



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

**REGULAR MEETING**

**Wednesday, March 18, 2026 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 699 6724**

**ADOPTED May 20, 2026**

## **MINUTES**

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

The regular meeting of the Building Inspection Commission was called to order at 10:35 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**  
Kavin Williams, **Commissioner**

Sonya Harris, **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 provided opening remarks, including recognition of former commissioners in attendance, acknowledgment of Director O’Riordan’s service, and updates regarding upcoming agenda items and expected Commission transitions.

Public Comment: None

**3. Acknowledgement regarding Director Patrick O’Riordan.**

All of the current Commissioners delivered remarks thanking Director O’Riordan for his leadership, professionalism, integrity, and steady guidance during challenging times, including the COVID-19 pandemic and major departmental reforms.

A plaque was presented and a group photo was taken.

Public Comment: Several former commissioners/staff (Jason Tam, Debra Walker, Angus McCarthy, and Joseph Duffy), and members of the public provided remarks recognizing Director O’Riordan’s leadership, dedication, and positive impact on DBI operations and culture.

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

Member of the public (Christopher Schroeder) raised habitability, inspection, and departmental process concerns.

**5. Discussion and possible action to elect BIC President and Vice-President. (Continued from the 2-18-26 meeting.)**

President:

*Vice-President Meng made a motion to nominate Commissioner Alexander-Tut for the position of BIC President.*

Public Comment: None

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

<b>President Alexander-Tut</b>	<b>Yes</b>
<b>Vice President Meng</b>	<b>Yes</b>
<b>Commissioner Calamuci</b>	<b>Yes</b>
<b>Commissioner Lee</b>	<b>Yes</b>
<b>Commissioner Maclise</b>	<b>Yes</b>
<b>Commissioner Neumann</b>	<b>Yes</b>
<b>Commissioner Williams</b>	<b>Yes</b>

*The motion carried unanimously.*

**RESOLUTION NO. 012-26**

Vice President:

*President Alexander-Tut made a motion to nominate Commissioner Meng for the position of BIC Vice-President.*

Public Comment: None

**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	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

**RESOLUTION NO. 013-26**

**6. Discussion and possible action to appoint Commissioners to serve on the Litigation Subcommittee. (Continued from the 2-18-26 meeting.)**

*Commissioner Neumann made a motion, seconded by Vice-President Meng, to appoint Commissioners Williams, Calamuci, and Maclise to serve on the Litigation Subcommittee.*

Public Comment: None

**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	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

**RESOLUTION NO. 014-26**

**7. Discussion and possible action to appoint Commissioners to serve on the Nominations Subcommittee. (Continued from the 2-18-26 meeting.)**

*President Alexander-Tut made a motion, seconded by Commissioner Neumann to appoint Commissioners Meng, Lee, and Maclise to serve on the Nominations Subcommittee.*

*The motion carried unanimously.*

Public Comment: None

**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	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

**RESOLUTION NO. 015-26**

**8. APPROVAL OF WRITTEN FINDINGS AND DECISION FOR APPEAL OF EMERGENCY ORDER CONCERNING 146 VERNON STREET [DISCUSSION AND POSSIBLE ACTION]**

The Commission will consider and possibly adopt a written Notice of Decision and Findings in connection with its hearing on February 18, 2026 in which it voted to modify Emergency Order 111234-E concerning 146 Vernon Street.

*President Alexander-Tut made a motion, seconded by Commissioner Neumann, to approve the written findings and decision or appeal of Emergency Order concerning 146 Vernon Street.*

Public Comment: None

**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	Yes
Commissioner Williams	Yes

*The motion carried unanimously.*

**RESOLUTION NO. 016-26**

## **9. Update on DBI’s accomplishments in the past six years.**

Assistant Director Christine Gasparac presented key departmental achievements over the past six years under Director O’Riordan. She highlighted major improvements in organizational culture, communications, compliance, disaster preparedness, finance, human resources, and permit services, including digital permitting and strong performance results. She also noted advancements in inspection programs, legislative compliance, and customer guidance materials. Ms. Gasparac concluded by reaffirming continued progress under the five-year strategic plan and expressing appreciation for Director O’Riordan’s leadership.

## **10. Director’s Report.**

### **a. Director’s Update [Director O’Riordan]**

Director O’Riordan presented his final Director’s Report, including updates on department transitions, Permit Center integration, staff restructuring, and ongoing improvements to permitting processes.

### **b. Update on PermitSF shot clocks.**

Staff reported continued improvements to permit issuance timelines, completeness checks, and digital processing under the new permitting portal.

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

Staff provided updates on recently enacted and pending local and state legislation affecting DBI operations, including hydrogen fueling station permitting and extension of the First Year Free program.

### **d. Update on DBI’s finances.**

Deputy Director Koskinen reported strong departmental revenue, expenditure savings, steady permit volume, and overall financial stability.

## **11. Update regarding the internal complaint hotline.**

Human Resources Manager Cayabyab presented an overview of the ethics reporting hotline, summarizing complaint volume, investigation timelines, and departmental compliance improvements.

## **12. 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.**

Commissioners discussed housing division presentations, potential subcommittee needs, OpenGov contractor verification, and future meeting planning.

Secretary Harris stated that the next Regular Meeting would be on April 15, 2026.

Public Comment: None

**13. Review and approval of the minutes of the Special Meeting of February 11, 2026.**

*President Alexander-Tut made a motion, seconded by Commissioner Neumann, to continue the meeting minutes of February 11, 2026.*

Public Comment: None

*The motion carried unanimously.*

**RESOLUTION NO. 017-26**

**14. Review and approval of the minutes of the Regular Meeting of February 18, 2026.**

*Commissioner Neumann made a motion, seconded by Commissioner Lee, to continue the meeting minutes of February 18, 2026.*

Public Comment: None

*The motion carried unanimously.*

**RESOLUTION NO. 018-26**

**15. Adjournment.**

*President Alexander-Tut made a motion, seconded by Commissioner Neumann to adjourn the meeting. The motion carried unanimously.*

**The meeting was adjourned at 12:04 p.m.**

**RESOLUTION NO. BIC 019-26**

Respectfully submitted,

  
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Sonya Harris, BIC Secretary

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