommended for approval to be heard by the Budget and Finance Committee

**File No. 241069:** Related to accessory dwelling units being conveyed separately as primary dwelling units and sold as condominiums was heard by the BIC February 27, 2025 and was heard twice by the Land Use and Transportation Committee but was continued to the Call of the Chair so the Chair may work with advocates that were not for the Ordinance.

**File No. 241067:** Allowed tourist hotels and motels to be used for interim housing without ending the hotel use classification, the BIC reviewed this Ordinance November 20, 2024 and recommended approval to the BOS, Mayor Lurie signed on April 3, 2025 and it took effect May 3, 2025.

**d. Update on Inspection Services.**

Chief Building Inspector Kevin Birmingham submitted the following Building Inspection Division Performance Measures for April 1, 2025 to April 30, 2025:

• Building Inspections Performed	5,156
• Complaints Received	377
• Complaint Response within 24-72 hours	383
• Complaints with 1st Notice of Violation sent	74
• Complaints Received & Abated without NOV	196

- Abated Complaints with Notice of Violations 54
- 2nd Notice of Violations Referred to Code Enforcement 31

Chief Building Inspector Kevin Birmingham submitted the following Housing Inspection Division Performance Measures April 1, 2025 to April 30, 2025:

- Housing Inspections Performed 845
- Complaints Received 489
- Complaint Response within 24-72 hours 436
- Complaints with Notice of Violations issued 128
- Abated Complaints with NOVs 374
- # of Cases Sent to Director's Hearing 24
- Routine Inspections 82

Chief Building Inspector Kevin Birmingham submitted the following Code Enforcement Services Performance Measures for April 1, 2025 to April 30, 2025:

- # Housing of Cases Sent to Director's Hearing 146
- # Complaints of Order of Abatements Issues 55
- # Complaint of Cases Under Advisement 1
- # Complaints of Cases Abated 139
- Code Enforcement Inspections Performed 953
- # of Cases Referred to BIC-LC 0
- # of Case Referred to City Attorney 1

Chief Building Inspector Kevin Birmingham said Code Enforcement Outreach Programs are updated on a quarterly as follows for the 1<sup>st</sup> quarter:

- # Total people reached out to 38,634
- # Counseling cases 512
- # Community Program Participants 4,669
- # Cases Resolved 255

**e. Update on DBI's finances.**

Deputy Director of Administrative Services Alex Koskinen submitted update on the Department's April 2025 finances as follows:

Revenues:

- 83% of the year had elapsed
- DBI had collected 92% of FY25 budgeted Charges for Services revenue.

Expenditures:

- Total year-end expenditures were projected at \$89.4 million (\$1.5M below budget)

Permits:

- Year to Date (YTD) permits were 1% higher than the same period last year
- YTD valuation was 7% higher than same period last year

There was no public comment.

### **13. Commissioner's Questions and Matters.**

- a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.
- b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.

Commissioner Calamuci asked about an earlier public comment regarding budget cuts to the community programs and it was explained that departments citywide were requested to cut ten percent from their budgets and those programs were moved to the General Fund rather than DBI's budget where it lived and at the time there had been a fifteen percent cut to the programs budget although the commissioners had written a letter to the Mayor's office explaining the need of supporting those community programs. Deputy Director of Administration Alex Koskinen also offered to give an overview of the budget process as part of the update at the next meeting.

Commission Secretary Harris said the next regular meeting would be June 18, 2025.

There was no public comment.

### **14. Review and approval of the minutes of the Special Meeting of March 3, 2025. (Continued from the April 16, 2025.)**

*Commissioner Meng made a motion, seconded by Commissioner Neumann to approve the Special Meeting minutes of March 3, 2025.*

There was no public comment.

*The motion carried unanimously.*

### **RESOLUTION NO. 051-25**

### **15. Review and approval of the minutes of the Regular Meeting of March 19, 2025. (Continued from April 16, 2025.)**

Commission Secretary Harris said there were corrections that would be made to the minutes and Commissioner Chavez said she was not in attendance at the March 19, 2025 meeting and the votes should be corrected.

*Commissioner Neumann made a motion, seconded by Commissioner Chavez to approve the Regular Meeting minutes of March 19, 2025 with corrections.*

There was no public comment.

*The motion carried unanimously.*

**RESOLUTION NO. 052-25**

**16. Review and approval of the minutes of the Regular Meeting of April 16, 2025.**

*Commissioner Neumann made a motion, seconded by Commissioner Meng to approve the Regular Meeting minute of April 16, 2025.*

There was no public comment.

*The motion carried unanimously.*

**RESOLUTION NO. 053-25**

**17. Adjournment.**

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

*The motion carried unanimously.*

The meeting was adjourned at 12:32 p.m.

**RESOLUTION NO. 054-25**

Respectfully submitted,

\_\_\_\_\_  
Monique Mustapha, Assistant BIC Secretary

\_\_\_\_\_  
Edited By: Sonya Harris, BIC Secretary