



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, June 16, 2011
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street
Room 2001**

1. WELCOME AND INTRODUCTIONS

Hanson Tom, Acting Deputy Director of Permit Services welcomed attendees to the meeting and introductions were made.

2. CONVERSION OF SUBMITTED PROJECTS TO OVER-THE-COUNTER

Hanson Tom reported that he submitted two versions of a proposal to expand the OTC operations for review by Director Day. Copies were distributed to attendees for input. Upon their initial review, the majority of attendees prefer Version 1 of the draft proposals.

There was a question as to why a separate set of plans could not be submitted to DBI once one set has been submitted for Planning review. Hanson Tom and Jonas Ionin stated that if there were changes made by Planning, it could be very different from what was originally submitted.

Hanson Tom reviewed the criteria for projects qualifying for OTC review. Hanson stated that applicants may seek supervisor approval to proceed with OTC if there is a question whether or not their project qualifies. Most projects reviewable in an hour qualify for OTC. The following supervisors are able to make determinations: Hanson Tom, Tom Hui, Neil Friedman, Jeff Lai, Tom Le, and Rudy Pada.

It was suggested DBI have a stamp to show OTC has been requested instead of having to reprogram any computer systems to notate OTC has been requested. It was suggested to have a sign out system to track the release of plans back to the customer for the OTC process. Planning raised their concern about releasing plans to applicants for the OTC process upon Planning approval.

It was suggested DBI develop a form for requesting OTC.

3. ROUTING OF APPLICATIONS & PLANS AT INTAKE

There was an issue with a structural only project being routed to stations that do not require its review. This causes delays in the process. There are some consistency issues among staff and routing. It was suggested that routing issues be taken up with Neil Friedman or a supervisor.

There was an issue of BSM refusing to sign projects over the counter. DBI advised applicants to obtain other agency approvals prior to proceeding with the OTC process at DBI. OTC applies to DBI only.

4. ROUNDTABLE DISCUSSION

Hanson Tom reported he is working on the site permit administrative bulletin. Director Day has reviewed the draft and it will be sent to the CAC after her approval. He is also working with BID on the carbon monoxide requirement. The administrative bulletin pertaining to routing to other agencies has been forwarded to the Director for review. She will then forward on to the department heads of other agencies involved in the permit process. Hanson reported he is also working on an administrative bulletin to address signature requirements on plans.

Hanson Tom is also working with the Structural Advisory Committee on exemptions for small canopy projects from Special Inspections.

It was reported that the addressing process is still being refined. CPB staff is capable of handling addressing issues.

It was suggested that copies of draft administrative bulletins be provided to the PAC at the next meeting for PAC review.

There was an inquiry about possibly converting small site permits to a full permit. At this point, conversion cannot be done. Customers should take the issue up with Neil Friedman for further consideration.

Customers are hearing that plan check staff is at the counter too much. There was a recent incident where from 12:00-12:45pm, there were no plan checkers at the counter. It was suggested that managers rotate plan check staff for adequate coverage. Management stated that furloughs are hurting operations. They are trying their best as far as scheduling and resources allow. It was suggested to have plan checkers rotate the counter in two hours shifts.

Hanson Tom reported DBI is working on hiring additional mechanical staff. Tom Hui stated he expects three engineers will be retiring next year.

5. FUTURE AGENDA ITEMS

No future items were discussed. Attendees were asked to email any agenda items to Carolyn Jayin prior to the next meeting.

6. ADJOURNMENT

There being no further business the meeting was adjourned at 3:32 p.m.