

DATE ISSUED: September 25, 2003 REPORT NO. 03-197

ATTENTION: Land Use and Housing Committee
Agenda of October 1, 2003

SUBJECT: Status Report and Action Plan for Technical Advisory Committee

REFERENCE: Manager's Report 02-034, dated February 7, 2002
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. However, due to time constraints of some of the members the TAC took a brief hiatus to focus and redirect their efforts. On June 13, 2001, LU&H voted to reconvene the TAC with a revised membership under P. Lamont Ewell, Assistant City Manager. The TAC provides quarterly status reports to LU&H on the progress made to improve performance and customer service in the land and building development review process. They 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. TAC is currently meeting monthly and has developed an action matrix (Attachment A) to track the progress of their recommendations to the Development Services department.

DISCUSSION

Since the last update to LU&H in February 2002, the TAC 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.” Due to interest from the small business community the TAC added two representatives from the small business community, Richard Sims and Scott Kessler. Also, in response to Land Use and Housing Committee Recommendations regarding the Affordable Housing Task Force Report item 9.d. the Technical Advisory Committee appointed Michael Conroy as a new member who will represent accessibility and adaptability issues

The accomplishments of the Technical Advisory Committee over the past nineteen months includes a pilot program for electronic plan check, providing on-line access to standard engineering drawings, implementation of an affordable/infill housing expedite program, a streamlined Board of Appeals Process (Attachment B), a small business permit tips flyer (Attachment C), a small business early assistance program, as well as appointing an ombudsperson for small business.

The pilot program for electronic plan check has been developed and staff is working with a local architectural firm to test this pilot. The affordable/ infill housing expedite program is currently tracking the number of projects which qualify for the specialized service and the number of affordable housing units. The streamlined Board of Appeals process would include many of the issues which TAC has requested over the past year including the allowance of the Sovent plumbing system, development guidelines for rowhomes (Attachment D), and Type III modified construction which allows for increased density of projects constructed with wood framing. These items have been shown to reduce overall construction costs. Additionally, the department has met with the Business Improvement Districts (BIDs) to identify their development processing issues. Marketing efforts to provide early assistance and available services information to small businesses have been initiated including development of brochures and information on the department website focused on small businesses (Attachment E). The department is working with the BIDs and Community Service Centers to promote these activities. A Small Business Action Plan has been developed with the Small Business Advisory Board (Attachment F) and three workshops will be scheduled over the next six to twelve months for small business owners to include topics such as an overview of the permit process, ADA/ Title 24, Inspection, and Discretionary/Sign issues.

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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Development Services Director

Approved: P. Lamont Ewell
Assistant City Manager

HALBERT/JLM

Attachment: [Attachment A Priorities and Tasks 9-10-03](#)
[Attachment C Small Business Flyer](#)
[Attachment E Small Business Owners website](#)

[Attachment B Board of Appeals Process](#)
[Attachment D Row House Townhouses Policy](#)
[Attachment F Small Business Action Plan](#)