



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Wednesday, August 28, 2013
2:00 p.m. to 3:30 p.m.

1660 Mission Street
2nd Floor, Room 2001

1. WELCOME & INTRODUCTIONS

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

2. MISCELLANEOUS PLANNING ISSUES

Jeff Joslin provided an update on various Planning issues.

- Offers have been accepted for two Preservation Planner positions.
- They are currently in the interview process for six Planner positions.
- They are looking at tasks that can be taken from Planners such as paper processing, packaging reports, copying, and filing to be handled by administrative positions.
- Staff is continuing to review the addenda process with DBI for improvements.
- Planning is looking into implementing a case coordinator system where there will be one lead Planner for major projects.
- Planning expressed a desire to remove small projects from the backlog. They're currently trying to determine what types of projects may be expedited – antennas, simple change of use. They will work on defining projects to ensure consistency.

Ken Cochrane commended Planning's efforts to improve their processes.

3. UPDATE ON PAYMENT PROCESS OF SFUSD IMPACT FEES AT DBI

Beginning September 3, customers will be able to pay their project School Fees at DBI. Any disputes with calculation of these fees will be handled by the School District. Customers will be able to pay their fees with payment options offered at DBI – credit card, check, and cash.

4. UPDATE ON SOFT STORY PROGRAM

Acting Director Hui stated notifications will be sent out by September 15. Affected property addresses will be posted on the DBI website and updated monthly as we receive responses to the notifications.

5. UPDATE ON CONDO CONVERSION PROGRAM

Acting Director Hui reported they have received numerous requests for inspections. He has appointed a committee to address the increase in demand and involved electrical and plumbing inspectors to assist. It is DBI's goal to have 15 inspections/week for this program. The Department has also added more staff to help.

6. UPDATE ON DPH COUNTER HOURS ON THE 5TH FLOOR

Bill Strawn stated a Senior Environmental Health Inspector is stationed on the 5th floor on Tuesdays and Thursdays between the hours of 10am-12pm to answer questions related to the expanded Maher Ordinance.

7. UPDATE ON LEGISLATION AFFECTING DBI

Bill Strawn reported no new major legislation in the pipeline, but a working group has formed to address legalizing illegal units by Supervisor David Chiu. Additionally, DBI staff is working with the SFPUC to address concerns regarding non-potable water systems.

8. UPDATE ON PERMIT & PROJECT TRACKING SYSTEM

Hema Nekkanti reported unit testing is in progress. They have scheduled Round Two for November. They will be reaching out to customers to assist with testing. They have also pushed out the go-live date to March 2014. Any function associated with building permit issuance is in scope and will be available at go-live.

9. ROUNDTABLE DISCUSSION

Deputy Director Ed Sweeney spoke on DPW's wish to expand their services at DBI. One function will be printing out tow-away signage. This will alleviate the need to go back and forth between DBI and DPW offices.

Acting Deputy Director Dan Lowrey reported that BID performed 200 inspections today. He has added another inspector to assist in the busy downtown district. They are also having slower districts assist with the busy district workload. Staff is continuing to monitor inspections for efficiency. For example, they have begun mapping areas of condo conversion inspections. It is their goal to have 15-16 inspections per week for this program. They will also be bringing in three new building inspectors in the next month – 1 for Plan Check and 2 for BID.

Ken Cochrane stated he has not experienced any problems with inspection and commended DBI staff. Mr. Lowrey again advised customers to schedule their inspections 4-5 days ahead.

Drake Gardener stated he is working with Neil Friedman on clarifying ADA requirements.

Ed Sweeney reported 150 building/mechanical permits were approved over the counter yesterday. Interviews are also in progress for the 5207-Associate Engineer position. There were 26 applicants for this position.

10. FUTURE AGENDA ITEMS

No future agenda items were discussed.

Acting Director Hui said future agenda items should be sent to Carolyn Jayin (Carolyn.Jayin@sfgov.org) for the next meeting.

11. ADJOURNMENT

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