



## PUBLIC ADVISORY COMMITTEE

### MEETING NOTES

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Wednesday, July 23, 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

Mr. Jeff Joslin provided a brief update of the end of year budget. The backlog has increased but there are several vacancies Planning is hiring for. The Public Information Counter is now completely staffed and includes the expertise of an Environmental Planner. Interviews to hire a Preservation Planner for the 5<sup>th</sup> floor are being conducted.

There have been several discussions regarding 311 and 312 notification materials and there may be an internal protocol change to address the issues.

Members of the public mentioned they did not receive a response from Planning and DBI staff. It was advised that a Planning team leader, supervisor or deputy director be contacted in situations like these.

It was asked if there can be better coordination between Planning and DPW so that project sponsors be notified when Planning has received street tree approvals.

#### 3. DISCUSSION OF THE COMMERCIAL CONSERVATION ORDINANCE

Paula Kehoe and Julie Ortiz, SFPUC provided an overview of the ordinance, which will not take full effect until 2017. The ordinance passed in 2009, along with the residential ordinance and requires that all commercial buildings have leak free plumbing and inefficient plumbing fixtures be replaced. A certificate of compliance will be issued once major improvements or new construction is done. All commercial buildings will need to comply, including:

- Residential buildings that are used for commercial purposes, including hotels and motels.
- Building additions of more than 10% increase . the entire building will need to come into compliance.
- Major alterations or improvements of over \$150,000, and
- Major improvement to a restroom including fixtures.

Fixtures are identified in Chapter 13A of the San Francisco Building Code. Inspections will be done by the Building Inspection Division, a private inspector hired by DBI or SFPUC's Water Conservation Audit Team. Written materials are being drafted with DBI to include a menu of options in terms of the inspection process, how to obtain compliance, free SFPUC services, technical assistance, rebates for high efficiency toilets and urinals, free standard faucet aerators, and leak identification. Businesses coming into compliance before 2017 will help with water needs and supply.

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

James Zhan stated Information Sheets were released for implementation of the 2013 Energy Code. There was an increase in projects submitted before the new code went into effect. Projects submitted after have been for tenant improvements and small residential improvements. The State approved commercial software is not available yet. CEC/PG&E trained inspectors and will provide training to remaining staff. A brown bag lunch will be offered at a later time for the public, and it was suggested the public become familiar with the Information Sheets in the interim.

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

Director Hui provided an update on the Vacant Store Front ordinance introduced by Supervisor Tang and stated it may be combined with the Vacant and Abandoned Building Program. The details and enforcement procedures are being developed.

Director Hui stated outreach for Soft Story Screening Forms is being done thru newspaper ads, radio and TV commercials. There are still 3,000 properties who have not responded and those who fail to do so by the deadline will be receiving NOVs.

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

Deputy Director Ed Sweeney stated the new system will be ready by September 22 and will go live on October 14<sup>th</sup>. Currently, they are in data conversion, round three of five. The Citizen Advisory Group (CAG) meeting will be scheduled in August.

#### **7. ROUNDTABLE DISCUSSION**

Deputy Director Dan Lowrey stated all inspection divisions are busy and asked that inspections be scheduled ahead of time.

Director Hui introduced Taras Madison as the new Deputy Director for Administrative and Finance Services.

Deputy Director Sweeney stated about 230-260 permits are being issued a day.

Director Hui announced CALBO training will be held September 8-11 and there will be also be Accela internal training. He advised customers to please expect limited counter service.

#### **8. FUTURE AGENDA ITEMS**

- Zoning . Discussion on potential under zoned units at certain neighborhoods.
- Slope Prevention Act . when does it trigger in a project.
- Records . Discussion on forms and procedure for ordering plans, cap on statute of limitation.

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

**9. ADJOURNMENT**

There being no further business the meeting was adjourned at 3:03pm.