



**PUBLIC ADVISORY COMMITTEE**

**MEETING NOTES**

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**Wednesday, January 22, 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**

a. Status of Outstanding Planning Issues

i. Update of Addendum Review Policy

Jeff Joslin stated Planning is working on a protocol with staff and expectations of processing time. A checklist is being developed as there are five types of projects. Currently, turnaround time is five days.

Mr. Joslin stated Planning has not had much presence on the 5<sup>th</sup> floor due to staffing, and the focus has been primarily on the 1<sup>st</sup> floor. Once Planning is fully staffed, the 5<sup>th</sup> floor will be revisited. Hiring of new staff is in process.

Planning is going through their budget process. Intended to be budgeted this year is the City-wide historic inventory. It will also include staffing to address the backlog.

**3. UPDATE ON PLAN REVIEW BACKLOG AND ANTICIPATED PROJECTS IN THE PIPELINE**

Deputy Director Ed Sweeney stated the turnaround time is two to three weeks. During December there were about 200 reviews due to the Green Ordinance going into effect in the new year. The month of January is seeing 180-190 reviews per day, higher than usual for the month of January. If customers would like to request reviews be done over-the-counter, it was suggested a request form be filled out and taken to a supervisor for approval.

**4. UPDATE ON SOFT STORY PROGRAM**

Robert Chun reported 800 property owners have returned the required forms out of the 6,000 notices that were mailed out. Reminder notices will be sent out as property owners are required to submit forms by September 2014. Those who fail to do so will be issued a red tag on their property.

The Earthquake Retrofit Fair will be January 28 at the Bill Graham Auditorium.

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

Bill Strawn reported no new legislations were introduced. At the last PAC meeting, it was reported that Supervisor Chiu introduced legislation to legalize in-law units. The legislation is going through a round of refinements and is not ready for the full Board. Supervisors Cohen and Wiener would like to look at the Code Enforcement process of DBI, Planning, DPH and FIRE at the Land Use hearing in February.

Mr. Strawn stated Director Hui is co-chair in a Working Group for Housing Production and Preservation of Rental Stock. The group will be submitting a plan to the Mayor by February 1.

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

Hema Nekkanti reported the third round of testing is underway and will take place during the next four weeks. Towards the last week of testing, contractors, licensed professionals and the public will be invited for hands-on testing of the system.

## **7. ROUNDTABLE DISCUSSION**

It was asked if the green sheets attached to permits are required for every permit issued. Director Hui stated they are required per the code, but they can be recycled in a box near the counters.

It was also asked if the flyer attached for tenant improvement permits is required. Director Hui stated this was required for the interim by Supervisor Kim. In six months, the process will be re-evaluated, as it was passed as law.

## **8. FUTURE AGENDA ITEMS**

No future agenda items were discussed.

Director Hui said 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 2:35pm.