



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, May 19, 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.

Director Day announced the availability of free Safety Assessment Program (SAP) training sessions in June and September 2011. For more information or to sign up, attendees were encouraged to contact Carol.Walker@calema.ca.gov.

2. DISCUSSION ON PARALLEL PLAN CHECK

The draft memos on parallel plan check were distributed to attendees for review.

The original parallel plan review documentation given to Director Day by the committee stated that two sets of plans were to be submitted to the 1st floor. These would be the two official, wet signed documents.

Director Day commented that if one submits for a site permit and only submits two sets of plans, there is no way that it can be processed parallel until it comes back from Planning. After Planning approval, project is routed to clerk on the 2nd floor who will call the owner's contact to pick up one set of the approved plans to make copies. The amount of copies should be enough to distribute to each station on the routing slip, including the routing of original sets. PPC clerk would compare copies and original Planning review set to make sure they are correct and unaltered. Comments from the various agencies are sent to the project sponsor, and the plans are returned to PPC. Plans are placed in hold at PPC, available for review at the counter. Plans that have been approved by any agency are placed in hold bins. Director Day noted that she does not want all the sets to come back to PPC. Comments are not to be written on the plan sets. Comments are to be sent to PPC so that they can be incorporated into the package. Once the comments have been provided to the project sponsor and have been addressed, they can arrange for recheck.

Director Day stated that she is continuing to work on a "goldenrod form" that will indicate projects that are eligible for OTC after Planning review. This form will have staff from the 2nd Floor sign off before being routed to OTC for processing.

Director Day clarified that an issued site permit that has a small addendum can be taken over the counter. It was stated that if there is a hold up over at DPW, then it delays OTC processing. DBI will need to discuss the issue further with John Kwong of DPW.

3. ROUNDTABLE DISCUSSION

Director Day reported that she will be meeting with the unions to reinstitute changing the Department's Wednesday hours in order to conduct Wednesday morning training for all DBI divisions. If the unions are in agreement, she will take the issue to staff. Additionally, the department will be instituting an immediate cutoff at 4:00pm each day to take payments and for plan review.

An attendee asked for clarification on DBI's owner builder form. Director Day clarified that the purpose of the form is for the owner to state that they will hire a licensed contractor to do the work.

Max Putra stated that in general, if a customer has two identical wall sign permits, it can be combined into one permit. If one has one wall and one illuminated sign, permits must be separate.

Neil Friedman suggested that staff revisit the parallel procedures to work with the current routing process.

4. FUTURE AGENDA ITEMS

No future items were discussed.

5. ADJOURNMENT

There being no further business the meeting was adjourned at 3:35 p.m.