



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Wednesday, November 17, 2011
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street
Room 2001**

1. WELCOME AND INTRODUCTIONS

Edward Sweeney, Acting Director welcomed attendees to the meeting and introductions were made.

2. CLARIFICATION OF SITE PERMIT/ADDENDUM PROCESS

There was a suggestion to see if the process could be changed so that an Addendum could be attached to the Site Permit immediately after it is approved by Planning. Users are experiencing delays in having Site Permits issued.

Hanson Tom stated the code is set up so that at issuance of the Site Permit, DBI collects 25% of the permit fee. When the 1st Addendum is filed, the remaining 75% of fees are assessed. Unless there is a code change, this is how the process will continue to operate. The Site Permit is only for the global, conceptual layout of the project. Converting a Site Permit to a full permit is a separate issue.

If users have inconsistencies with plan checker requirements, they are welcome to approach any supervisor for a second opinion. It was also suggested customers schedule pre-application meetings to go over any issues and answer any questions prior to filing for permits.

3. DISCUSSION OF 15-DAY HOLD REQUIREMENT FOR DEMOLITION PERMITS

This item was brought up by a customer who experienced an automatic 15-day hold on their demo project that did not apply due to conditional use. This is automatically done by CPB staff. Neil Friedman stated he will look into the matter further and clarify procedures with his staff.

4. ROUNDTABLE DISCUSSION

Customers have reported experiencing a six week backlog at Mechanical and four weeks at Structural plan check. Acting Director Sweeney stated DBI recently hired one mechanical plan checker, and they are short staffed on the structural side. Hanson Tom stated the last time he checked, the current backlog is four weeks for submitted jobs.

Penny Venable reported she has been working with the vendor – Accela/21Tech and staff on extensive workflow analysis for the Permit & Project Tracking System project. Some staff are trained on the core system. They are continuing to work on requirements and how to configure the system. Pamela Levin stated at a specific time in the future, they will look for customer feedback as the project progresses. At this point, they are in the beginning stages. They will provide monthly status

updates on this project at future PAC meetings. If members have specific suggestions, it was asked to forward them to Carolyn Jayin, and she will forward on to appropriate staff. The current schedule for the project is 24 months and the vendor is optimistic about meeting the timeline. Based on the tasks at hand, they may adjust the schedule accordingly. This system has been implemented in various municipalities throughout the United States and internationally.

Hanson Tom gave an update on Q-Matic. The system will be implemented on Monday, November 21. Signs have been posted throughout the building to advise customers. DBI staff encouraged customers to provide their input during the implementation period.

There was a question on how the Bird Ordinance would be implemented. Planning will be the agency handling this ordinance.

A member encouraged DBI to not cancel the December Public Advisory Committee meeting.

5. FUTURE AGENDA ITEMS

- Invite DPW representatives to speak on sidewalk permit approvals.
- Review of refund/cancellation policy.

6. ADJOURNMENT

There being no further business the meeting was adjourned at 3:06 p.m.