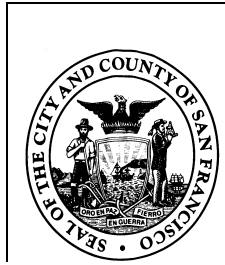


***Regular Meeting of the Building
Inspection Commission***

July 15, 2026

BIC Agenda Item 8
Meeting Minutes of June 17, 2026



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

REGULAR MEETING

Wednesday, June 17, 2026 at 9:30 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: 2664 699 6724

DRAFT MINUTES

1. Call to Order and Roll Call.

The regular meeting of the Building Inspection Commission was called to order at 9:33 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, President, Arrived at 9:57 a.m.

Catherine Meng, Vice President, Excused

Dan Calamuci, Commissioner

Judy Lee, Commissioner

Lindsey Maclise, Commissioner, Left at 10:39 a.m.

Bianca Neumann, Commissioner

Kavin Williams, Commissioner

Sonya Harris, Secretary

D.B.I. REPRESENTATIVES:

David Kane, Interim Director

Christine Gasparac, Assistant Director, Excused

Alex Koskinen, Deputy Director, Administrative Services

Tate Hanna, Legislative & Public Affairs Manager

Megan Wall Shui, Principal Data Analyst, Excused

Matthew Sao, Senior Data and Performance Analyst

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, Deputy City Attorney

The Commission read the City's Land Acknowledgment recognizing that the Commission meets on the unceded ancestral homeland of the Ramaytush Ohlone people, their stewardship, and their sovereign rights.

2. President's opening remarks.

There were no opening remarks.

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

Ms. Georgia Schuttish provided public comment regarding the following:

- Discussed concerns regarding demolition calculations under Planning Code Section 317.
- Presented overhead photos and documentation regarding 248 Valley Street and other addresses.
- Asserted that multiple projects constituted "tantamount to demolition" but received alteration permits (Form 3) instead of demolition Forms 2 or 6.
- Provided numerous examples of sites she believed were mis-permitted.
- Requested administrative correction of permitting practices without needing changes to the Building Code.
- Thanked DBI staff, including Secretary Harris.

Mr. Jerry Dratler provided public comment which included the following:

- Mr. Dratler presented a PowerPoint on the unpermitted conversion of a seven-unit apartment building into a \$32 million, 26,000 square foot home.
- Mr. Dratler presented a copy of his February 3, 2026 complaint. He also presented a copy of the Planning Department Notice of Enforcement issued on May 27, 2026 for the unpermitted merger of dwelling units at 104-114 Presidio Avenue.
- Mr. Dratler asked the BIC why is DBI unable to issue a Notice of Violation for the unpermitted unit conversions?
- Mr. Dratler reviewed a copy of his complaint in the DBI Permit Tracking System. Mr. Dratler noted the differences in the May 12, 2026 entry on the current and an earlier screen shot of the same complaint and asked how a DBI employee was able to delete the Abatement Appeals Board hearing entry in PTS. Mr. Dratler asked the BIC why they allow this illegal activity to continue.

4. Director's Report.

a. Director's Update [Interim Director Kane]

Interim Director Kane provided an update and discussed the following information:

- Thanked Commissioner Williams for participating in a recent Single Room Occupancy (SRO) walkthrough with DBI's Housing Inspection team.

- Invited Commissioners to the One City Day volunteer event organized by the Mayor’s Office on Saturday July 11, and DBI is partnering with Planning Department staff.
- Announced rollout of additional OpenGov permit modules for:
 - Signage & awnings
 - Re-roofing
- Next major system launch expected next month: Trade permits (electrical/plumbing).
- Reported progress aligning DBI inspection requirements with new state laws, aiming to reduce customer confusion.
- Updated on electrification requirements for major remodels effective in July.
- Reported on administrative functions scheduled to move to the Planning Department as part of the merger transition (Records Management, Human Resources, Finance, Compliance, Communications, and Legislative Affairs).
- Interim Director Kane expressed gratitude for the staff’s years of service at the Department of Building Inspection (DBI).

b. Update on PermitSF shot clocks.

Mr. Matthew Sao, Senior Data and Performance Analyst, provided an update on PermitSF shot clocks and discussed the following items:

- 5 PermitSF performance targets reviewed monthly.
- There has been a reduction in the Median in-house permit issuance times improved to 143 days, down from 146.
- Median Over-the-Counter (OTC) issuance returned to 1 day.
- Completeness checks and revision review targets met; first-comment review continues close to target.
- 900+ permit applications submitted through OpenGov; 57% issued.
- Median issuance through OpenGov remains 3 business days, slightly above the 2-day goal.

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

Mr. Tate Hanna, Legislative & Public Affairs Manager, presented an update on proposed or recently enacted State or local legislation and addressed the following items:

Local legislation updates:

- File 260118: First-Year-Free Program extension to June 30, 2027. Pending Budget & Appropriations Committee.
- File 260623: Housing Code amendments for minimum ceiling height (7 ft). Awaiting full Code Advisory Committee (CAC) hearing.
- File 260478: Building Code fee adjustments; pending Mayor’s signature.
- File 260538: Inclusionary & impact fee ordinance on today’s agenda.

State legislative calendar and upcoming deadlines were reviewed.

d. Update on DBI's finances.

Mr. Alex Koskinen, Deputy Director of Administrative Services,

- DBI successfully avoided cuts that staff believed would be harmful.
- Final budget approval expected shortly from full Board; no major changes anticipated.
- Hiring freeze created temporary savings; normal hiring now resumed.
- Permit valuation remains higher than last year despite similar permit volume.
- Permit system replacement project funds placed on reserve pending Board review of the contract amendment.
- Vehicle replacement funding adjusted due to cost changes, but DBI will still receive all requested vehicles.

Commissioners asked questions regarding budget items, vehicle needs, and Community Based Organization (CBO) allocations; staff provided clarification.

There was no public comment.

5. Discussion and possible action regarding Board of Supervisors File No. 260538 Ordinance amending the Planning Code to: 1) reduce Inclusionary Affordable Housing Program requirements for projects of 25 units or more; 2) delete Inclusionary Affordable Housing Program requirements for projects under 25 units; 3) allow all projects to dedicate land to the City as an alternative to payment of the Inclusionary Affordable Housing Program fee; 4) adopt a process for projects to request a modification to conditions of approval related to Inclusionary Affordable Housing Program requirements; 5) delete certain Article 4 affordable housing and development impact fees; and 6) adopt conforming amendments to various sections of the Planning Code; amending the Building Code to reduce Planning Code Article 4 development impact fees and allow deferral of payment of such fees, in addition to other requirements.

Mr. Jacob Bintliff, Mayor's Office of Economic & Workforce Development, presented on the following:

- History of inclusionary housing and impact fees.
- Findings of the Inclusionary Housing Technical Advisory Committee (TAC) and Controller's feasibility analysis showing worsening feasibility across prototypes.
- Proposed reductions:
 - Inclusionary requirements lowered to 5% onsite for projects with 25+ units.
 - No inclusionary requirement for projects under 25 units.
 - Reduction of most development impact fees by 67%.
 - Elimination of certain area-specific affordable housing fees.
- Expanded fee deferral program (15% due at building permit issuance; 85% at occupancy).
- Downtown retail/entertainment impact fee waivers extended 3 more years.
- Parallel Housing Trust Fund charter measure proposed for November ballot to create a more reliable affordable-housing revenue source.

There was extensive Commissioner and staff discussion regarding feasibility, TAC methodology, equity considerations, pipeline projects, state law interactions, and potential impacts.

President Alexander-Tut made a motion, seconded by Commissioner Neumann, to approve File No. 260538 and recommended proposed changes to the Building Code.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Excused
Commissioner Calamuci	Yes
Commissioner Lee	Yes
Commissioner Maclise	Excused
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. BIC 029-26

6. 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.

Secretary Harris stated that the next Regular Meeting of the BIC would be on July 15, 2026.

There were no inquiries to staff or additional request for items.

Public Comment:

Ms. Georgia Schuttish stated that there was a correction to her letter, and at the bottom of page 4 it should read Form 3, not Form 6, DBI Application. She hoped that the BIC would consider putting the issue of dealing with the forms on the agenda. It does not need to change the Building Code, since there is no definition of demolition in the Building Code. Referenced Section 103 A.3.2 and said tantamount to demolition is the same as demolition. Ms. Schuttish said to check out Information Sheet AB-004.

7. Review and approval of the minutes of the Regular Meeting of April 15, 2026.

Commissioner Neumann made a motion, seconded by Commissioner Lee, to approve the minutes of the Regular Meeting of April 15, 2026.

The motion carried unanimously.

RESOLUTION NO. BIC 030-26

8. Review and approval of the minutes of the Regular Meeting of May 20, 2026.

President Alexander-Tut made a motion, seconded by Commissioner Neumann, to approve the minutes of the Regular Meeting of May 20, 2026.

The motion carried unanimously.

RESOLUTION NO. BIC 031-26

9. Adjournment.

Commissioner Neumann made a motion to adjourn the meeting, which was seconded by President Alexander-Tut.

The motion carried unanimously.

The meeting was adjourned at 11:13 a.m.

RESOLUTION NO. BIC 032-26

Respectfully submitted,



Sonya Harris, BIC Secretary

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