



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Wednesday, July 22, 2015
2:00 p.m. to 3:30 p.m.

1660 Mission Street
2nd Floor, Room 2001

1. WELCOME & INTRODUCTIONS

Director Hui welcomed everyone to the meeting and introductions were made.

2. MISCELLANEOUS PLANNING ISSUES

a. Discussion of Planning Complaint Process

It was asked if internal controls do not work, does Planning have a formal process for complaints as it relates to resolving project issues. Jeff Joslin stated there is no formal process. It typically goes through the chain of command. This could be better memorialized for the public.

Complaint would go:

1. Planner
2. Planner Supervisor
3. Jeff Joslin (Current Planning) or Sarah Jones (Environmental Planning)
4. John Rahaim, Planning Director

For the next meeting, Liz Watty of Planning will be invited to give an update on the Small Projects Team.

Jeff Joslin reported they are working on updating the design guidelines. It will involve a public process, and they hope to have this completed a year from now.

Director Hui reported on an issue whereby plans, that have been previously approved by Planning and have been in the process over three years, need to be routed back to Planning and revisited under the new Planning Code and notifications redone. Three years is a short time period for small projects. This is of concern and should be brought back to staff for consideration.

It was suggested to have Planners update Permit Tracking with status of their review.

3. DISCUSSION ON DUPLICATION OF PLANS PROCESS – RECORDS MANAGEMENT

An issue was brought up about plans that get lost in the field and not being able to obtain a copy from DBI without going through the formal process. Darren Wu of Records Management Division (RMD) stated they are following the requirement of the California Health Safety Code.

4. LEGISLATION AFFECTING DBI

Lily Madjus Wu highlighted the following legislation related to DBI:

- Supervisor Tang introduced the mandatory disabled access ordinance. It follows the Mandatory Soft Story program by requiring vacant storefronts to abide by accessibility for public accommodations. DBI participated in the working group for this legislation.
- ADU legislation introduced by Supervisor Wiener and Supervisor Christensen.
- Fire Safety Task Force – DBI is participating with Fire, SFPUC, and DPH. They will meet in the next month. Dates/topics will be forthcoming.
- Supervisor Wiener requiring notification to tenants on site of demolition, whether legal/illegal.
- There was a hearing on restaurant permitting today. Process to be determined.

There was an inquiry regarding the fee waivers. Director Hui stated this applies to Planning and DBI plan check fees only.

Lily mentioned that the DBI e-Newsletter will provide more information on legislation affecting DBI. Attendees are encouraged to sign up to receive the monthly e-Newsletter to stay informed. DBI is also on Facebook and Twitter.

5. ROUNDTABLE DISCUSSION

Dan Lowrey stated inspections are behind due to training. Customers are encouraged not to have Energy/Title 24/Special Inspections at the last minute. Projects should clear these inspections prior to final inspection. Any issues should be brought up to Senior Inspectors/Chiefs.

Captain Micki Jones reported Fire does not have a permanent Fire Marshall to date.

There was an inquiry regarding electrical inspectors. Dan Lowrey reported they are short staffed due to retirements. They are working with Human Resources to fill vacant positions in the Inspection Services Program.

6. FUTURE AGENDA ITEMS

Future agenda items should be sent to Carolyn Jayin (Carolyn.Jayin@sfgov.org) for the next meeting.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 2:56 p.m.