



## PUBLIC ADVISORY COMMITTEE

### MEETING NOTES

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Wednesday, March 27, 2013  
2:00 p.m. to 3:30 p.m.

1660 Mission Street  
2<sup>nd</sup> Floor, Room 2001

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#### 1. WELCOME & INTRODUCTIONS

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

#### 2. MISCELLANEOUS PLANNING ISSUES

Jeff Joslin gave an update on the addendum checklist. The internal process to create the checklist has begun. Planning will work with Tony Grieco and will share information with Ed Sweeney.

##### a. Discussion on Updating the Residential Design Guidelines

Mr. Joslin acknowledged there are concerns with the guidelines, and it is a priority to develop documents to better assist the public with the process. Resources include a new position, as well as the summer intern program, to help draft the guidelines. The new guidelines will have procedural information and other tools to make information more transparent. It will be an instructive not regulatory document and provide a framework for everyone. Staff will begin by defining the process followed by the launch of the checklist and then the launch of guidelines. They hope to finalize the document by Fall 2013.

It was asked how to follow up on planners not responding to emails. Mr. Joslin asked that emails with details be forward to him as there is a 24-hour response policy at Planning Department.

#### 3. UPDATE ON PERMIT & PROJECT TRACKING SYSTEM

Hema Nekkanti gave an update on the project to date. The system was presented to the public and received good feedback. Quarterly meetings will continue as needed. More data will be available to test towards end of April. Data mapping is in process. Ms. Nekkanti also stated that staff has written about 700 scenarios and currently converting to scripts in process. About 30 staff have been identified to help test in the next couple of weeks.

#### 4. UPDATE ON LEGISLATION AFFECTING DBI

Bill Strawn reported on the Mandatory Retrofit Legislation. First reading will take place next Tuesday at the Board of Supervisors and is expected to be signed by the Mayor around the 3<sup>rd</sup> week of April. Staff

will be working with Patrick Otellini, Earthquake Safety Implementation Program on the notification packet and screening documents.

The fee deferral program sunsets on June 30, 2013. The Planning Commission will hold a hearing, tentatively set for April 18, 2013, to discuss if the program will be renewed. A notification will be sent to stakeholders to confirm date of hearing.

Maher Toxic Ordinance – Mayor’s Office will introduce revised legislation towards the end of April.

Grab Bar Legislation passed and will take effect March 29, 2013. Chief Housing Inspector Rosemary Bosque will be sending notifications to SRO owners. The Mayor’s Office of Disability drafted a technical manual for owners to understand how to install grab bars. Legislation also states that a building permit is required to install. Permit fees will be waived beginning March 29 for 60 days.

May 2012 was Fee Waiver Month for awning replacement permits which had an approximate cost of \$12-\$15K. Supervisor Katy Tang has introduced a legislation to waive fees again during the month of May 2013.

## **5. ROUNDTABLE DISCUSSION**

Acting Director Hui stated calculations are no longer being charged or required to be retained.

It was announced that seven new inspectors will begin within the next couple of weeks: four placed in Inspection Services, two in Permit Services and one in Code Enforcement.

DBI is looking into expanding or remodeling to accommodate the increase of staff. The general idea is to have a central permit center where there are counters for Fire, DPH, DPW, etc.

There was an inquiry if addendums for single family residences need to go back to Planning for review. It was confirmed that they do.

There was an inquiry on the backlog of structural reviews. It was said the backlog is less than two weeks.

## **6. FUTURE AGENDA ITEMS**

No future agenda items were discussed.

Acting Director Hui said future agenda items should be brought to Carolyn Jayin’s ([Carolyn.Jayin@sfgov.org](mailto:Carolyn.Jayin@sfgov.org)) attention for the next meeting.

## **7. ADJOURNMENT**

There being no further business the meeting was adjourned at 3:05 pm.