



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Wednesday, March 25, 2015
2:00 p.m. to 3:30 p.m.

1660 Mission Street
2nd Floor, Room 2001

1. WELCOME & INTRODUCTIONS

Deputy Director Ed Sweeney welcomed everyone to the meeting and introductions were made.

2. MISCELLANEOUS PLANNING ISSUES

a. Status of Outstanding Planning Issues

i. Small Business Priority Process Program (SB3P)

Jeff Joslin stated last year the Small Business Pilot Priority Processing Program (SB3P) was created. They learned a few things over the pilot program and expanded it to capture smaller projects. The program was established for a modest use; an expedited process, less paperwork and time. In the previous year, two to three dozen projects have been through the program. This year, it was more than 50-100 projects as a result of a more inclusive list. The list is part of a checklist that is less restrictive. Some non-residential uses were added that were not eligible previously, included fringe financial drive, night time entertainment and offices closed on the public looking on the ground story. They are conducting expansive outreach and have now staffed accordingly.

ii. Update on Small Projects Team (SPRoT)

The Planning Department is in the process of hiring planners to process simple projects; permits and modest entitlements. Many of those projects will come out of backlogs and take pressure off planners so they are able to perform better on more complex projects. Since the program began, more than 250 projects have been processed, which has reduced the backlog to three to four months.

It was mentioned that addendas are being routed back to the Planning Department, some architectural, and are waiting months to be re-checked. Jeff Joslin stated if the project is large, then it would take a while for the Planning Department to return it. There are protocols for turnaround time and if they are not being met, it is advised that planner supervisors be contacted.

A member of the public asked if the Planning Department has a tracking system in which project status and time spent can be tracked. The response was that projects cannot be tracked in that way and one is only able to see who the assigned planner is.

It was asked why the Planning Department does not approve partial map modifications at the same time as when they approve the project or the motion. Jeff Joslin asked that this question be sent in writing so it may be answered correctly.

A project to install a wheelchair lift at a historic building is being proposed. It was asked what would take priority - Disabled Access requirements or the Planning's requirements? Jeff Joslin stated there are requirements for both and it may be handled on a case by case basis. Generally, they would make accessibility improvements with the least historic impact.

3. DISCUSSION OF LEGALIZATION OF UNITS PROCESS (PLANNING, FIRE, DPW)

a. Adding Units to Buildings Undergoing Seismic Retrofit

The Planning Department confirmed they will allow installation of windows for ground floor units. David Leung, Permit Services Manager, is currently preparing an Information Sheet that will outline guidelines for these types of projects. This will also assist customers requesting Pre-Application meetings.

The public wanted to address the issue of the street trees process as the turnaround is not quick enough and delays projects. This can also have an effect on code enforcement cases in which 30 days deadline is given by DBI, but they are unable to meet it due to Urban Forestry. It was suggested going thru DPW's hierarchy for resolution as this has become an issue and DPW is not in attendance.

Captain Micki Jones stated the new Information Sheet FS-05 deals with sprinklers and it leads the public to believe that this is the only requirement. The issues of exiting, grading and emergency openings need to be addressed as well. Fire is aware they will be getting a lot of new projects and will be staffing accordingly.

4. UPDATE ON LEGISLATION AFFECTING DBI

Bill Strawn reported currently there are no new legislations.

5. UPDATE ON PERMIT & PROJECT TRACKING SYSTEM

Bill Strawn stated the project is ongoing with no new updates.

6. ROUNDTABLE DISCUSSION

Deputy Director Dan Lowrey stated Inspection Services continues to be busy. It is advised to call in advance as possible to schedule inspections. If customers encounter any issues, they should call a supervisor.

David Leung stated Administrative Bulletins will be getting fine-tuned. New Information Sheets will also be created.

7. FUTURE AGENDA ITEMS

It was stated any additional future agenda items should be sent to Carolyn Jayin (Carolyn.Jayin@sfgov.org) for the next meeting.

8. ADJOURNMENT

There being no further business the meeting was adjourned at 2:56 p.m.