



## **PUBLIC ADVISORY COMMITTEE**

### **MEETING NOTES**

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**Thursday, April 21, 2011  
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street  
Room 2001**

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#### **1. WELCOME AND INTRODUCTIONS**

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

#### **2. REPORT ON DEPARTMENT NAME CHANGE**

Director Day stated she is in the process of conducting a poll with DBI staff on possible name changes for the Department. The options are: Building Safety Department, Building & Safety Department, Department of Building Safety, and Department of Building & Safety. Results should be in at the end of the week. Currently, Department of Building Safety and Department of Building & Safety have the most votes.

A charter amendment is required to change the Department's name. Draft language by the City Attorney has been sent to the Mayor for finalization/introduction – which has to occur by the second week of May to meet the November ballot deadline.

#### **3. SITE PERMIT CONVERSION TO OVER THE COUNTER (OTC)**

There was an on-going discussion on converting simple site permits to OTC. It was suggested that after Planning approves these simple projects, that DBI-PPC staff contact permit applicants so that their projects can be processed OTC. The process might be: Planning approves and returns docs to DBI; customer brings approved docs to a Second Floor supervisor (Hanson Tom, Jeff Ma, Tom Le, or Rudy Pada), who reviews within 24 hours. If a supervisor approves, docs are sent to Fifth Floor for OTC.

It was suggested to have a policy for this process and a simple form created and provided at the time of submittal for OTC consideration. Director Day to work on a draft form for this purpose. She will route to the Public Advisory Committee for review.

#### **4. ROUNDTABLE DISCUSSION**

There was a question about the need to route addendums to the Development Collection Fee Unit (DFCU) for review. Director Day clarified that all documents up to the first construction document must still go through DFCU, and at that time, applicants can choose to defer impact fees.

There was a question raised about 'reference' architectural drawings, and what's acceptable in projects addressing disabled access. Pam Harris to meet with Tom Hui on a specific project she is handling.

Dan Lowrey noted the cancellation process is much improved, and now starts on the Sixth Floor with Pamela Levin and John Blackshear.

The Fire Department rep announced new guidelines from the State Fire Marshal with respect to solar roof panels/firefighter safety needs. No specific date has been set for implementation, but applicants should expect this in the near future. DBI will need to coordinate with its Electrical Inspection Division on these new guidelines.

## **5. FUTURE AGENDA ITEMS**

No future items were discussed.

## **6. ADJOURNMENT**

There being no further business the meeting was adjourned at 2:36 p.m.