

Presented in Committee - October 3, 2018



# Civil Grand Jury 2017-2018 Accessory Dwelling Unit & Modular Housing

Daniel Lowrey- Deputy Director of Permit Services, DBI  
October 3, 2018 – City Hall, Board Chambers



# Respond to CGJ Recommendations

- Over the last six months, DBI has been meeting with Planning and other departments to improve codes/review process relating to ADUs. DBI to submit joint code recommendations to Board by April 2019.
- Shared meeting space already available on fifth floor of DBI's Office at 1660 Mission Street – has been in place since 2014.
- DBI to work with Controller's Office to develop meaningful, outcome-based, performance metrics on ADU permit approval duration, to be reported on OpenData starting January 2019.

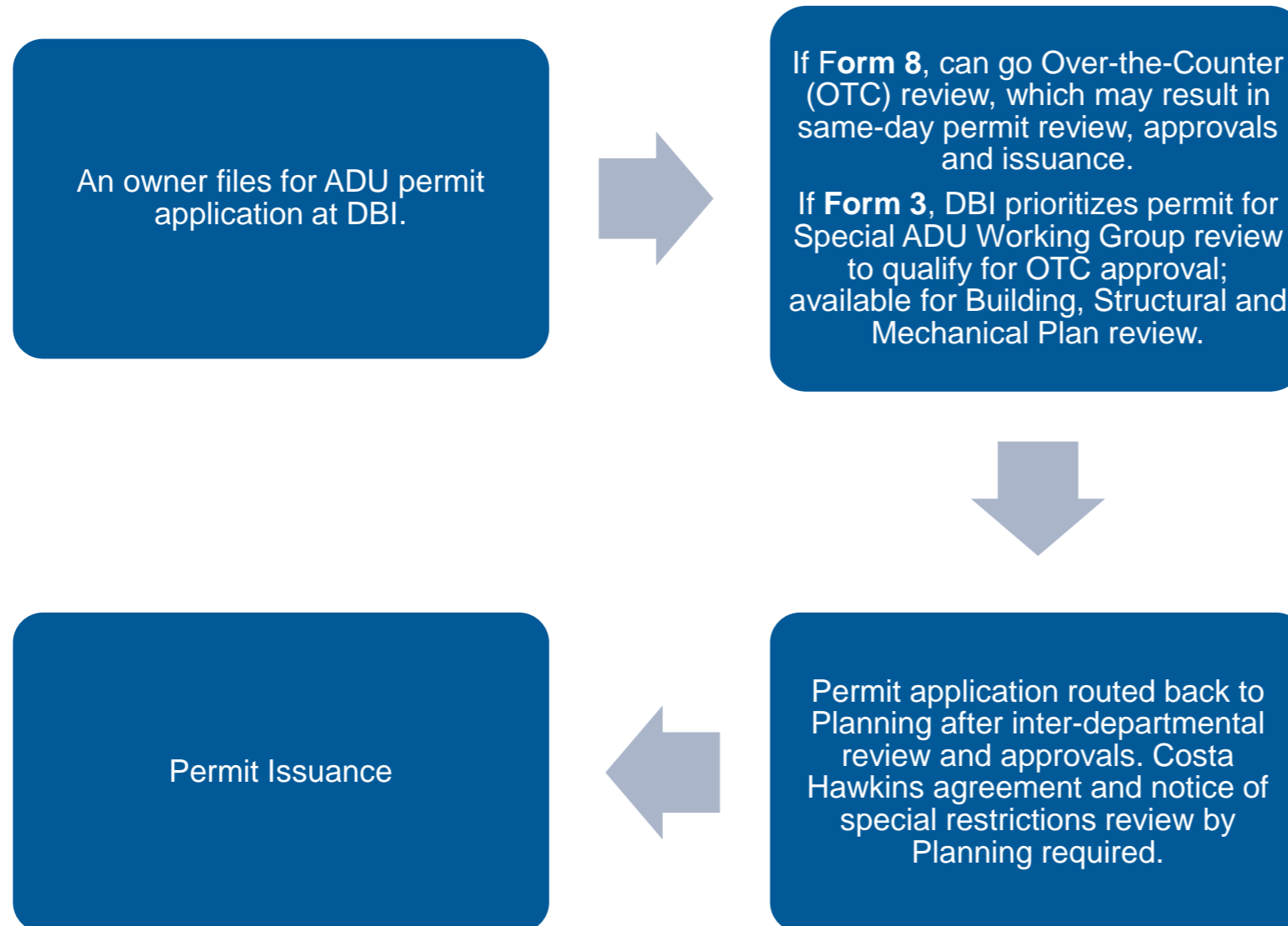


# Mayor's Executive Directive 18-01



- 6-months to complete existing backlog ADU applications under review by all City agencies
- 4-months to review/approve any new complete applications received as of 9/4/18
- Applicants' design professionals must respond immediately to department's review comments
- Bi-weekly progress report from inter-departmental ADU unit (DBI, Planning), with first report due to City Hall week of October 1

# DBI's ADU Current Process



# Recent Improvements to Process

Since May 2018, DBI has implemented the following new protocols:

- DBI fast-tracks plan review of ADU permits by approving them through Over-The-Counter (OTC) review, which includes building, structural and mechanical. Permit applicant thus may receive DBI approval the same day, reducing wait-times for most.
- DBI coordinates with SF Planning to allow DBI plan review to occur simultaneously while Planning conducts its review.
- DBI established Special ADU Review Unit led by an experienced senior plan checker to fast-track and prioritize review by DBI staff of ADU permits.
- SF Planning review occurs both at the beginning and the end of the plan review process to ensure Planning requirements are fulfilled.



# Amendments Upcoming

- DBI participates in Supervisor Tang's ADU working group with Planning, Fire, SFPUC, Public Works to improve streamlining procedures and reviews.
- Examples include:
  - Assembling all agency ADU Checklists, and posting these on the DBI web site.
  - Recent passage of Supervisor Tang's Planning Code amendments to allow owners to pay in-lieu fee instead of Street Tree requirements.
  - Possible Building Code amendment coming to require Pre-Application meeting with DBI, Fire and Planning for complicated, mid-block ADU with single tradesmen exit.

# CURRENT NUMBERS

	Total
ADU units applied for	889
Application backlog and wait time for each application	65; Average wait time is 19 days between arrival and approval
ADU units approved and issued	345
ADU units built	85
ADU units approved & built subject to rent control	74

# Factory-Built Housing (FBH)

- Factory-built housing certified by the State, and receives State approval to show compliance with State building code requirements.
- DBI has a regulatory role to inspect the assembly and installation of the factory-built housing units within the proposed construction, after onsite installation.
- DBI provides foundation review and approval, in addition to conducting and approving R-2 building life-safety systems.
- Current Process Used:
  - Work with architect/engineers on local code amendments to be incorporated into design documents of proposed FBH.





# ***QUESTION & ANSWER***

***Thank you!***

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