



Draft MINUTES

Regular Meeting of the CODE ADVISORY COMMITTEE

DATE: April 8, 2026 (Wednesday)
TIME: 9:30 a.m. to 11:00 a.m.
LOCATION: 49 South Van Ness Ave, 5th Floor, Room 0511

Note: Public comment is welcome and will be heard during each agenda item. Reference documents relating to agenda are available for review at the 49 South Van Ness Ave, 2nd Floor, Key Programs Counter. For information, please email ken.hu@sfgov.org.

Present

Stephen Harris, S.E., Vice-Chair
Jonathan Rodriguez
Arnie Lerner, FAIA, CASp
Don Libbey, P.E.
Paul Staley
Deepak Patankar, AIA, LEED AP
Zachary Nathan, AIA, CASp
Henry Karnilowicz
John Tostanoski
Marc Cunningham
Tony Sanchez-Corea

Excused

Ned Fennie, A.I.A, Chair
Rene' Vignos, S.E.
Jim Reed
Gina Centoni
Brian Salyers

Absent

Others Present

David Kane, DBI	Jimmy Cheung, DBI	Christine Gasparac, DBI
Thomas Fessler, DBI	Alex Koskinen, DBI	Vivian Huang, DBI
Ken Hu, DBI	Laurel Mathews, DBI	Tate Hanna, DBI
Charles Sheehan, ENV	Barry Hooper, ENV	James Zhan, DBI
Luis Barahona, DBI		

- 1.0 The meeting was called to order. Roll call found a quorum of committee members were present.
- 2.0 Approval of the minutes of the Code Advisory Committee regular meeting of February 11, 2026.
 - A motion was made to approve the minutes as written.

- Seconded and approved.

3.0 Election of the Code Advisory Committee Chair and Vice-Chair, as well as the Chairs of the Subcommittees. The term of office for each position is one year and will commence immediately upon announcement of the election results.

Action:

- A motion was made to reappoint the current CAC Chair and Vice-Chair and to retain all existing subcommittee chairs.
- The motion was seconded and approved.

4.0 Discussion and possible action regarding proposed Administrative Bulletin 112 - Implementation of Regulations for All Electric New Construction and Major Renovations.

Possible action would be to make a recommendation to the Building Inspection Commission for their further action

Discussion:

- Environment Department Senior Green Built Environment Coordinator Barry Hooper presented the proposed updated AB-112.
- Existing all-electric requirement applies to new construction since June 2021.
- Ordinance expands requirement to major renovations where key systems (heating, water heating) are replaced.
- Effective for permit applications submitted after July 2026.
- The proposed updated AB-112 has been fully rewritten to improve clarity.
- The updated AB-112 includes new and revised forms, including compliance and appliance documentation.
- The design guidelines have been updated, including “electric-ready” requirements.
- There is a discussion regarding the definition of “major renovation”.
- Incentives and programs supporting electrification, particularly for lower-income households, were discussed.
- The Green Building and MEP & Fire Subcommittees held a special joint meeting to review proposed AB-112.
- The joint subcommittee recommended approval of proposed AB-112 with a revision changing the language from “office-to-residential” to “non-residential to residential.”

Public Comment: No public comment.

Action:

- A motion was made to approve the proposed ordinance and proposed changes, with a recommendation to the Building Inspection Commission.
- The motion was seconded and approved.

5.0 Discussion and possible action regarding ordinance amending the Environment Code to update the City’s climate action goals and planning process, and to update City Departments’ roles and responsibilities regarding the City’s climate action goals. (File No. 260177)

Possible action would be to make a recommendation to the Building Inspection Commission for their further action.

Discussion:

- No discussion occurred, as the proposed ordinance had been scheduled for review by the Board of Supervisors' Land Use and Transportation Committee.

Public Comment: No public comment.

Action: No action.

- 6.0 Discussion and possible action regarding proposed ordinance amending the Housing Code to revise qualifications and deadlines for conducting structural maintenance inspection. (File No. 260295)

Possible action would be to make a recommendation to the Department of Building Inspection for their further action.

Discussion:

- Proposal focuses on aligning local inspection requirements with state law.
- Local law requires inspections every 5 years for specified exterior building components (e.g., decks, balconies).
- State law requires similar inspections every 6 years, effective January 1, 2026, following the Berkeley balcony collapse.
- Misalignment of local and state timelines resulting in potential duplicate inspections and increased costs for property owners
- Adjust local inspection cycle to align with the state 6-year cycle.
- Establish a one-time "self-alignment" option to allow owners to synchronize inspection schedules.
- Reinsertion of "fire escapes" into inspection requirements after a drafting omission.
- Clarification that the self-alignment option may only be used once to prevent repeated deferrals.
- Inspector qualifications would be adjusted to align more closely with state requirements, including experience in wood-frame construction.
- Applies to apartments and hotels; condo inspection cycle (9 years) not aligned in this proposal.
- The Housing Code Subcommittee unanimously recommended approval with amendments.

Public Comment: No public comment.

Action:

- A motion was made to approve the proposed changes as written, with a recommendation to the Building Inspection Commission.
- The motion was seconded and approved.

- 7.0 Discussion and possible action regarding proposed ordinance amending the Business and Tax Regulations Code to extend, through June 30, 2027, the waiver of certain first-year permit, license, and business registration fees for specified small businesses that newly form or that open a new location. (File No. 260118)

Possible action would be to make a recommendation to the Department of Building Inspection for their further action.

Discussion:

- Proposal to extend waiver of certain permit fees for new business locations through June 30, 2027.
- Program waives initial permit fees for qualifying new businesses.
- Ordinance extends an existing program; considered straightforward.
- Fiscal impact unclear; varies depending on demand and number of applicants.
- Concern raised about lack of cap on project size (e.g., large projects could receive full fee waivers).
- Acknowledgment that most users are small businesses, though larger projects are theoretically possible.
- Applies to San Francisco-based businesses opening a new or first location.
- At the March regular meeting, the AGD & DA Subcommittee unanimously recommended approval of the proposed ordinance as written.

Public Comment: No public comment.

Action:

- A motion was made to approve the proposed ordinance as written.
- The motion was seconded and approved.

8.0 Discussion and possible action regarding proposed ordinance amending the Building Code to adjust fees charged by the Department of Building Inspection.

Possible action would be to make a recommendation to the Department of Building Inspection for their further action

Discussion:

- DBI Deputy Director Alex Koskinen presented the proposed ordinance adjusting fees.
- A consultant fee study was completed in 2024 to evaluate cost recovery and fee adequacy.
- Proposed ordinance would take effect approximately 30 days after mayoral signature, expected around September.
- DBI fee structure last significantly revised in 2008, with partial reductions in 2015.
- Department previously under-recovered costs due to reduced demand during the pandemic.
- Fees have been gradually increased over multiple years to reach full cost recovery.
- Overall adjustment is approximately 2% average increase across fees.
- Some fees increase, while others decrease depending on service category.
- Goal is to achieve full cost recovery based on updated workload and demand.
- Major costs include salaries and benefits of staff, technology systems, and interdepartmental services.
- Large portion of costs allocated to overhead, including administration, facilities, and support functions.
- Effective overhead rate estimated at ~300% due to full allocation of departmental costs.
- Comparison made to other jurisdictions, with SFDBI fees generally in the mid-range.
- Future departmental merger with Planning Department may impact cost structure and allocations.

- Revenue projections are based on conservative assumptions about permit demand.

Public Comment: No public comment.

Action:

- A motion was made to recommend approval of the proposed fee adjustments to the Building Inspection Commission.
- The motion was seconded and approved.

9.0 Public Comments on items not on this agenda but within the jurisdiction of the Code Advisory Committee. Comment time is limited to 3 minutes or as determined by of the Chairperson.

- No Public comments.

10.0 Committee comments on items not on this agenda.

- No Committee comments.

11.0 Subcommittee Reports: (Discussion & possible action)

a. Housing Code Subcommittee:

Subcommittee Chair: Henry Karnilowicz
 Subcommittee Members: Ira Dorter
 Jim Reed
 Paul Staley

- The Housing Code Subcommittee met on April 6th. The Subcommittee reviewed and approved Item 6.0 on this agenda.

b. Mechanical Electrical Plumbing & Fire Subcommittee:

Subcommittee Chair: Brian Salyers, F.P.E.
 Subcommittee Members: Henry Karnilowicz
 Jim Reed

- The MEP & Fire Subcommittee and the Green Building Subcommittee held a joint special meeting on April 7. The joint subcommittee discussed Item 4.0 on this agenda and recommended that the CAC approve the item with proposed amendments.

c. Administrative & General Design and Disability Access Subcommittee:

Subcommittee Chair: Jonathan Rodriguez
 Subcommittee Members: Arnie Lerner, F.A.I.A., CASp
 Tony Sanchez-Corea
 Zachary Nathan, A.I.A., CASp
 Henry Karnilowicz
 Deepak Patankar, AIA, LEED AP

- The AGD and DA Subcommittee met prior to this meeting and reviewed and approved Item 8.0 on this agenda.

d. Structural Subcommittee:

Subcommittee Chair: Stephen Harris, S.E.
 Subcommittee Members: Rene' Vignos, S.E., LEED A.P.
 Marc Cunningham
 Ned Fennie, A.I.A.
 Don Libbey, P.E.

- No meeting. No Report.

e. Green Building Subcommittee:

Subcommittee Chair: Zachary Nathan, AIA, CASp
Subcommittee Members: Gina Centoni
Henry Karnilowicz
Jonathan Rodriguez

- The MEP & Fire Subcommittee and the Green Building Subcommittee held a joint special meeting on April 7. The joint subcommittee discussed Item 4.0 on this agenda and recommended that the CAC approve the item with proposed amendments.

12.0 Committee Member's and Staff's identification agenda items for the next meeting, as well as current agenda items to be continued to another CAC regular meeting or special meeting, or a subcommittee meeting.

- Occupant load factors in B occupancy offices.
- SFFD AB 2.04 Permit Submittal – Applicable Code Year.

13.0 Adjournment.

- The meeting was adjourned at 10:40 a.m.

DRAFT