



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, March 17, 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 5TH FLOOR INTERAGENCY ROUTING

There is a problem with larger to medium size projects being routed to the 5th floor and plan checkers, during the course of their review, decide to route projects back to the 1st floor for processing. Customers have been experiencing delays in routing.

Director Day stated that site permits cannot be issued over the counter. They must be submitted and reviewed by the Development Fee Collection Unit (DFCU). Director Day clarified the DFCU collects impact fees on projects/permits and assembles them for reporting purposes. Departments that are responsible for impact fees such as Planning, SFMTA, etc. calculate their fees. DBI calculates the square footage for the school tax fees. Fee calculations from other agencies need to be submitted to DBI-DFCU before a site permit can be issued. This process is a result of legislation that went into effect in July of last year. DFCU staff is working on routing and signoff issues they are experiencing.

An issue was brought up that parallel plan check is no longer available. The instruction that the Central Permit Bureau has given out on the 1st floor is that parallel is only permitted after a customer has already submitted two sets and writes a letter to Hanson Tom for approval for parallel plan check. A similar issue came up with premium plan check, where a request letter needed to be written to Hanson Tom for approval. Director Day clarified that customers do not need approval for parallel or premium plan check. This is stated in the Building Code. It was suggested to have procedures available for staff and customers on this process. Currently Planning does not offer expedited service for projects, but would consider it.

Director Day stated that procedures for parallel plan check are being reviewed and will be made available. Staff will work on draft procedures for premium plan check. It was asked to provide clarification for priority versus premium plan check for customers as well. Director Day stated that Priority Plan Check is available for low income, affordable housing developments, City projects, Green Building projects, and voluntary seismic retrofits. Administrative Bulletin (AB-004) is posted on the DBI website for further clarification.

3. ROUNDTABLE DISCUSSION

Director Day commented on fee deferrals for impact fees. She suggests to opt to defer impact fees because one can always change it at the time of issuance of the first construction document. There is more paperwork, a different set of calculations, and additional time involved if one decides at the last minute to defer impact fees. Pamela Levin stated there is a surcharge, should customers wish to defer. The current interest rate is 1.51%.

It was asked if SFPUC fees could be paid up front. Director Day stated she could discuss this further with SFPUC.

It was asked if there was any resolution to the issue of converting site permits to over the counter for simple permits. Director Day stated there has not been resolution because site permits still require clearance from the DFCU. There is no problem with doing the addendums over the counter once the site permit has been issued for simple projects.

Neil Friedman to meet with staff regarding intake of addenda submittals.

Director Day commented on the issue of mechanical plan check. Customers will experience delays because of the change in the Mechanical Code. Plan checks that used to take one hour, may now take two hours. This is not over the counter. These jobs will need to be submitted.

BOMA will be contacting the Director of Planning to discuss Planning fees. Another issue suggested for discussion is first time tenant improvements.

4. FUTURE AGENDA ITEMS

No future items were discussed. It was suggested that members email Carolyn Jayin (Carolyn.Jayin@sfgov.org) directly with agenda items for future meetings.

5. ADJOURNMENT

There being no further business the meeting was adjourned at 3:15 p.m.