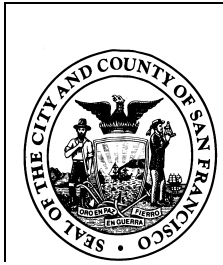


***Regular Meeting of the
Building Inspection Commission
December 17, 2025***

Agenda Item 7

Regular Meeting Minutes of November 14, 2025



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

REGULAR MEETING

Wednesday, November 14, 2025 at 10:30 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 484 4386

DRAFT MINUTES

1. Call to Order and Roll Call.

The regular meeting of the Building Inspection Commission was called to order at 10:43 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President**
Catherine Meng, **Vice President**
Dan Calamuci, **Commissioner**
Judy Lee, **Commissioner**
Lindsey Maclise, **Commissioner**
Bianca Neumann, **Commissioner, Excused**
Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**
Monique Mustapha, **Assistant Secretary**

D.B.I. REPRESENTATIVES:

Patrick O’Riordan, **Director**
Christine Gasparac, **Assistant Director**
Alex Koskinen, **Deputy Director, Administrative Services**
Tate Hanna, **Legislative & Public Affairs Manager**
Megan Wall Shui, **Principal Data Analyst**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

2. President's opening remarks.

President Alexander-Tut stated that the Commission would be hearing updates on state legislation, and making recommendations on other legislation. Two big items that she would like to draw the public's attention to are: Item 9, the discussion around the Commission Streamlining Task Force Memo and recommendation – The BIC will be deliberating and making a possible recommendation to take to the Task Force and Item 10 the future agenda item, she has invited the Mayor's Office to show the BIC the inside of PermitSF, so she will ask the Commissioners to consider any questions they may have regarding the new permit system. She thanked the staff for some of the newly restructured Director's report items and for all of the work that has gone into it. If there is feedback or other things that members would like to see, they welcome that as well.

There was no public comment.

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

Mr. Jerry Dratler discussed the following items:

- Code compliance problems at 147 Marietta Drive require investigation.
- The Planning Dept. 2018 Notice of Enforcement has been on hold since 2019 and is on hold today.
- The DBI complaint for exceeding the scope of building permit 2016.1129.3708 has never been closed; last entry is June 2021, same date as Google Maps picture.
- How was a \$650,000 building permit issued to comply with the NOV when a complaint and NOE were open? Last inspection December 2024.
- With an open complaint and NOE, the permit should not have been approved by the names on the permit.
- A temporary shoring permit is open, and a \$1 administrative permit should not have been issued to final an expired retaining wall permit.
- Permit to legalize unpermitted temporary shoring expired in 2024, one year after issuance. Last inspection April 2025, special inspections approved November 2025.

Mr. Christopher Schroeder discussed the following items:

- DBI's harassment of building inspectors.
- Summary of information.
- Why are some DBI inspectors bullied.
- DBI remains a hostile workplace.

4. Director's Report.

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

Director O'Riordan made the following points:

- Welcomed Commissioner Judy Lee.

- He stated that the department was excited to have her on the commission, and her experience at the Chinese Chamber of Commerce, in the Labor Council and at the Mayor's Office of Workforce Development will be an invaluable asset on the commission.
- Staff looks forward to working together and getting her perspective as we continue our work to improve the department and the service we provide to the public.
- Director O'Riordan invited Commissioner Lee on a tour of DBI and the Permit Center so she could meet our staff and see our operation up close.
- Thank you again for volunteering your time, and we look forward to working together in the months and years to come.
- He gave an update about some of DBI's work in the community.
- This past week, DBI's Structural Review Manager Jimmy Cheung and Building Inspector Jeff Barnes represented DBI at the Pacific Heights Residents Association.
- Members asked a variety of questions on everything from sprinkler installation to plans for renovating a historic theater.
- Next week, DBI's Rich Soenksen, a senior building inspector in plan review and trained architect, will be speaking on a American Institute of Architects panel about building community.
- DBI is working with Planning, Fire and the nonprofit Be Chinatown on a series of workshops to help local merchants legalize existing awnings and security gates.
- Our hope is to be more directly engaging with the community, so we can the build trust and open communication that's vital to making sure people feel comfortable, safe and informed when using our services.

There was no public comment.

b. Update on PermitSF shot clocks.

Ms. Megan Wall Shui, Principal Data Analyst, gave an update on PermitSF shot clocks and presented the following points:

- PermitSF Shot Clocks
- Building Permit Issuance
- Completeness Check & Plan Review

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

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

- **File No. 250657:** Ordinance implementing Senate Bill 937, which defers development impact fees for specified residential developments to certificate of occupancy. The BIC provided a

unanimous recommendation of approval. The Mayor signed the ordinance on October 24, 2025, and it will take effect on November 24, 2025.

- **File No. 250810:** Ordinance authorizing deferral of DBI fees for specified affordable housing developments. The BIC provided a unanimous recommendation of approval. The Mayor signed the ordinance on October 24, 2025, and it will take effect on November 24, 2025.
- **File No. 250630:** Ordinance amending various codes to modify reporting requirements. Specific to DBI, this ordinance removes seven existing reporting requirements that are either out of date, no longer relevant, or not a good usage of staff time. The BIC unanimously recommended approval. The ordinance is pending a hearing by the Rules Committee.
- **File No. 250811:** Ordinance amending building permit and building permit application expiration timelines. The BIC unanimously recommended approval. The ordinance is pending a hearing by the Land Use & Transportation Committee.
- Triennial Code Update
- 2024 State Legislative Calendar

d. Update on DBI's finances.

Mr. Alex Koskinen, Deputy Director, Administrative Services, gave an update on DBI finances and provided the following items:

Fiscal year 25-26 Finance Update

- At the end of October, 33% (four months) of the fiscal year have elapsed.
- To date, DBI has collected \$22.4M, or 37% of the annual budget in *Charges for Services*.
- To date, DBI has expended \$26.3M, or 29% of the annual budget in *Operating Expenditures*.
- Year-end projections will be available in January.
- Fiscal year 25-26 Revenue
- Fiscal year 25-26 Expenditures
- Fiscal year 25-26 Permit Volume and Valuation

There was no public comment.

President Alexander-Tut welcomed Commissioner Lee to the Building Inspection Commission.

Commissioner Meng asked Director O'Riordan if the department was seeing an influx of permits coming in before the code cycle change? Also, did he see that affecting review times early next year.

Deputy Director of Permit Services David Kane stated that DBI is anticipating permits that are submitted in the winter and spring being advanced towards the end of the year to get in before the code cycle change. Staff is preparing to staff up to process a higher rate of permits. Overall over the coming months, that would smooth out and he did not think it would dramatically affect operations other than the last week or two of December.

Director O'Riordan said that every three years the code cycle seems to occur around the holidays, so the department factors that in and tries to have the resources in place to manage that.

President Alexander-Tut requested for the December meeting if Deputy Director Koskinen could have kind of a look ahead at what the budget process will be, so that there is a more meaty conversation in January. There are a lot of new members and this will be their first budget cycle, so a good time to have the conversation before getting into the details in January. She also mentioned if he could provide as much about the timeline if possible.

Mr. Koskinen said that he could resurrect some of the materials presented last year, and if the commissioners had any new requests to please let him know and he would be happy to answer any questions about the process.

5. Discussion and possible action regarding Board of Supervisor’s Ordinance (File No. 251024) amending the Building Code to create a permit and permitting process for Hydrogen-Fueling Station Equipment installation, in addition to other requirements.

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

- Senate Bill (SB) 1418, passed in 2024, requires local jurisdictions to adopt an ordinance that creates an expedited, streamlined permitting process for hydrogen-fueling stations.
- This streamlined process must be accompanied by a checklist of all requirements for hydrogen-fueling stations to be eligible for review under SB 1418.
- File No. 251024 seeks to implement SB 1418, establishing a prioritized pathway for review of hydrogen fueling stations.
- Additionally, DBI has adopted a detailed checklist which guides applicants through the process to ensure they are providing sufficient information for expedited review.
- The Department has no requests for amendments, and recommends support of the ordinance.
- The Code Advisory Committee met on November 12, 2025 and provided a unanimous positive recommendation.

There was no public comment.

Commissioner Meng said she looked at the code section and it is combined with the EV charging station.

With EV stations just an electrical permit is required by a Licensed Electrical Contractor. She wanted to confirm under the requirements for the hydrogen-fueling stations it says it may require site plan, civil and architectural, fire, building, mechanical, electrical, and plumbing – Is the expectation that those would all be signed and stamped by their respective disciplines or is that you just need a Licensed Electrical Engineer to sign off on all of those?

Mr. Hanna said that the Licensed Electrical Engineer is connected to the EV portion. He said that the code section may be a little complex, but it is slipping in a similar process, but this is a stand alone process from the EV permitting. Different disciplines are needed to sign off on those aspects, and part of the difference is the hydrogen infrastructure so it is not just the fueling station, but it is other infrastructure around it.

President Alexander-Tut made a motion, seconded by Commissioner Maclise, to approve File No. 251024 amending the Building Code to create a permit and permitting process for Hydrogen-Fueling Station Equipment installation.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes

Commissioner Calamuci	Yes
Commissioner Lee	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Excused
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 080-25

6. Discussion and possible action regarding Board of Supervisors Ordinance (File No. 250718) amending the Planning and Building Codes to allow project sponsors to defer payment of certain fees for Accessory Dwelling Units, in addition to other requirements.

Secretary Harris stated that agenda item 6 (File No. 250718) is being pulled from the agenda, as the sponsors of the ordinance are no longer pursuing the item and the ordinance will not be moving forward.

There was no public comment.

7. Update on state legislation.

Legislative Affairs Manager Tate Hanna gave a presentation and discussed the following items:

- Assembly Bill 253 (Ward)
- Assembly Bill 671 (Wicks)
- Assembly Bill 628 (McKinnor)
- Assembly Bill 818 (Carrillo)
- Senate Bill 543 (McNerney)
- Assembly Bill 920 (Caloza)
- Senate Bill 489 (Arreguin)
- Assembly Bill 1308 (Hoover)

There was no public comment.

Commissioners Questions and Comments:

- Commissioner Maclise said that there is concern that needs an affidavit, but there is no vetting process. For DBI maybe it is a good idea to have a preapproved list.
- Mr. Hanna said that the sponsor said it could be considered corruption if DBI has a contact list.
- President Alexander-Tut said to clarify that it is because of state law that DBI cannot set up another list.
- Commissioner Maclise said that the applicant should be able to vet or reject someone.
- Mr. Kane said that the wording or process is involving issuance. After it is submitted, trying to put a procedure in place.
- President Alexander-Tut said that maybe this could be flagged in the new permit system to see how it could transform the industry.

- Commissioner Williams said that DBI would receive plans, is there a mechanism if false information was submitted?
- Mr. Hanna said that there are possible repercussions as an architect or engineer. DBI has the ability to respond and issue comments in a 10-day period.
- Deputy Director Kane referenced the Expanded Compliance Control (ECC) list that people can be reported.
- Mr. Kane introduced Ms. Vivian Huang who was recently promoted as a manager in the Technical Services Division (TSD).

8. Update regarding the slope protection information sheet.

Mr. David Kane, Deputy Director of Permit Services, provided an update regarding the slope protection information sheet and discussed the following points:

- Slope Protection Act
- Landslide Zone
- Information Sheet S-05
- Information Sheet S-05 (New Language)

There was no public comment.

9. Discussion and possible action regarding the September 19, 2025, Prop E Commission Streamlining Task Force Memorandum.

President Alexander-Tut stated that the Building Inspection Commission (BIC) and the DBI subcommittees were under review by the Commission Streamlining Task Force. At its December meeting, the Task Force's suggested action is to transfer the decision making power that the BIC and the Abatement Appeals Board (AAB) has to the Board of Permit Appeals.

Another suggested action was to merge the Code Advisory Committee (CAC) and the Structural Advisory Committee (SAC). President Alexander-Tut stated that the CAC reviews legislation prior to it going to the Commission, and people are placed on the Code Advisory Committee based on their experience and expertise. She clarified that the SAC is an ad hoc group paid for by the applicant and the Structural Subcommittee is an advisory group to the CAC.

None of the oversight or role that the Commission has are contemplated to be moved anywhere else. In terms of the unique role that the Commission plays in terms of overseeing the care for the city's housing stock and rental housing stock, there is no contemplation of where that would go because it does not fit with the Board of Appeals, which is where the Task Force is considering moving some of the DBI subcommittees. The Housing Code and Division are unique to the Building Inspection Commission.

President Alexander-Tut asked about the next meeting of the Commission Streamlining Task Force.

Secretary Harris said that the next meeting would be on December 3, 2025 and on the agenda the Building Inspection Commission would be listed, but she was informed that it was fine to discuss the other DBI subcommittees as well.

Vice-President Meng said that maybe she misunderstood the memo, but she thought that the BIC was recommended to stay as/is, but it was the Abatement Appeals Board (AAB) that was being considered to go to the Board of Appeals.

President Alexander-Tut said that was the memo, but that was not what came out of the Task Force's first meeting. The memo going to the December 3rd meeting is to make the BIC advisory only, and put the power and oversight into the Board of Appeals which would include the Expanded Compliance Control (ECC) program and all of the policy work that the Commission does.

Public Comment:

Mr. Jerry Dratler said if DBI is going to be merged operationally in the Planning Department, does that mean the Board of Permit Appeals would be responsible for both departments. Having been to a number of Board of Appeals meetings, they seem to be the place where all permits for the city are reviewed or appealed. Will they be doing Director Performance appraisals each year – That is a huge change of scope for a tiny department.

Mr. Juan Garcia of the Chinatown Community Development Center (CCDC) and the SRO Families United Collaborative welcomed the new commissioners, and thanked them for coming to the SRO tours. The decision on the BIC was actually deferred on October 1st to the December 3rd meeting and even though the memo said to keep the BIC, the actual decision has not been made but it has been deferred. The concerning thing came at the end of the discussion where it was recommended to get rid of this body, which was a faulty conclusion. In listening to the video and comments from the chair, it was riddled with personal biases from his previous work with the Commission in the past. The Task Force did not ask about the capacity that the BIC has or what they could do to make the department better and more efficient. He mentioned their action was misguided and the chair even said this body lends itself to corruption and graft, which is saying inevitably that all of the commissioners would be corrupted which was not fair for the Task Force to say. They mentioned how the previous work was not successful, rather than focusing on the work that the Commission is doing now or what could be done going forward. Mr. Garcia said that the community understands the value that the BIC brings to the table in terms of housing, building, electrical, and plumbing – Everything that goes into a property that someone is renting, including seniors, families, and people with disabilities. Those members see the value and would like the Commissioners to make their opinion known to the Task Force and explain what the value that current and present members bring. The community and renters need the Building Inspection Commission and it would not be fair to remove the body when the community voted it into existence.

Commissioner's Questions and Comments:

There was extensive discussion by the members of the Building Inspection Commission and following are some of the comments.

- Commissioner Williams ask what could the Commissioners do and what were they being asked to consider.
- President Alexander-Tut said that commissioners can speak as individuals or as a commissioner. In addition, the Commission could empower her and Vice-President Meng to write a letter to the Task Force on what the BIC does, its unique and important roles. Also, include that the BIC should maintain its decision making authority.
- Commissioner Calamuci said that he 100% supports the President and Vice-President drafting a letter on behalf of the full Commission. This is a commission and department born of struggle. He wanted to include making a plea to keep the Code Advisory Committee as well, since the work they do is invaluable and he could not imagine doing this without them.

- Deputy City Attorney Kapla clarified that the President and Vice-President would draft a letter on behalf of the commission.
- Commissioner Lee said that DBI provides public trust, industry expertise and the department's work touches every resident in every neighborhood. It would be helpful to maintain critical commission for efficiency and fairness.
- Commissioner Williams said that under the charter the commission holds hearings in a public forum. He suggested inviting the Task Force to a future meeting to explain their position or why the BIC should have its powers diminished.
- President Alexander-Tut said the BIC has an advisory role on the budget, but an advisory body is different. The Commission currently has oversight and public meeting authority, including oversight of the Department of Building Inspection. Commissioners file Statements of Economic Interests (Form 700s) with the Ethics Commission, which holds the members to a higher standard.
- Vice-President Meng stated that she would be happy to collaborate on the letter and agreed with inviting the Task Force members to a future meeting. She mentioned the City's grant programs and that the Commission tries to find a way to fully fund them during the budget cycle. The AAB is important for everyday resident to get one last chance to say what they need, as the code is not black and white. The Board is able to grant extensions of time based on circumstances, which helps everyday citizens.
- Deputy City Attorney Kapla said that the Commission should come up with bullet points of items to address in the letter.
- The Commissioners with the assistance of DCA Kapla came up with a list of various items to include in the letter.

Commissioner Williams made a motion, seconded by Commissioner Lee, to delegate the authority for the President and Vice-President to draft a letter on the topics discussed and to distribute the letter to the Commission Streamlining Task Force.

Roll Call Vote by Commission Secretary Harris:

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

The motion carried unanimously.

RESOLUTION NO. 081-25

10. 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 said that the next Regular Meeting of the Building Inspection Commission would be on December 17, 2025.

President Alexander-Tut said that she invited the Mayor's Office to attend the next meeting to talk about PermitSF, and a few months ago someone came to give a presentation. This would be a roll out of the software system that is to come in February. The BIC has referred to the "mythical" system at each meeting for a long time. She requested that the commissioners send Secretary Harris any items that they would like to discuss by the following Friday. The Mayor's Office will be presenting milestones, Help desk options, and what the experience would be like for customers.

Public Comment:

Mr. Jerry Dratler mentioned several items that the new system should address:

- Internal weaknesses.
- Who signed off on the system requirements.
- Will building permit records be locked.
- Will records be locked when permit expires.
- Will Temporary Certificates of Occupancy (TCO) be managed in the new system.
- Operation exception report (e.g. out of district inspections.)

11. Review and approval of the minutes of the Regular Meeting of October 15, 2025.

President Alexander-Tut made a motion, seconded by Commissioner Williams, to approve the minutes of the Regular Meeting of October 15, 2025.

The motion carried unanimously.

RESOLUTION NO. 082-25

12. Adjournment.

President Alexander-Tut made a motion, seconded by Vice-President Meng, to adjourn the meeting.

The motion carried unanimously.

The meeting was adjourned at 12:21 p.m.

RESOLUTION NO. 083-25

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sonya Harris", is written over a horizontal line.

Sonya Harris, BIC Secretary