



## PUBLIC ADVISORY COMMITTEE

### MEETING NOTES

---

Wednesday, May 28, 2014  
2:00 p.m. to 3:30 p.m.

1660 Mission Street  
2<sup>nd</sup> Floor, Room 2001

---

#### 1. WELCOME & INTRODUCTIONS

Director Hui welcomed everyone to the meeting and introductions were made.

#### 2. MISCELLANEOUS PLANNING ISSUES

##### a. Status of Outstanding Planning Issues

Jeff Joslin stated he has not received any new Planning items for discussion.

Mr. Joslin stated there have been discussions of having a joint Planning Commission/BIC meeting. There was a suggestion of having Planning staff attend the BIC since the Planning Commission does not spend their time discussing issues DBI deals with. BIC President Angus McCarthy stated they have had a good first discussion with the Planning commissioners. This type of meeting has been done in the past, at least once a year. The BIC is trying to come up with a list of current topics that they would like to discuss with the Planning Commission. One item is the interactive role between Planning and DBI as it pertains to in-law units, over the counter, and CEQA. The end game is to improve communication between departments. The BIC will provide a list of items to the Planning Commission for consideration.

Drake Gardner provided feedback that 5<sup>th</sup> Floor staffing for Planning continues to be inconsistent. There is no Planning list provided of what can/cannot be over the counter.

Mr. Gardner also brought up an issue regarding notices. He suggested ordering them only when they are needed. Mr. Joslin stated he will look into this issue. He is aware they did make some modifications on noticing to be more responsive.

Ken Cochrane reiterated the issue of Planning charging fees based on the entire scope of a project, rather than a small portion they are currently working on such as replacing a window. Jeff Joslin stated this would need further internal discussion.

In previous meetings, it was stated that Planning was looking into transferring routine tasks to administrative staff to better utilize Planner time. Jeff Joslin stated this is in progress along with creating an internal protocol manual. This process is allowing them to identify ways of streamlining and

allocation of work. Planning is also working with DBI in obtaining access to their electronic record keeping system.

### **3. UPDATE ON LEGISLATION AFFECTING DBI**

Bill Strawn reported on the legalization of in-law unit legislation. Director Hui is working with the Technical Services group to create an information sheet to be signed by affected agencies: Planning, Fire, and Rent Board. The information sheet will explain that if they are interested in legalization, the process will be outlined. DBI has already received calls since the legislation took effect on May 17. DBI and Planning will also be participating in the Housing Expo on June 14 at St. Mary's Cathedral to provide information on this item.

Another piece of legislation DBI is working with Supervisor Breed deals with gaming arcades. Staff is unclear as to DBI's role in this, but will be attending a meeting in the near future with the supervisor.

Bill Strawn reported on legislation by Supervisor Chiu and short term rentals. DBI continues to raise enforcement issues. This is not yet at the hearing stage.

There will be a hearing on June 10 with the Government Audit & Oversight Committee to discuss having permit expeditors/consultants register if they meet a certain criteria. Bill Strawn will forward a copy of the legislation to the PAC. Attendees were encouraged to attend the hearing.

Director Hui stated staff has created an information sheet to address fire safety requirements as a result of the Mission Bay fire.

### **4. ROUNDTABLE DISCUSSION**

Dan Lowrey reported Inspection Services continues to be busy. They have staffed downtown districts with as many as three inspectors to cover the workload. Regular districts are also getting backed up.

Jackie Crivinar asked if the Department had an informational bulletin pertaining to addressing of suite numbers in a building. She is having a situation where the post office is not delivering the mail to suites in a building. Director Hui referenced Information Sheet G-03: Assigning Street Addresses.

Ken Cochrane asked for the status of AB-037 that addresses exiting in high rise buildings. It is currently held for revision. They would like it to be reissued so that they have a document to reference when dealing with these buildings. Director Hui will follow-up with Technical Services on this bulletin. In the interim, Director Hui suggested applicants go through a Pre-Application Meeting to come up with a solution.

Jeff Joslin stated the Mayor's Budget will be coming out shortly. Planning's budget is well supported. There are a couple backlog related positions they are concerned about. There are two preservation positions that may be in jeopardy which will affect workload. He will have an update next month.

### **5. FUTURE AGENDA ITEMS**

- Department of Urban Forestry Permit Processes

### **6. ADJOURNMENT**

There being no further business the meeting was adjourned at 2:41pm.