



## PUBLIC ADVISORY COMMITTEE

### MEETING NOTES

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Wednesday, June 25, 2014  
2:00 p.m. to 3:30 p.m.

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

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#### 1. WELCOME & INTRODUCTIONS

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

#### 2. MISCELLANEOUS PLANNING ISSUES

Jeff Joslin announced Kate Conner (Contact: [Kate.Conner@sfgov.org](mailto:Kate.Conner@sfgov.org) / 415-575-6914) will serve as Planning's Housing Coordinator as part of the implementation of the Mayor's Executive Directive. She will be the main point of contact for all things housing.

Mr. Joslin reported he has begun the process for developing an FAQ to identify over the counter projects.

#### 3. DISCUSSION OF DPW URBAN FORESTRY PERMIT PROCESS

Chris Buck ([Chris.Buck@sfdpw.org](mailto:Chris.Buck@sfdpw.org)) provided an update on their permit process related tree planting. Planning will pre-screen projects that trigger Section 138.1 of the Planning Code and route those to Urban Forestry. There are two forms: (1) Tree planting application, which requires a site plan to be included and (2) Checklist form that talks about the feasibility of tree protection or planting. Urban Forestry needs a couple weeks to review.

Another key with their review is to estimate in-lieu fees of \$1,753 for each tree that is required but cannot be planted. This is an improvement over the previous process where customers are informed of this fee towards the end of their project.

With the boom in the economy, there is an uptick of projects, and they are trying to stay on top of their work load. Upper Management at DPW has been informed of this increase.

Henry Karnilowicz inquired if Urban Forestry requires site plans to scale or if showing the location of trees is sufficient. Mr. Buck stated he will look into this option. There is no specific requirement on the plans. Plans submitted for Planning and BSM requirements for street improvement permits are more than what Urban Forestry requires. Currently, applicants may submit a planting application online and there is a mechanism to attach the site plan. A PDF is acceptable. Applications may also be dropped at 1155 Market Street, 3<sup>rd</sup> Floor.

It was suggested to have required forms and informational handouts, such as tree species list, available at the DPW counters at DBI. Mr. Buck stated he hopes to create an updated planting guide brochure in the future. Mr. Buck will follow-up on having informational items on the 5<sup>th</sup> Floor of DBI.

It was asked how DPW would advise a customer who claims their tree is creating foundation problems on their property. Mr. Buck stated generally if the tree is healthy, they view the tree as the more permanent structure. With that said, if the structure is the tree is poor, the removal may be approved. Generally, Urban Forestry approves a lot of trees for removal for legitimate reasons. An application for removal would need to be submitted. Another option to removal would be expanding the size of the tree basin/well or install sidewalk landscaping.

It was asked what happens to owners who remove trees without permit. Mr. Buck responded that notices are sent and fines may be assessed depending on situation and upon further research into the empty basin. Using resources such as Google or Bing, they can see what was previously there.

#### **4. UPDATE ON 2013 CALIFORNIA ENERGY CODE**

Director Hui reported a committee was formed with DBI staff to address changes to the 2013 California Energy Code. His instruction was to simplify the process and have design professionals responsible for adhering to requirements.

James Zhan thanked DBI's MIS for their assistance in developing the Special Inspection Checklist which should be available by Friday. Mr. Zhan reported DBI staff has been working with Planning on green and blue roofs.

Mr. Zhan commented on changes to the new code effective July 1:

- Requirements for every category have been heightened.
- Large commercial garage exhausts, IT rooms, and restaurants will now be regulated under the new code.

Ninety-nine percent of the forms required to be submitted are new. Staff is developing information sheets for:

- Triggering Thresholds
- Frequently Asked Questions on the new code
- Title 24 – Special Inspection Form for low residential buildings
- Energy Inspection Form for high-rise residential and motel/hotels

The burden will lie with the third party energy experts. The California Energy Commission has developed software to assist professionals with their energy calculations.

Mr. Zhan said it was his goal to have the Information Sheets ready by June 30. They would be available on the DBI website.

Brown Bag Lunch training on the Energy Code will be scheduled for next month. No date has been set, as their priority will be to train staff first. DBI plan check and inspection staff will attend a residential training on July 16 at DBI.

With the new Energy Code, in addition to the Certificate of Compliance, there is a requirement of completing the Certificate of Installation, Certificate of Acceptance, and Certificate of Verifications. The State Energy Commission is in the process of creating certified specialists to conduct acceptance testing. At this time, DBI is not required to enforce this.

Tenant improvements submitted prior to July 1, 2014 will be subject to old code. Director Hui added that MEP subsequent submittals will be based on the original building permit filing date. There should not be standalone MEP permits.

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

Bill Strawn reported no significant new legislation since last month.

Bill mentioned DBI has received 200 inquiries and one permit in response to the legalization of in-laws legislation.

Another item for permit consultants is to now file with the Ethics Commission as a lobbyist.

Director Hui reported on the Grand Jury report on climate change and possible flooding to affected areas. DBI is working on a response.

## **6. UPDATE ON PERMIT AND PROJECT TRACKING SYSTEM**

Hema Nekkanti reported they are continuing testing of the system and working towards the September Go-Live date.

Henry Karnilowicz provided positive feedback on the DBI website.

## **7. ROUNDTABLE DISCUSSION**

Dan Lowrey commented that after July 1, inspections involving the new energy code will not be completed until all certificates are submitted. James Zhan stated Certificate of Compliance is handled during plan check. For inspections, special energy inspection forms must be provided by the contractor or owner to DBI in order to obtain a final.

Forms for the Energy Code are also available on [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24).

## **8. FUTURE AGENDA ITEMS**

No future items were discussed.

## **9. ADJOURNMENT**

There being no further business the meeting was adjourned.