



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Wednesday, June 25, 2015
2:00 p.m. to 3:30 p.m.

1660 Mission Street
2nd Floor, Room 2001

1. WELCOME & INTRODUCTIONS

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

2. MISCELLANEOUS PLANNING ISSUES

Planning representative was not in attendance for this month's meeting.

3. DISCUSSION ON ADDITION OF DWELLING UNITS UNDER ORDINANCE 30-15

David Leung stated [Information Sheet G-23](#) was created to outline the permit process for projects falling under this ordinance. The Information Sheet is posted on the DBI website. Should property owners have additional questions, they may also visit Counter 8 on the 1st Floor. To date, there has been one project submitted under this ordinance.

It was asked if there was a limit to the number of units one could add under this ordinance. This would need to be determined by Planning. Additionally, the units must meet building code requirements.

Director Hui advised applicants to go through a pre-application process with Planning/DBI/Fire staff if they wish to add units under this program.

Bill Strawn stated the Mayor has put forth legislation into the budget, currently under review, whereby Planning and DBI plan review fees are waived to encourage increased participation in the Unit Legalization Program. This amounts to approximately \$1500 in savings for DBI fees and \$1600 for Planning fees.

4. DISCUSSION OF 2015 COST SCHEDULE

Director Hui stated the Department has published a new [Cost Schedule](#) effective June 1. The Department will have a Brown Bag workshop on July 9 on how to use the Cost Schedule.

5. 2015 CUSTOMER SATISFACTION SURVEY – PAC FEEDBACK

Jon Canapary reported his agency is working with DBI in conducting a Customer Satisfaction Survey and is here today to obtain the PAC's feedback to be incorporated in the survey. Questions and feedback provided involved public perception of DBI, how DBI compares to other City agencies, areas where DBI excels, best ways of communication to the public, and how to improve customer service. The detailed findings will be provided to DBI in August.

6. FUTURE AGENDA ITEMS

Future agenda items should be sent to Carolyn Jayin (Carolyn.Jayin@sfgov.org) for the next meeting.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 3:14 p.m.