

**PROCEDURES FOR
RESOLUTION CONFERENCES FOR PLAN CHECK CORRECTIONS**

Last Updated: April 3, 2006

A. PURPOSE

To provide plan check permit applicants an opportunity to quickly and inexpensively have their concern regarding plan check corrections heard and considered by County management. Issues considered under this procedure can include disagreements with staff interpretations of codes or ordinances, requests for additional information or studies, complaints regarding customer service being provided by the County, or disagreements regarding project related processing requirements. With the exception of customer service complaints, it is required that the project applicant tries to resolve these issues with projects staff before a **Resolution Conference for Plan Check Corrections (Resolution Conference)** is considered. Only those issues that have not been resolved after the second plan correction will be considered.

This process will not reconsider final decisions (including appeals of those decisions) or formal recommendations made by the Director or any other formal County of San Diego decision-making body. The process will not consider active code enforcement issues, as there are already appeal processes available. Furthermore, this process does not replace any other appeal mechanisms, but may be used to augment these processes.

B. STAFFING

The Resolution Conference will include the following County employees:

- The **Resolution Conference Panel (Panel)** shall be comprised of the following:
 - For Building and Fire Code related concerns, two DPLU Building Division Senior Structural Engineers.
 - For Zoning Ordinance related concerns, the Deputy Director of Development Services and Chief of the Building Division.
- A **Resolution Conference Secretary (Secretary)**, which is the Building/Code Division Secretary, will prepare and coordinate the agenda, prepare and distribute minutes, and will collect and track the Resolution Conference results.
- The **DPLU Project Staff (Staff)**, which will be the project engineer, planner and/or fire code specialist, shall also be made available to attend the Plan Check Correction Resolution Conference (Panel members will determine Staff attendance needs on a case-by-case basis).

C. LOCATION

The Panel will meet at the DPLU Building Division Conference Room located at the DPLU Offices, 5201 Ruffin Road, Suite B, San Diego, CA 92123.

D. COSTS

Since Plan Check permits are processed with a flat fee, no additional payment from the applicant is

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required. However, all Staff involved in the conference must appropriately log their time (Plan Check) into the time keeping system.

E. PROCEDURES

1. Notification of the Resolution Conference Process.

The Correction Lists used by the Planning and Building Divisions for structural, planning and fire plan checks will be modified to include the following text:

Resolution Conference for Plan Check Corrections

This process provides customers an opportunity to have their concern regarding plan check corrections considered by County management. With the exception of customer service complaints, the applicant must make a good-faith effort to resolve his/her issues with project staff BEFORE applying for this process. Failure to do so will result in denial of the resolution conference request.

A Resolution Conference Request Form is available online at <http://www.sdcounty.ca.gov/dplu/bldgforms/index.html> . You may also obtain a form from your plan checker or by calling the Building Division at (858) 694-3711.

The Resolution Conference Request Form will clearly explain what information is needed and how to submit the request for processing.

2. Resolution Conference Scheduling. Upon receipt by the County of a fully completed Resolution Conference Request Form, the Secretary will:

- a. With the exception of customer service complaints, verify with Staff that the issues raised have been previously discussed with Staff and the applicant has made a genuine effort to resolve the issue with Staff.
- b. Verify with one or both Panel members that the issues to be discussed are adequately detailed, appropriate for the Resolution Conference process, and that a fact-based discussion of the issue is clearly and concisely presented on the form.
- c. Obtain a recommendation from one or both Panel members for the appropriate Staff to attend the conference.
- d. Add the item on the agenda for the next regularly scheduled Resolution Conference. Every effort must be made to consider project issues within 10 calendar days of the receipt of the Resolution Conference form. However, an unusual volume of project issues or scheduling limitations may result in not meeting this timeline.
- e. Notify the affected Staff/applicant/customer of the date and time of the conference.
- f. After confirmation with the Panel members, the Secretary will finalize the agenda no later than Tuesday morning for the following Thursday conference. The agenda, along with the Resolution Conference Request Form, shall be distributed to the Panel and Staff attendees.

3. Resolution Conferences

- a. Conferences shall be scheduled every Thursday from 1:00 p.m. to no later than 4:00 p.m. in the DPLU Building Division Conference Room.
- b. Except in unusual cases, each application will be limited to no more than 30 minutes.

- c. Only those issues/concerns specifically listed on the Resolution Conference Form will be considered.
- d. Staff will record the Panel's determinations on the specific issues listed on the agenda. These notes will be forwarded to the Secretary by COB the day of the conference.
- e. The Panel may take several actions regarding the project issues raised in this process including but not limited to:
 - Concurring with the applicant;
 - Concurring with the staff position;
 - Developing an alternative solution for the project issue;
 - Requesting additional information or analysis from either staff or the applicant;
 - or,
 - Elevating the issue to the Director. Rationale for the determination will be given to both applicants and staff and included in the minutes for the conference.

4. Resolution Conference Final Documentation

- a. By noon on the Friday immediately following the conference, the Secretary will compile the written notes supplied by Staff and distribute to the Panel for approval. The Panel must review and approve the notes by COB the Monday following receipt of the notes from the Secretary.
- b. Once approved by the Panel a copy of the notes will be sent to the project point of contact and placed in the plan packet file(s).
- c. The Secretary will also maintain an Excel spreadsheet that tracks the following information:
 - a) Conference date;
 - b) Permit number;
 - c) Project description (scope);
 - d) Applicant name;
 - e) Issue;
 - f) Resolution; and,
 - g) Rationale

APPLICATION FORM
RESOLUTION CONFERENCE FOR PLAN CHECK CORRECTIONS

Upon Completion, Fax to: (858) 694-3787

Attn: Christian Meyer

Phone: (858) 694-3711

PURPOSE: To provide plan check permit applicants an opportunity to quickly and inexpensively have their concern regarding plan check corrections heard and considered by County management.

LIMITATIONS: The process will not consider active code enforcement issues, as there are already appeal processes available. Furthermore, this process does not replace any other appeal mechanisms, but may be used to augment these processes.

SCHEDULING AND LOCATION: Conferences will occur every Thursday afternoon in the DPLU Building Division Conference Room located at 5201 Ruffin Road, Suite B, San Diego, CA 92123. You will be notified of the specific meeting date/time upon submittal of this form.

Date of Request:

Plan Check Number:

Description of Work Proposed Under this Permit:

Contact Name:

Contact Phone:

Contact Relation to Project:

The Concern(s) in Question Relates to Comments Made on What Plan Check Correction Form:

Building Code
Fire Planning

Tried To Resolve the Below Listed Issues With Staff?

Note: Except for issues regarding customer service, there must be an effort by the applicant to resolve the issues with staff. **The applicant may apply for a plan check resolution conference if unresolved issues remain after the second submittal.**

YES NO

ISSUE(S) TO BE CONSIDERED: Please list the issue(s) to be discussed at the conference. Please list your concerns in a thorough, clear, concise and fact-based manner. Each plan check permit will generally be limited to no more than 30 minutes unless there are extenuating circumstances. Management will only consider the issue(s) specifically listed below. (Attach additional sheets as necessary)

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PLAN CHECK CORRECTION RESOLUTION CONFERENCE RESULTS

CONFERENCE DATE:

PERMIT NUMBER:

PROJECT DESCRIPTION:

APPLICANT POINT OF CONTACT:

PANEL MEMBERS:

STAFF:

CORRECTION:

RESOLUTION:

RATIONALE:

RECOMMENDED PROCEDURAL CHANGES:

LIMITATIONS: The decisions resulting from this Resolution Conference are not binding on any County decision-making body including the Director of DPLU. The decisions do not limit, or convey any additional appeal rights. These decisions are not to be considered precedent setting because they take into consideration project specific facts and have not been affirmed by the Director or any County Decision-Making body.

Attachment: Conference Resolution Form and Backup Information

cc: Applicant Point of Contact
Building Permit Packet
DPLU Building Secretary