

## MINUTES

City of Atlanta Office of Buildings  
Technical Advisory Committee Meeting  
June 10, 2014  
3<sup>rd</sup> Floor Arborists Room, Atlanta City Hall

The Chair, Scott Selig, called a regularly scheduled meeting of the City of Atlanta Office of Buildings Technical Advisory Committee (the "Committee") to order at 10:30 AM. In attendance were: Angela Priest, Kevin Curry, Dennis McConnell, Scott Selig, Charles Taylor (by phone). Also present were: Commissioner James Shelby, Deputy Commissioner Terri Lee, Michael Nagy, Charletta Wilson-Jacks, Anthony Carter, Lem Ward, Alex Comer, Lowell Chambers, Sullivan, Linda Goodman, Beverly Jacobs-Moore, Angela Patrick, Jefferson McConkey III, James Touchton, Tiffany Williams, David Ellis, Laurel David

Notice of the meeting was delivered to each and every Director in accordance with the By-Laws of the Committee.

### Zoning Update

Charletta gave an update on the first Phase of the Zoning Rewrite. Procurement is finalizing the RFP, which should go out in 1-2 weeks. The RFP has no upper limit of fee per recommendation of Committee. Charles Taylor discussed hosting a consultant from MIT to meet the Mayor and Committee.

### Site Development Oversight

An update on DWM - Site Development and OOB was given by Michael. There is continued coordination with Alex Comer, Lowell Chambers and DPCD. A draft agreement and presentation is in progress of the standard operating procedure (SOP) including developing a metric for progress in reviews.

The focus is on customer service, better direct customer communication and follow-up, limit multiple reviews. They are also focused on increasing Site Development staff and man power; recent hires.

### ProjectDox

A team of approximately 10 City staff members visited Chicago last week to review ProjectDox live. The trip included a presentation by Chicago, lessons learned, and direct observation and interaction. The next trip is to Gwinnett County.

OOB offered the following: helps with clutter and routing; not the save all but has benefit; still have some printing; need to be sure we have the server and hardware necessary to run the full program.

Committee offered the following: talk with customers when you visit Gwinnett County and get their feedback as a user on that side; does the customer need ProjectDox software?; reach out to AIA and other groups; if we implement, OOB needs to include citizen engagement and provide for it in timeline.

### Ombudsman Creation

Ombudsman idea is to create a permit liason to solve problems and be a customer advocate. For success, this person needs to be independent and their role/reputation enforced as independent. Chuck referred to the NY Times Ombudsman as a go-by. Michael offered Angela Epps to be considered.

### Recruiting

Commercial Plan Reviewer – one new hire starts 6/16; another offer letter is being drafted; 3<sup>rd</sup> position still open.

Electrical Inspector – hired and much needed

Inspectors – 3 new on board in 14 days

Site Development – Barry Amos hired last week as site development manager

The current queue for the plan reviewers was discussed. Terri requested Anthony to evaluate once the 3 new reviewers are integrated if more are needed.

### Technical Items General OOB Processes

The Technical Items list was reviewed.

Angela request that an intermediate solution is provided for all the “e-plan” or “ProjectDox” responses.

Dennis reviewed some with specific examples. Kevin and Dennis noted that in many cases, it is the small projects that cannot absorb the bloated process and request that things can be streamlined and judgment allowed. Staff will not make judgment call unless they are empowered and feel less fear of penalty.

A separate meeting is to be called with Dennis to review residential suggestions.

Kevin and Angela will provide an update at the next meeting from their list of recommendations for commercial projects earlier this year. We will coordinate with Hee and Michael.

### Action Items Review

- Michael to schedule a small group meeting with Dennis to review specific residential permit improvement recommendations
- Kevin and Angela to provide a follow-up to the committee on the prior meeting regarding commercial projects
- Zoning RFP update
- ProjectDox and meeting with Gwinnett update
- Ombudsman job description
- Provide intermediate response to Technical Items while ProjectDox is developed
- Site Development / OOB SOP update

### Next Meeting:

The next meeting is scheduled for July 8, 2014 10:30 AM – 12:00 PM. Unless otherwise noticed, meetings will take place in the 3<sup>rd</sup> floor Arborist conference room. Legal Counsel will post notice of meetings in accordance with the By-Laws and all applicable laws. Next meeting we will include updates on the Action Items above and any new business.

Angela Priest in place of the Secretary of the Committee was directed to prepare minutes of this meeting for ratification at the next meeting of the Committee.

There being no further business, and upon motion duly made and seconded, the meeting was adjourned at 12:00 PM.

Dated as of the 17<sup>th</sup> day of June 2014.



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Angela Priest