



## PUBLIC ADVISORY COMMITTEE

### MEETING NOTES

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Thursday, October 21, 2010  
2:00 p.m. to 3:30 p.m.

1660 Mission Street  
Room 2001

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#### 1. WELCOME AND INTRODUCTIONS

Director Day welcomed attendees to the meeting and introductions were made.

#### 2. Q-MATIC WEBINAR PRESENTATION ON PROPOSED SYSTEM

Key features of Q-matic:

- a. Efficiency in routing
- b. Generates data on service wait times
- c. Smart distribution of customers. System gives 4 minute delay to give customers time to travel from each floor.

Queue time starts when a customer checks in to the building, not sequentially. System is tracked by ticket number.

If you are trying to see a specific person, the system will not permit this. DBI may tell a customer to go see a specific person and can add a note field on the ticket.

If meter expires/ticket missed, the ticket will be recycled two spots back. If this happens more than 3 times, the ticket expires. The system enables DBI to alter ticket order.

Cashier/permit issuance functions are part of the system.

#### 3. UPDATE ON PLANS RETENTION

This project is still on hold. DBI is conducting a survey with all the cities and counties in the State of California regarding their plan retention procedures. So far, only one jurisdiction out of 15 surveyed, returns plans to their customers. Once DBI receives all the survey results, they will make them public.

It was brought up that IPR staff is still signing in the Redevelopment Agency box when verifying units, instead of signing in the HIS section. There was an issue with fire alarm and sprinkler

permits. For some projects DBI is routed instead of directly to FIRE. Members requested clarification. Director Day stated these types of projects should be routed to FIRE, not building. Director Day asked Neil Friedman to inform staff of these issues.

#### **4. DISCUSSION ON ROUTING OF PLANS AND REVIEW TIME FOR SITE PERMITS**

Director Day clarified the requirement for submitting 8 sets of plans. Only projects that are located in an area subject to the Citywide Impact Development Fees are required to submit 8 sets. This requirement will be made clear to staff and will be put in writing. Director Day is currently in the process of drafting this policy. It was suggested to clarify the language. It was asked if it was required to submit 8 sets, if revisions are made to the project. Director Day stated that 8 sets of revisions would need to be submitted only if there is an increase/decrease in square footage of the building or fixtures.

Additionally, if you are in an impact fee area, one may defer fees up to 80% of the fees until the first TCO. Customers pay 20% upon the first construction document, which would normally be the foundation permit, not shoring, excavating, or grading. If the project is not in an impact fee area, customers will eventually be able to defer 15% of those fees.

#### **5. DISCUSSION ON ADDRESSING PROCEDURES**

If you know you are going to be creating a new unit, customers should come in and obtain an address before creating the unit, so DBI can issue permits under the new unit. Staff on the 1<sup>st</sup> floor (CPB) will be able to assist.

#### **6. UPDATE ON STAFFING ISSUES**

DBI did receive approval for the extra positions requested. They are currently being held up because there is no current list for these positions. DBI is in the process of bringing back some plan reviewers, which will happen within the next two weeks – Christine Bailey, Joseph Yu, Michael Gunnell, and Keith Mather. The 5241 list for engineer plan reviewers does not currently exist. It has closed for the mechanical plan check; however, they have to conduct interviews to create a list for those people.

DBI is also working with DHR in order for plan checkers to work overtime hours to address the backlog. Under their current union contract, they are not allowed to be paid overtime. Instead, they are given time off.

DBI will also be bringing back 1408 positions to work in the plan room. The plan room will be relocated back to the 2<sup>nd</sup> floor. This will happen before January 1.

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

There was a comment made about the lack of Planning staff on the 5<sup>th</sup> floor. Director Day stated that she is in talks with Planning, but stated that it was a staffing issue on their end.

Director Day stated that if anyone has a client that is submitting for a TCO for a commercial property that is subject to MTA fees, they must contact MTA before they can request for TCO at BID. MTA fees must be paid, prior to granting the TCO. If customers have all the backup documentation that fees were paid, it can be approved by the Chief Building Inspector. It was suggested to clarify this on the TCO handout.

**8. FUTURE AGENDA ITEMS**

No future items were discussed.

**9. ADJOURNMENT**

There being no further business the meeting was adjourned.