



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Wednesday, November 20, 2013
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

Jeff Joslin provided an update on various Planning issues. The Building Inspection Commission held the approval of AB-032 due to delayed architectural reviews and requested a timeline for Planning to turn around architectural reviews. It was suggested the procedure go back to how it was and Planning commit to turn around of rechecks in two weeks. Mr. Joslin stated Planning is working on this and may have a resolution by December 18th – the next BIC meeting.

Mr. Joslin provided an update on Planning's caseload and announced their revenues are up 10 percent. There was hiring of 32 staff in last year's budget, which will help with the current caseload. Condo Conversions and Categorical Exemptions are problem areas as there is not enough staff to handle. Mr. Joslin will be rearranging staff to address caseload.

It was asked if Planning's Public Information Counter could be opened at an earlier time and if Planners could be available on the 5th floor. Mr. Joslin stated the PIC is used for training and staff often does not know the codes. He acknowledged there should be a roving supervisor to handle issues. He added that he will be looking into the situation on the 5th floor and will invite a PIC Manager to attend next month's PAC.

3. CHANGES/IMPLEMENTATION OF NO PARKING/TOW AWAY SIGNS (DPW)

John Kwong from the Department of Public Works stated No Parking/Tow Away signs are expected to be ready by the New Year. Signs will have multiple alterations including being water-proof and whole punched for easy installation. Signs will be available to print at DBI for an additional fee. DPW staff is working with Hema to transfer working data. It was recommended that customers plan accordingly and build extra days into their street space permits.

4. DISCUSSION ON PROJECTS SUBMITTED BEFORE A CODE CYCLE CHANGE AND THEIR SUBSEQUENT PERMITS

DBI staff clarified that if a project is submitted in 2013, it becomes the base permit. Revisions to the project that are submitted in 2014 will reference the base permit. Any new projects submitted after January 1, 2014, will be subject to the 2013 code.

5. DISCUSSION ON PERMIT PROCESS FOR SIGNS

To streamline the process, it was suggested separate permits applications be submitted for different size plans but due to software there may be limitations. Depending on the type of sign, it may require other departmental reviews. Currently other jurisdictions ask for a single set of plans for a single project. It was asked if all signs can be on a single permit application or at least three signs per permit. Another suggestion was if Planning can have a Planner dedicated to these types of permits or be able to make this an over-the-counter permit. Jeff Joslin stated in the Downtown Conservation District nothing can be over-the-counter but Planning will look into options.

6. UPDATE ON SOFT STORY PROGRAM

Robert Chun, DBI and Patrick Otellini, ESIP reported the Soft Story list is being updated on the website every week. There are two upcoming public education events: November 21, 2013 from 5-7pm at the Main Library. The second event will be much larger, with a trade show setting to include lenders, contractors, banks, design professionals, and multiple City agencies. Translations services will also be available. Retrofitting is being limited to the first floor with calculations. Brick foundations can also be retrofitted.

7. UPDATE ON LEGISLATION AFFECTING DBI

Bill Strawn reported a legislation was introduced by Supervisor Chiu and co-sponsored by Supervisor Wiener. The legislation focuses on legalizing in-law units.

Supervisor Kim introduced legislation that would impose interim zoning controls in the SOMA area for the conversion of residential units.

A proposed legislation from Public Health would regulate emissions coming from construction equipment at job sites. The legislation is currently on hold.

8. UPDATE ON PERMIT & PROJECT TRACKING SYSTEM

Hema Nekkanti reported user acceptance testing has begun and will continue for the next four to five weeks. Problems are being identified and fixed. The Citizens Access Group will also be testing the system in December.

9. ROUNDTABLE DISCUSSION

It was announced that Jonas Ionin is the new Planning Commission Secretary.

Planning's presence on the 5th floor is only for two hours per day. A Manager will be recruiting as they are rotating between staff. Jeff Joslin will provide an update at the next PAC meeting.

The over-the-counter operations were set up by Director Hui to speed up the process. However, there seems to be a lack of customer service skills. Deputy Director Ed Sweeney will be look into the issues and try to resolve.

Staff on the 5th floor seems to be out consistently due to long-term disability. There are also some issues at the end of the day, specifically from 4-5pm. Deputy Director Sweeney will be looking into the issues.

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 3:18pm.