



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, January 20, 2011
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street
Room 2001**

1. WELCOME AND INTRODUCTIONS

Director Day welcomed attendees to the meeting and introductions were made.

2. DISCUSSION ON DUPLICATION OF PLANS

Director Day advised attendees that February 1 is the effective date of the duplication of plans procedure. She clarified that State law requires that the current property owner and design professional of record for the plans be contacted and sign a release to allow for their duplication. In the case where the designer is a part of a firm, both the firm and the individual designer are contacted. Typically, DBI will require the release from the firm, as they are actual owner of the drawings.

Director Day distributed a draft of the Street Addressing Office Procedures. She would like the Public Advisory Committee to review and email any comments to her attention. How the procedure would work is that customers are routed to the HelpDesk on the 1st Floor, not CPB, and submit requests for new addresses. It will be a Form 8 permit which will be filed and taken in without payment. Payment is due when request is approved. Once approved, the request will be part of the record.

All forms will be available online.

3. ROUNDTABLE DISCUSSION

There was an issue where Planning had signed off on a project and routed the plans to DBI for review. Customer requested to take the plans out of the system to process it as over-the-counter (OTC) but was declined. Customer asked for clarification for projects that qualify for OTC but need Planning for an initial review or to satisfy notification requirements. Laurence Kornfield stated it would be easier if these types of projects were routed to the 5th Floor for OTC processing, rather than releasing it to the customer. It was suggested that DBI have a procedure in place to allow simple permits such as this, to be reviewed on the 5th floor. Director Day stated this procedure does not apply to projects with impact fees. Laurence Kornfield to review suggestions and report back.

There was an inquiry about the backlog in the Mechanical Division. Director Day stated the backlog stems from losing a mechanical engineer. A requisition was put in and is being

reviewed by Human Resources. There is no list for mechanical engineers. This issue has been forwarded to the Recruitment Team to implement a test for this classification. In the interim, management has tried to recruit from the general public on a temporary basis. Overtime has been approved for the mechanical staff for six months – which has since expired as of December 31.

Hanson Tom reported there are big high rise projects coming through which may allow the Department to budget to bring back staff. Director Day stated DBI is asking for additional plan check staff in the budget for next year.

Another request was made to have a Planning Department representative attend DBI's Public Advisory Committee meetings.

Pamela Levin discussed the Development Impact Fee Unit. At this time, the unit is staffed by Director Day, Ms. Levin, and Jay Delos Reyes of MTA. The best way to be in touch is via email. Jay Delos Reyes of SFMTA provided his contact information to members. He may be reached via email at jay.delosreyes@sfmta.com.

4. FUTURE AGENDA ITEMS

No future items were discussed.

5. ADJOURNMENT

There being no further business the meeting was adjourned at 3:10 p.m.