

DATE ISSUED: February 7, 2002 REPORT NO. 02-034

ATTENTION: Land Use and Housing Committee  
Agenda of February 13, 2002

SUBJECT: Status Report and Action Plan for Technical Advisory Committee

REFERENCE: Manager's Report 01-222, dated October 12, 2001  
Manager's Report 01-125, dated June 8, 2001  
Manager's Report 00-243, dated November 8, 2000  
Manager's Report 00-162, dated August 3, 2000  
Manager's Report 00-50, dated March 10, 2000

#### SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE COMMITTEE OR THE CITY COUNCIL.

#### BACKGROUND

On March 15, 2000, the Land Use and Housing Committee approved the appointment of a revised Technical Advisory Committee (TAC) to investigate options to improve performance and customer service in the land and building development review process. This committee convened in June 2000 and worked diligently to create an action plan to improve the permitting process. In August 2000, the committee presented its recommendations for implementation by Development Services. In November 2000, this committee agreed to meet quarterly for action plan implementation updates on medium and long range goals. During the first quarterly meeting in March 2001, the committee reviewed and provided staff direction on medium and long range action plan recommendations for Development Services. On June 13, 2001, LU&H voted to reconvene the TAC with a revised membership under P. Lamont Ewell, Assistant City Manager. The TAC will provide a quarterly status report to LU&H on the progress made to improve performance and customer service in the land and building development review process. They will focus on recommending changes for fast track implementation in the near term that would generate the greatest benefit to the City of San Diego and the citizens of San Diego.

## DISCUSSION

Since the last update to LU&H the Technical Advisory Committee has developed the mission statement, **“To advise the City Manager and the Land Use and Housing Committee on improvements to the development review process, using communication, technology and best business practices to reduce processing times and better serve the customers and citizens of San Diego.”** To better round out the membership the TAC is recruiting new members to represent American General Contractors (with specific knowledge in the building construction and inspection process) and At Large members.

The accomplishments of the Technical Advisory Committee over the past eighteen months are reflected in the TAC Matrix (Attachment A), included in the recommendations; developing the use of plan cover sheet templates, electronic or e-permitting (Attachment B), engineering self-certification, and creating a Single Discipline Preliminary Review, all of which give better customer service and speed up the permit process. The most recent accomplishments of the TAC include creating interest by the America Institute of Architects (AIA) to assist with Architectural Self-Certification using Engineering Self-Certification as a model. A Final Inspection Clearance screen (Attachment C) is available on the Development Services website; this screen allows construction professionals 24-hour access to identify remaining requirements to be satisfied prior to final inspection and certificate of occupancy.

The recommendations from the Zero Based Management Review Committee were submitted to the TAC in order that they may review and provide additional input. Items such as geographic assignment of Project Managers as recommended by ZBMR, will improve our relationship with our customers and the community.

To better focus the efforts and specific experiences of the members, the TAC will use various subcommittees. These subcommittees are technology, budget/personnel, process, marketing/outreach, capital improvements specifically expansion of the physical plant. Future topics that will be discussed include electronic record storage, customer parking in the City Concourse, Landscape Self-Certification, and Urban Design Relief for Infill. TAC will also review and make recommendations for the Development Services Department budget and services levels Development Services will ask TAC to review the proposed fee study sometime in July 2002.

The Advisory Committee will meet and provide updates quarterly to the Land Use and Housing Committee. In order to maintain the momentum and success begun by this effort, TAC recommends an updated status report of the implementation efforts be brought back next quarter to LU&H.

Respectfully submitted,

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Tina P. Christiansen, A.I.A.  
Development Services Director

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Approved: P. Lamont Ewell  
Assistant City Manager

HAASE/JLM

Attachment: [A. Technical Advisory Committee Matrix, December 2001](#)  
[B. Development Services On-Line Permits](#)  
[C. Development Services Inspection Clearances](#)