

**BUILDING INSPECTION COMMISSION (BIC)  
Department of Building Inspection (DBI)**

**REGULAR MEETING**

**Wednesday, April 16, 2014 at 9:00 a.m.**

**City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416**

**Aired Live on SFGTV Channel 78**

**ADOPTED July 16, 2014**

**MINUTES**

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m. by President McCarthy.

**1. Call to Order and Roll Call – Roll call was taken and a quorum was certified.**

**COMMISSION MEMBERS PRESENT:**

Angus McCarthy, **President**

Frank Lee, **Commissioner**

James McCray, Jr. **Commissioner**

Debra Walker, **Commissioner**

Sonya Harris, **Secretary**

Warren Mar, **Vice-President**

Kevin Clinch, **Commissioner**

Myrna Melgar, **Commissioner**, (9:25 a.m.)

**D.B.I. REPRESENTATIVES:**

Tom Hui, **Director**

Edward Sweeney, **Deputy Director, Permit Services**

Dan Lowrey, **Deputy Director, Inspection Services**

Gayle Revels, **Acting Chief Financial Officer**

William Strawn, **Legislative and Public Affairs Manager**

Hema Nekkanti, **IS Project Director**

John Hinchion, **Senior Inspector of Code Enforcement**

**CITY ATTORNEY REPRESENTATIVE**

John Malamut, **Deputy City Attorney**

**2. President's Announcements:**

President McCarthy made the following announcements:

- Congratulations to Director Hui, who addressed 40 members of the Coalition for Better Housing last week, and briefed them on DBI's role in the implementation of the newly-passed legalization of in-laws legislation. Director Hui also responded to a wide range of questions from CBH members about the Building Code.
- Special thanks to Director Hui and Chief Building Inspector Ron Tom who completed a new Information Sheet, G-12, which updates Building and Planning priority processing for

affordable housing projects. Director Hui obtained signatures of agreement to the new process from Planning, Public Works, the Fire Department, the SFPUC, the Mayor's Office on Disability, the Department of Public Health and the Office of Community Investment and Infrastructure. These guidelines will be helpful to DBI and other departmental staff, as well as to project developers.

- DBI, working with DPW and consultants involved in evaluating DBI's existing space and its documented needs assessment for an additional 30,000 square feet of space to meet existing customer demands, will host a One-Stop Workshop tomorrow, April 17, from 11 a.m.-1 p.m. in Room 201 at City Hall. All departments with review and approval authority have been invited to participate, with the goal of knowing more precisely the amount of space needed to meet the Mayor's goal of improved One-Stop services within DBI's Permit Center.
  - DBI responded to media calls over the past two weeks from the Business Times, which did an update on next steps at the 1200 Fourth Street site of the huge fire a few weeks ago, where the Fire Department's investigation is still ongoing. We also responded to a call from the San Francisco Chronicle about Airbnb and possible future regulatory legislation tied to the new 'sharing' economy; and we responded to a call from The Examiner, following up on the 1049 Market Street situation, where the owners withdrew their appeal and the Zoning Administrator made final the permit suspension for any conversion of rental units.
3. General Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.

There was no public comment.

4. Director's Report.
- a. Update on DBI's finances.

Gayle Revels, Acting Chief Financial Officer, gave an update on DBI's finances and addressed the following items:

- Revenue is still coming in high, and at 110% of what was budgeted for the entire year, and will end up about 25% over budget.
- Apartment rental is a little over half, which is expected because it comes in, in two chunks.
- Interest is coming in a little higher than projected, but the Department has not done the transfer of the balance to the operating/capital projects fund because the revenue is coming in so high.
- Expenses - Projecting an increase in salary savings of about \$4M, and that is a combination of new hires which are not currently at the top step as budgeted and some positions that are not filled yet.
- DBI is looking at space and trying to hire a few more people this year.

- Work orders may come in a little lower, but cannot tell yet.
- Space study – Getting closer to having a recommendation from the consultants to present to the BIC. They may want to give a presentation at the next meeting to say what the next steps are, and are currently looking at 5 options for giving DBI more space. 4 options are a combination of using DBI's current space and buildings next door and the 5<sup>th</sup> option is a new location to be determined. Ms. Revels explained further details about the space study, and the costs related to each option.

Commissioner Walker said that regarding hiring she talked to Director Hui about some potential legislation coming through, and how that may impact DBI's need for new hires. She asked if the projections included potential increase of staff? Ms. Revels said projections do not include the potential increase of staff for those projects, and she did not think they would have any budgetary impact by the end of June. Commissioner Walker said they would over the next two years, and Ms. Revels agreed and said that staff is talking to the Mayor's Office about increasing the budget for these positions next year.

- b. Update on proposed legislation.

Bill Strawn, Legislative & Public Affairs Manager, gave an update on proposed legislation that addressed the following points:

- **File No. 131148 – Authorization of Dwelling Units Installed Without a Permit**  
Supervisor Chiu's legislation to legalize one additional in-law unit on a 9-2 vote, and there will be a signing ceremony. DBI continues to develop a screening for expediting that process, and Director Hui hopes owners interested in doing the conversion will hire an engineer to check on what this might entail. Owner can also visit Technical Services at DBI to get an idea of what the cost is in order to decide if they want to do legalization or not.
- **File No. 140122 – Ordinance recognizing Small Business/Building Safety Month in May 2014**  
May is being celebrated as National Building Safety and Small Business month. Supervisor Tang's legislation for waiving façade and awning improvements passed unanimously, and will waive any plan review fees on those permits during May.
- **File No. 140284 – Vacant or Abandoned Commercial Storefronts and Registration Fee**  
Supervisor Tang also has new legislation for vacant storefronts and DBI has met with her and the Mayor's Office of Economic Workforce Development, which has been conducting a survey of 25 different merchant districts around the city to identify how many vacant storefronts there are. Goal is to identify them and see what kind of incentives come forward to encourage owners to lease them. DBI will be handling the enforcement which may be challenging.
- Supervisor Chiu had a media briefing yesterday regarding regulating short-term rentals, and DBI is the responsible enforcement body, even though everything Mr. Strawn read about says duration of stay belongs with the Planning Department. At the briefing, the Planning Director said there would be amendments coming forward to the Planning Code

and they are already getting and responding to an increasing number of these complaints, and DBI has not received many. Code enforcement side of this is difficult.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Walker said DBI runs into this with use issues under the jurisdiction of Planning, but we are the Inspectors out in the field so hopefully staff can work with Planning. Sometimes Inspectors have to act as their eyes and ears.
- President McCarthy asked how DBI was processing the 8 complaints that were received?
- Mr. Strawn said Chief Housing Inspector Bosque is reviewing them for the Chapter 41-A part of the violations. Staff is trying to sift through and obtain the information in order to conduct an investigation.
- Commissioner Walker said with residential hotels DBI often had an issue with musical rooms where people would be terminated before a 30-day period, and HIS used to check on that along with other reports in the buildings so it is not without precedent.
- Vice-President Mar said there are some landlords that are opposed to tenants being able to sublet, so he thinks that is another challenge and it is not just the tenant community that is worried about it. Landlords have rented out their apartments to long term tenants and they are using the apartments to make a little side money, so this is where it gets complicated and Planning has to come in with the zoning issue.
- Vice-President Mar asked about the fast track permitting for illegal in-laws and if this was also being done for Supervisor Weiner's district 10?
- Director Hui said yes they would both be considered together because of the illegal unit, and staff will try to get the information sheet to check and see what can be done to legalize the unit.
- President McCarthy said enforcement of this is an issue, and asked what part of Supervisor Chiu's previous legislation was passed?
- Mr. Strawn said that he could check on this, but the idea was to tighten up Chapter 41-A so that people could have standing to file civil suits that had been missing before. None of the shared economy element was tied into that. Tenant protection is included in new legislation.
- President McCarthy said that the rent cannot be more than what the original person was paying.
- Mr. Strawn said that is correct and Supervisor Chiu does not want profiteering. Owner could have up to 90 days to do short term rentals.

c. Update on Permit Tracking System.

Hema Nekkanti, I.S. Project Director, gave an update on the Permit Tracking System along with a presentation that included the following points:

## Permit and Project Tracking System

### ➤ Implementation Process

- **Step 1 – Analysis**
  - Processes
  - Sessions
  - Define Requirements
  
- **Step 2 – Configuration**
  - Accela Core System
  - Testing
  
- **Step 3 – Build**
  - Data Conversions
  - System Interfaces
  - Reports
  - Add on products
  - User Interface
  - Testing
  
- **Step 4 – Readiness**
  - Production Environment
  - Training
  - User Acceptance Testing
  
- **Step 5 – Deploy**
  - Go Live
  - Production Support
  - Transition to CRC

### ➤ Project Status

- DBI Data Migration Round One review/testing in progress.
- User Acceptance Testing in progress.
  - Configuration
  - Workflow
  - Scripting
  - Fees
  - Reports
  - System Interfaces

### ➤ Major Deliverables and Go-Live Timelines

- | <b>• Pending Major Milestones</b>       | <b>Projected Completion Date</b> |
|---|----------------------------------|
| ○ Configuration User Acceptance Testing | 6/30/2014                        |
| ○ Data Conversion                       | 8/15/2014                        |
| ○ Specialized Training                  | August                           |
| ○ Go Live Readiness                     | August/September                 |
| ○ Go Live                               | September                        |

➤ **Risks and Mitigation**

- Resource availability for testing and responses – CCSF and vendor
- Timely turnaround for identifying Data migration errors and fixes
- Scope changes from CCSF
- Missing or inadequate out of the box functionality

➤ **DBI IT resource status**

- CCSF commitment to provide adequate resources
  - (1) Business Analyst job posted on April 4, 2014
  - Interviewed candidates for IT Senior Business Analyst/Project Manager positions and ready to make an offer on two of the five vacant IT positions
  - DBI Director assigned two fulltime staff (1 person from Permit Services, 1 from Inspection services) to assist with the project tasks

Ms. Nekkanti said the Department is currently at Steps 3 and 4, and the expected Go Live date is in September 2014. President McCarthy said the dates are a lot better than what the Commissioner’s thought. Ms. Nekkanti said that she met with the two Directors and Senior Managers a couple of weeks ago, and the vendor and the City are committed to providing adequate resources between now and the Go Live date.

**d. Update on major projects.**

Director Tom Hui gave an update on major projects and said that compared to last month, the revenue is now approximately \$7.7B and as the Commissioners can see from the finances it has continued to go up.

President McCarthy said that he was looking for the address that Vice-President Mar asked about last month, 100 Van Ness Avenue. Director Hui said that it was included in the report and listed as number 132.

**e. Update on code enforcement.**

Dan Lowrey, Deputy Director of Inspection Services said that he would like to commend the Inspection Services staff for performing 100% of their inspections within the 48-hour time request. Graphs in the package depicted the numbers included as well. Mr. Lowrey presented the following Building Inspection Division Performance Measures for March 1, 2014 to March 31, 2014:

- |   |      |
|---|------|
| • Building Inspections Performed                                    | 4653 |
| • Complaints Received   | 354  |
| • Complaint Response within 24-72 hours                             | 354  |
| • Complaints with 1 <sup>st</sup> Notice of Violation sent          | 78   |
| • Complaints Received & Abated without NOV                          | 173  |
| • Abated Complaints with Notice of Violations                       | 59   |
| • 2 <sup>nd</sup> Notice of Violations Referred to Code Enforcement | 21   |

Deputy Director Lowrey presented the following Housing Inspection Services Performance Measures for March 1, 2014 to March 31, 2014:

- Housing Inspections Performed 1122
- Complaints Received 424
- Complaint Response in 24-72 hours 416
- Complaints with NOVs issued 161
- Abated Complaints with NOVs 355
- # of Cases Sent to Director’s Hearing 56

Deputy Director Lowrey presented the following Code Enforcement Services Performance Measures for March 1, 2014 to March 31, 2014:

- # of Cases Sent to Director’s Hearing 90
- # of Order of Abatements Issues 17
- # of Cases Under Advisement 11
- # of Cases Abated 177

President McCarthy congratulated Mr. Lowrey and staff on the number of inspections performed within 48 hours, and said he dared anyone to find a city that is doing 5,000 inspections a month right now.

Vice-President Mar thanked Mr. Lowrey and said that he wanted to compliment his work in the Department for adding to the monthly code enforcement report. He said over the last couple of months there has been a lot more detail to the reports, but he wanted to ask for another one. Vice-President Mar asked if the Housing Inspection Division could include routine inspections in the future reports. He also said that it would be good if a district Inspector in the Housing Division is called out for an inspection and are going to respond to a Notice of Violation anyway, he would like to see whether or not they could just do a routine inspection at that time to avoid scheduling two trips.

Secretary Harris called for public comment on items 4a-e and there was none.

**5. Report and Update from the Nominations Sub-Committee.**

Commissioner Lee said that he and Vice-President Mar met a couple of weeks ago to review all of the applications, and membership of the three bodies. They looked at applications for the Access Appeals Commission and the Code Advisory Committee, and they were confident that they could recommend people to the seats on those bodies today. Since there were a number of applicants for the three new seats on the Board of Examiners, the committee plans to meet with those candidates on May 7<sup>th</sup> for an informal interview to get to know them better so they will make recommendations at the next BIC meeting.

Secretary Harris called for public comment on item 5 and there was none.

6. Discussion and possible action to approve and swear in members of the Access Appeals Commission. Appointment/Reappointments recommended by the Nominations Sub-Committee are: Walter Park, Person with a Disability; Dr. Ronald Vernali, Public Member; Alyce G. Brown, Person with a Disability. Terms to expire November 1, 2016.

***Vice-President Mar made a motion, seconded by Commissioner Walker, to accept the recommended appointments/reappointments to the Access Appeals Commission: Walter Park, Dr. Ronald Vernali, and Alyce G. Brown.***

Vice-President Mar said that there is one vacancy because they could not find a qualified individual to sit in the Major Projects Contractor's seat, so that is the only seat that the committee is not recommending today.

Secretary Harris called for a roll call vote:

|                            |            |                            |            |
|----------------------------|------------|----------------------------|------------|
| <b>President McCarthy</b>  | <b>YES</b> | <b>Vice-President Mar</b>  | <b>YES</b> |
| <b>Commissioner Clinch</b> | <b>YES</b> | <b>Commissioner Lee</b>    | <b>YES</b> |
| <b>Commissioner McCray</b> | <b>YES</b> | <b>Commissioner Walker</b> | <b>YES</b> |

***The motion carried unanimously.***

Commissioner Alyce Brown came to the podium, and was sworn in. Vice-President Mar read the Oath of Office which Ms. Brown repeated. The Commission congratulated Ms. Brown and the audience applauded.

#### **RESOLUTION NO. BIC 017-14**

7. Discussion and possible action to approve and swear in members of the Code Advisory Committee. Appointment/Reappointments recommended by the Nominations Sub-Committee are: Jerry Cunningham, Fire Protection Engineer; Marc Cunningham, Member-At-Large; Ilene Dick, Member-At-Large, Robert Davis, Member-At-Large, J. Edgar Fennie, Jr., Major Project Architect, Henry Karnilowicz, Commercial Property Owner/Manager; Rene Vignos, Major Project Structural Engineer; Stephen Harris, Small Projects Civil Engineer; Ira Dorter, Residential Projects Contractor; Arnie Lerner, Historical Preservation Architect, Zachary Nathan, Small Project Architect; Lee Yvonne Phillips, Disability Access Advocate; Jim Reed, Electrical Engineer/Contractor; Tony Sanchez-Corea, III, General Business Community; Kevin Wallace, Remodeling Contractor, Robert Wong, Mechanical Engineer/Contractor. (Vacant) Major Projects Contractor. Terms to expire August 10, 2016.

***Vice-President Mar made a motion, seconded by Commissioner Walker, to accept the recommended appointments/reappointments to the Code Advisory Committee: Jerry Cunningham, Marc Cunningham, Robert Davis, J. Edgar Fennie, Jr., Henry Karnilowicz, Rene Vignos, Stephen Harris, Ira Dorter, Arnie Lerner, Zachary Nathan, Lee Yvonne Phillips, Jim Reed, Tony Sanchez-Corea, III, Kevin Wallace, and Robert Wong.***

Secretary Harris called for a roll call vote:



|                            |            |                            |            |
|----------------------------|------------|----------------------------|------------|
| <b>President McCarthy</b>  | <b>YES</b> | <b>Vice-President Mar</b>  | <b>YES</b> |
| <b>Commissioner Clinch</b> | <b>YES</b> | <b>Commissioner Lee</b>    | <b>YES</b> |
| <b>Commissioner McCray</b> | <b>YES</b> | <b>Commissioner Walker</b> | <b>YES</b> |

*The motion carried unanimously.*

Mr. Henry Karnilowicz and Mr. Robert Davis came to the podium, and were sworn in. Vice-President Mar read the Oath of Office which Mr. Karnilowicz and Mr. Davis repeated. The Commission congratulated Mr. Karnilowicz and Mr. Davis and the audience applauded.

**RESOLUTION NO. BIC 018-14**

**8. Discussion and possible action regarding a proposed new Administrative Bulletin AB-108, Application of California Existing Building Code, Appendix Chapter A3.**

Mr. Patrick Otellini, Chief Resilience Officer for the City and County of San Francisco, said that before he discussed AB-108 he wanted to announce that a few months ago the ordinance requiring the evaluation of private schools in San Francisco over the next three years would be coming back to the Commission, as a result of meeting with the stakeholders. They have made some adjustments and will be sure to go back through the process, so that the BIC can weigh in as well.

AB-108 is an administrative bulletin adopting the California Existing Building Code, Appendix Chapter A3, which is a prescriptive and non-prescriptive method for reinforcing single family homes, bolting foundations and providing sheer walls on the cripple walls. This is unique because it gives some people direction to reduce risks in terms of what they can do in a single family home to protect against earthquakes. It lines up with the rebate program offering homeowners \$3,000 cash back, so AB-108 just really adopts A3 and it is a way to create that pathway and it does not necessarily mean that if you follow the AB that you qualify for the California rebate, but there is a reference section with a link to the website, [www.earthquakebracebolt.com](http://www.earthquakebracebolt.com) and it has a fantastic education module to explain the program, and they plan to roll out more information for the public as far as getting the inspectors within the department.

Ms. Janiele Maffei, Chief Mitigation Officer for the California Earthquake Authority said that she was a structural engineer and the Director of the mitigation program. It is managed by a joint powers agreement between the California Earthquake Authority and the California Office of Emergency Services. Ms. Maffei discussed the following points:

- The joint powers organization was put together to provide incentives to homeowners to retrofit along with providing funding, and making sure that it is done to a particular standard.
- It is very important to come to the city with that program, Chapter A3 has been adopted and they require that the work be done in accordance with that, and this is done under the brace and bolt program but it is funded by the earthquake authority mitigation fund.
- A pilot program was started in Oakland in the fall and they went to a couple of zip codes in northern and southern California, and when they expand they are hoping to do it on a building department basis and are looking forward to expand to San Francisco.

Commissioner’s & Staff Question & Answer Discussion:

- President McCarthy asked about the pilot program and the reception.
- Ms. Maffei said it was a fantastic reception. 3,000 seemed to be a good tipping point for homeowners and found that there were a lot of people that knew they needed to do this, so it was really a nudge and they had only 4 zip codes, and 300 that qualified.
- Ms. Maffei said you have to have a house and there were over 300 applicants. They chose ten homes in northern and southern California, and 6 finished in southern California, and 2 in Oakland. They are going to try to figure out why they got 2 of the 10 in Oakland.
- The idea of the pilot program is to learn and come back and prove the program, so that they can roll it out to cities such as San Francisco.
- President McCarthy asked if it was user friendly in the sense that you can identify which home qualifies and can the homeowner make that analysis or does he have to get a professional to do that?
- Ms. Maffei said the homeowner can use the information that they provide on the website, and also recommend that the contractors are very competent in identifying whether the home qualifies. They also recommend that homeowners go to the building department, and make sure since they are the ultimate decision-maker.
- Vice-President Mar asked if the program applied to two or three unit buildings? Ms. Maffei said it applies to 1 to 4 units.

Secretary Harris called for public comment and there was none.

*Commissioner Walker made a motion, seconded by Vice-President Mar, to approve Administrative Bulletin, AB-108.*

Secretary Harris called for a roll call vote:

|                            |            |                            |            |
|----------------------------|------------|----------------------------|------------|
| <b>President McCarthy</b>  | <b>YES</b> | <b>Vice-President Mar</b>  | <b>YES</b> |
| <b>Commissioner Clinch</b> | <b>YES</b> | <b>Commissioner Lee</b>    | <b>YES</b> |
| <b>Commissioner McCray</b> | <b>YES</b> | <b>Commissioner Walker</b> | <b>YES</b> |

*The motion carried unanimously.*

**RESOLUTION NO. 019-14**

9. Discussion and possible action regarding proposed updates and revisions to Administrative Bulletin AB-004, Priority Permit Processing Guidelines.

Mr. Barry Hooper of the Department of the Environment gave a presentation on Administrative Bulletin AB-004, Priority Permit Processing Guidelines and addressed the following points:

- What is proposed is raising the bar for the minimum qualifications for priority as a green building project to be significantly higher than the minimum standard that is required currently by the San Francisco Green Building Code and to match the threshold that has been set by the Planning Department so that there would be consistent criteria across the two agencies.

- The other update is elaborating on the mechanism by which the applicant will demonstrate that they are prepared to meet the commitment that they are making at the time of application, and how they demonstrate progress throughout the completion of the project.
- The change to item 8 in the bulletin adds each of the types of green building certification that have either some amount of market attraction in San Francisco or some interest groups that have expressed significant interest in them, and represent very high standards for third party verified and reliable green building effort.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Lee asked if the applicant needs to ask for priority permitting?
- Mr. Hooper said yes, Attachment –A is the application form, and then they arrange a meeting. Typically they are applying to both the Planning and Building at the same time, so they arrange a meeting that includes the Department of Environment, Planning, and Building to review the project and make sure that they are able to meet their commitment.
- Director Hui said yes they need to request it. Commissioner Lee said if the applicant does not request it, does it just become a normal application? Director Hui said yes and generally the applicant knows that they meet the requirement and would request it.

Secretary Harris asked if there were any further questions. Commissioner Lee said he did not have additional questions.

Secretary Harris called for public comment on item 9, and there was none.

- Commissioner Walker said that this seems to basically level the requirements with the Planning Department, which seems to make sense since it invariably meets up with the Planning Department anyway.
- Commissioner Lee said that his question was if it is going to be put on DBI staff to decide which projects or applications would be considered priority or if this was automatic.
- Commissioner Walker asked if green building priority processing was marketed to customers?
- Director Hui reiterated that generally if applicants meet the requirement they request it. Their architect, not the intake staff at DBI, will decide if they want to achieve the goal and they will request priority processing.
- Commissioner Lee said that is what he was getting at, because he did not want DBI staff to be the one that decides if the application is a priority or not.
- President McCarthy asked how many of these types of projects would the Department have? Mr. Hooper said he believes there were about 12 applications for priority processing.
- Director Hui said once DBI receives the request and then staff sends it to the Department of Environment to determine if it is priority, because DBI staff would not know right away how much the applicant can achieve, so that is why there are not many projects that have gone through this process.
- Commissioner Walker asked if it is the case that because of the difference in standards, that something goes through DBI and then runs into problems at Planning – Would this resolve the problem?

- Mr. Hooper said not particularly, but every project that is a new construction project in the city is subject to ambitious green building requirements for several years, and they are now at a threshold if it is a new, large, commercial building, that they need to achieve L.E.E.D. gold.
- Also it is the option of the project to be third party certified or to hire a special inspector, which is called a Green Building Compliance Professional of Record, and it is a higher standard and more valuable in the market place for a verification to go through the full certification process, but it is not mandatory.
- Mr. Hooper said they receive priority for committing to that certification and at a higher level than the minimum requirement of the Code, but the main issue is that it would make sense to have the same threshold as the Planning Department since the project is going to go through both agencies.
- President McCarthy said that a lot of people would like to be able to do completely certified green buildings, but it is the cost analysis that is the issue. He asked if the priority is really a great deal?
- Mr. Hooper said he would argue yes with a large commercial project. Getting into the debate of where the cost lies, the value of less time with the carrying costs for the construction project is a financial incentive to the project that has significant value.
- There are also applications for single families that are not uncommon, and he would have a less clear picture on the dollar value but moving through the process is something of value to applicants.
- President McCarthy said to that point he would ask what is the savings and priority, and have they been able to establish that savings by giving an applicant priority?
- Mr. Hooper said there is not a financial report available to reference with that, and it varies a great deal when the value of priority depends on how much of a cue there is that the applicant might be getting priority over.
- Most of the benefits of the priority tend to be at the Planning Department where it will take a while to be assigned a planner, and do an environmental review.
- President McCarthy said if they are going to create these incentives and are asking people to do great things, it needs to be very structured what applicants are going to get back from it. Also there would be more than 12 on the books if there was that certainty, so instead of 10 to 12 months in Planning, it would be out in 5 months. Instead of 8 months in DBI, they would be out in 3 months then this would be encouraging.
- Mr. Hooper said it is hard to explain that it is one threshold at Planning and another at DBI.
- Commissioner Walker said what is before the BIC is to equal levels that the thresholds at DBI are the same as Planning.
- President McCarthy said they all agree with the amendment, but “Where’s the beef?” or the teeth in this. Things should be quantified in real time.

***Commissioner Walker made a motion, seconded by President McCarthy, to approve Administrative Bulletin AB-004, Priority Permit Processing Guidelines.***

- Mr. Hooper said the benefit to the project time line is something that he needs to work with, with both agencies and the nuance a little bit, and they need to be careful not to over commit as he needs to speak for both agencies.
- Vice-President Mar said that is a good idea, but asked if the BIC could get a report back

from the Director to see if there was an increase in applications.

Secretary Harris called for public comment, and there was none.

Secretary Harris called for a roll call vote:

|                            |            |                            |            |
|----------------------------|------------|----------------------------|------------|
| <b>President McCarthy</b>  | <b>YES</b> | <b>Vice-President Mar</b>  | <b>YES</b> |
| <b>Commissioner Clinch</b> | <b>YES</b> | <b>Commissioner Lee</b>    | <b>YES</b> |
| <b>Commissioner McCray</b> | <b>YES</b> | <b>Commissioner Walker</b> | <b>YES</b> |

*The motion carried unanimously.*

#### **RESOLUTION NO. 020-14**

#### **10. Commissioner’s Questions and Matters.**

- a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.

Commissioner Walker said one of the things she requested in the past is to get an assessment of routine inspection numbers from the Housing Inspection Division.

Commissioner Mar said that there are still some open positions, and DBI is continuing to hire but he wants to know if Civil Service and Human Resources are up to date on their lists.

Commissioner Walker said she wanted to discuss legislative acts that would require DBI to do more inspections in conjunction with Planning. Perhaps this is one of the issues that could be discussed at the Joint meeting. She also mentioned the issues of in-law units and tourist occupancy.

- b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.

Secretary Harris said that May 21, 2014 is the date of the next Regular meeting.

#### **11. Review and approval of the minutes of the Regular Meeting of January 15, 2014.**

*Commissioner Walker made a motion, seconded by President McCarthy, to approve the minutes of the Regular Meeting of January 15, 2014.*

Secretary Harris called for public comment and there was none.

*The motion carried unanimously.*

**RESOLUTION NO. BIC 021-14**

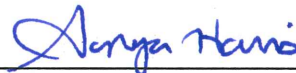
12. Adjournment.

*Commissioner Lee made a motion, seconded by Vice-President Mar, that the meeting be adjourned. The motion carried unanimously.*

**RESOLUTION NO. BIC 022 -14**

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,



**Sonya Harris**  
**Commission Secretary**

| <b>SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS</b>  |         |
|---|---------|
| Requested that routine inspections be included in following monthly reports from Housing Inspection Services. – Mar | Page 7  |
| Report back to the BIC, if the number of applications has increased following the passing of AB-004. – Mar          | Page 12 |
| Assessment of routine inspections from the Housing Inspection Division. – Walker                                    | Page 13 |
| Check with the Civil Service and Human Resources to see if they are up to date with their hiring lists. – Mar       | Page 13 |

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| Legislative items that would require more DBI inspections in conjunction with meeting. Also discuss Joint meeting items, including in-law units and tourist occupancy. – Walker | Page 13 |
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