



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, December 15, 2011
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street
Room 2001**

1. WELCOME AND INTRODUCTIONS

Deputy Director Hanson Tom welcomed attendees to the meeting and introductions were made.

2. UPDATE ON PERMIT TRACKING SYSTEM

Penny Venable, IS Project Manager reported they are currently at Stage 2 – Process Analysis. This involves reviewing BPR documentation with subject matter experts in DBI/Planning for changes, as well as looking at the “To-Be” analysis. This will stage will generate configuration documents for the new system. The overall project schedule is still on track.

There was an inquiry as to if the new system will address issues with expired and renewed permits and if it can be cross-referenced for easier retrieval of information which can be particularly helpful if a property has accrued numerous expired permits over the years. This item will be reviewed for the new system.

Another item discussed was how the new system can better indicate what floor work is being performed for construction projects. Floor information is currently found in the description box, which is difficult to track.

Data inconsistencies will also be resolved as best as they can with the new system.

It was also asked if the tracking system will be used by other city departments. The initial scope will involve DBI and Planning but eventually will be one centralized portal for other Departments.

There was additional discussion regarding expired permits and how it can be clarified more efficiently to identify renewed permits on the new PTS.

Director Day mentioned entry of final inspections will automatically be downloaded into the permit system when it goes live. Inspectors will be able to sign off and finalize a job card (via electronic devices) before leaving the job site, giving the public instant access to the inspections. Mobile access will eventually be able to link with city departments’ inspection data systems.

3. DISCUSSION ON SIDEWALK PERMIT APPROVALS (DPW)

It was presented that OTC permits cannot be obtained expeditiously because fees for Sidewalk Permits have to be paid at Stevenson instead of the BSM counter at 1660 Mission. John Kwong

with DPW indicated that the database and cashing are not currently handled by DBI. Directory Day suggested that perhaps DPW and DBI can work together to determine if fees can be collected at DBI once procedural issues are reviewed by DPW.

The current back log at DPW to approve permits runs approximately 60 – 90 days which is a result of Planning's new legislations, such as required arborist report, and BSM's shortage of staff that impact permit approvals.

It was agreed to continue this item to the next PAC meeting agenda and extend outreach to encompass designers and architects in order to provide more outside feedback.

4. REVIEW AND DISCUSSION OF CANCELLATION/REFUND POLICIES

Director Day presented information on cancellation/refund policies and expiration limits on applications per the current code. Questions were answered specific to when time limits begin and end between the Planning Department and DBI and possibly evaluate the whole process.

Commissioner Mel Murphy brought up issues with the fees attached to permit extensions and asked about the fairness of current fee schedules relating to permit renewal. Director Day noted that this was an opportunity to initiate a write up for the committee to review and gather input from the advisory group.

5. DISCUSSION ON TURNAROUND TIMES FOR 3R REPORTS

There was public comment on how long it actually took to obtain 3R reports and inquiry as to how the process could be expedited by paying additional fees. Not all information is currently available through electronic format therefore preparation for requests mostly consist of manual sorting and research by staff. Commissioner Murphy stated that he has plans to tour the Records Department in order to better understand the process at which time he would be able to determine and possibly support the request for additional staffing.

6. DISCUSSION ON SERIAL PERMITTING

Serial permitting was discussed and mentioned as an item that occurred more in the past but not in recent years; therefore DBI should impress to its staff to not be suspect of multiple permits taken out for a job.

7. ROUNDTABLE DISCUSSION

No items were discussed.

8. FUTURE AGENDA ITEMS

Director Day said that she would attempt to have more Designers/Architects in the next meeting.

9. ADJOURNMENT

There being no further business the meeting was adjourned.