



The Plans Examiner

Transition to New Business Practices and Public Works Permitting Procedures in January

On December 7, 2009, public works review staff from the Water Bureau, Transportation Bureau, and Environmental Services relocated to the 1900 Building. All public works inquiries, permit submissions, plan corrections, and permit issuance is now in the 1900 Building. Combining Public Works Permit review, process management, and related land use staff in one location is intended to bring efficiencies to both the City's public works permitting and land use review functions. Many land use review staff have already benefited from having interagency staff just a few feet away. Public works permitting staff look forward to those same benefits as new business practices are implemented.

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BDS Service Level Update

In the last edition, the Bureau of Development Services notified readers of our Service Level Update communication plan aimed at regularly providing information on significant bureau organizational and service level changes to customers through Service Level Update documents posted to the main page of the BDS website. The website was recently updated with changes for when you can contact Commercial Plumbing Review Staff. There's also valuable information on changes to the requested permit inspections process. We have heard from stakeholders that our service updates have been extremely helpful, so please visit our website at www.portlandonline.com/ bds/serviceupdates.

You can help by sharing this information with your co-workers, associates and any construction related business organization that you may belong to. If you have the opportunity to post a link to our website we would appreciate it. We have also attached a link to our Service Level Update PDF that summarizes our communication plan and the Services Level Update documents that have been posted to our website.

www.portlandonline.com/bds/index.cfm?a=280395

If you have questions about our communication plan or have ideas on how to get the word out, please feel free to contact Ross Caron, the Bureau's Public Information Officer, at (503) 823-4268 or ross.caron@ci.portland. or.us. Thanks!

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Transition to New Business Practices...

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On December 17, 2009, Bureau Directors and staff from the development-related bureaus went before Council with recommendations and ordinances necessary to implement predictable fee schedules for public works permits, adoption of uniform policies for deferred and installment payment of system development charges, and adoption of uniform policies for partial and full exemptions of system development charges for qualified afford-



able housing developments. In the end, Council voted to approve each of the recommendations and ordinances to implement the fees, schedules, and SDC program modifications. A second reading of the above ordinances was heard and approved on January 6, 2010.

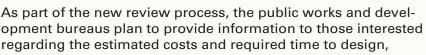
Fees

Because the rollout of the new public works permitting process is set for January 2010, the bureaus recommended that Council suspend the existing public works permitting fees for new public works permit projects initiated between January and July, 2010, and adopt an interim schedule of special fees that reflect the new public works permitting process. Council adopted this recom-

mendation as an emergency ordinance, effective January 3, 2010. The ordinance introduced in December does not apply to public works permitting applications received or in process prior to January 3, 2010, nor to current City practices to recover the costs of construction management and inspection associated with public works permit projects.

In the Spring of 2010, the bureaus will return with ordinances to permanently amend City Code and establish new rates and fees for public works permitting services, effective July 1, 2010. The program is intended to develop

predictable fees for each step in the public works permitting process and to link fees to the level of effort required of City staff to move a public works application from early scoping and design to the intake of final plans and plan review. Fee schedules are also intended to encourage the productive use of the City's new system of early assistance and guidance. An annual review will be conducted to compare cost estimates provided to public works permit applicants to the actual costs of permitting services, and to make adjustments accordingly to ensure that permitting fees are fair, reasonable and reflect the true costs of permitting services.





review and receive permits for public works improvements. Initially, the bureau will provide ranges of estimated costs and time based on typical types of development projects. These estimates will be posted online and published in public information brochures, and will include details to help a perspective developer obtain a reasonable idea of the requirements to obtain a public works permit. During Fiscal Year (FY) 2010-11, the bureaus expect to develop a more sophisticated cost estimation tool for use on the Internet.

System Development Charges

The proposed ordinances create uniform policies regarding the exemption, deferral and financing of system development charges. Additionally, the ordinances clarify and align repayment policies related to exemptions for

Transition to New Business Practices...

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low income housing projects. The new rules establish strict guidelines in City Code governing the granting of SDC exemptions and adjustments, extend deferral policies to cover SDCs for all bureaus and establish deferral periods that are linked to the size of the project. Users of the proposed system will require sufficient security to ensure payment of all deferred SDCs. Establishment of a master financing agreement will provide a comprehensive statement of all SDC costs, provide uniform calculations of interest and fees during the deferral period and facilitate the financing of SDCs through the City's special assessment loan program.

Implementation Timeframe

Implementation of the new public works permitting process begins in January 2010, while the SDC changes will not take effect until July 1, 2010. These efforts will require funding to be successful, so a package for the winter budget adjustments, as well as budget work for FY 2010-11, is currently underway.



Next Steps

A separate ordinance to propose changes to the Public Works Appeals process was heard on January 13, 2010 and a second reading is scheduled for January 20, 2010. The new Public Works

Permitting Appeals procedure is intended to encourage the identification and resolution of issues as early as possible prior to the granting of a public works permit. Several goals are incorporated into the new appeals process, and include ensuring that development applicants are fully informed of their appeals rights and the appeals process, that appeals are fully documented, that reviews are conducted within strict turn-around times, and that policy issues are flagged for further consideration.

For more information or if you have questions, contact Andy Peterson, Project Lead at andy.peterson@ci.portland.or.us or (503) 823-7883.

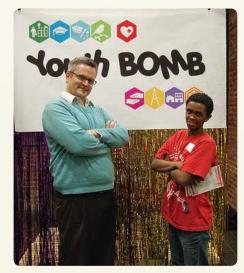
BDS Budget Preparation and Budget Advisory Committee



The bureau's budget preparation process for Fiscal Year (FY) 2010-11 is underway. All City bureaus are required to submit their budget requests by Monday, February 1st. In addition to an internal budget committee, we've also convened a Budget Advisory Committee (BAC) composed of stakeholders and community members. These committees are reviewing our financial information and giving recommendations for our budget decisions.

You can find more information about the bureau's budget and the BAC, including meeting agendas and minutes at http://www.portlandonline.com/bds/index.cfm?c=51674 or by contacting Mark Fetters, BAC Coordinator at (503) 823-1028 or mark.fetters@ci.portland.or.us.





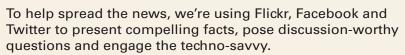
Portland Plan Update

This fall, we launched the first round of community workshops, kicking off a 15-month process to create the city's strategic plan for the next 25 years. The plan aims to ensure the city is thriving, prosperous and sustainable, and provides opportunity for all residents. 1980 was the last time the City developed a comprehensive plan. By working with nearly 20 cross-jurisdictional partners (including Multnomah County, Metro, PSU, the school systems and others) the Portland community is helping to define priorities and guide investment of public dollars.

The Portland Plan will address issues that affect our every day lives — things like health, safety, environmental quality, affordable housing, walkable neighborhoods, education and much, much more.

Each of the Portland Plan workshops attracted between 100-200 people. Energy was high as residents engaged with the new information Mayor Sam Adams presented, the real-time polling and group discussions. Participants included parents with young children, youth and an increasingly diverse crowd.

Each of the seven workshops around the city has been recapped on the new Portland Plan Web site (www.pdx-plan.com), which also includes detailed information about each district and comprehensive background reports on subjects ranging from housing and infrastructure to health and education. These reports are summarized in a Draft Handbook, complete with lots of pictures and visuals to help tell the story and how we need to approach our future. You can also fill out a survey online and request a special group discussion with staff.





This is just the beginning of the process to create a strategic plan for Portland. In the coming months, the City will be hosting two more rounds of workshops that will focus in greater detail on the choices we have to make and the priorities we need to set to achieve our goal of a thriving and sustainable city. Please go to www.pdxplan.com and give us your best ideas.

Official Review of the Portland Plan: From November 2009 through January 2010, staff will make presentations about the Portland Plan background reports to official "review bodies," including the Landmarks, Design, and Sustainability Commissions. On January 26, 2010, the Planning Commission will hear staff present background information for the Portland Plan and periodic review of the comprehensive plan. In February and March, Planning Commission will hear presentations and testimony on periodic review and available land supply.

For more information, contact Marty Stockton at at Marty.Stockton@ci.portland.or.us or (503) 823-2041.

CORNER



Simple Winter Home Energy Saving Projects

If you live in an older house and feel drafts this winter season, here are three simple and inexpensive do-it-your-self (D-I-Y) projects that will save money on your heating bill and keep you more comfortable.

WHAT YOU WILL NEED TO GET STARTED

Supply List

You'll need to have these tools and supplies, available at your local hardware or lumber supply stores:

- · Safety glasses.
- Dust mask.
- Shop vacuum, brush, dust cloth or broom.
- Utility knife or hack saw.
- Rubber or latex gloves.
- Measuring tape.
- · Pencil or marker.
- Straight edge or metal ruler.
- Large, clear work surface.
- Old towels for clean up.
- 1-1/2" thick rigid foam board insulation.
- Cans of spray foam or caulk.
- Switch/outlet plate fire-retardant foam insulating pads.



Get Going

Project A: Basement rim joist Insulation

Use foam to fill around the foundation. For unfinished basements, insulate the vertical plane between floor joists (the rim joist) and the horizontal air gap where the wood sill plate meets the concrete foundation wall. Also, insulate the gaps around wood window frames. (rim joist illustration)









- 1. Estimate the number of cans of spray foam you will need.
- 2. Determine amount of rigid foam board to purchase.
- 3. Measure the height and width of rim joists.
- 4. Calculate the maximum amount of rectangles that can be cut from a sheet of rigid foam (sheet dimensions vary per product used).
- 5. Clean out dust in joists with a shop vacuum, brush or cloth.
- 6. Measure and draw the rectangles (one size should fit all rim joists). Cut the rigid foam board with a utility knife and straight edge, then wedge against the rim joist.



- 7. Use spray foam or caulk to insulate around all four edges of the rim joist. Holding the foam can upside down helps to make use of all the can's contents. This process seals and anchors the board in place.
- 8. Insulate the gap underneath the horizontal wood sill plate (where it touches the foundation) all around the perimeter of the basement wall using a line of spray foam or caulk.

Project B: Switch and outlet pads

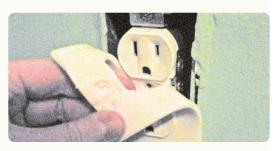
Don't give warmth an outlet. Install pre-cut foam pads behind outlet and switch plates on exterior and interior walls.

- Count the number of switch and outlet pads you'll need. For double or triple switch banks, note these in your tally to obtain appropriatesized pads.
- 2. Remove the outlet/switch plate cover.
- 3. Install the pre-cut foam pad around the outlet/switch for a snug fit.
- 4. Replace the cover.



Seal holes. Seal air leaks and plumbing pipe holes in walls or cabinetry and anywhere you can see sunlight shining through an exterior wall.

- 1. Look inside wall-mounted cabinets for plumbing pipe holes or air gaps at the back.
- 2. Fill these completely with spray foam, leaving no gaps.







Now get credit!

Keep your receipts for 2009 American Recovery and Reinvestment Act (ARRA) tax credits. Tax credits apply through 2010. For weatherization, materials only (not including labor costs) are eligible for 30 percent of the cost up to a cap of \$1,500 per home. Receipts for materials and manufacturer's certifications (available from suppliers) will need to be submitted with your tax documents. More info: http://energytaxincentives.org/uploaded-files/residentialflyer.pdf.

Responsible waste disposal

Clean, completely empty and un-pressurized spray foam cans may be placed in the curbside recycling cart (keep the nozzle on). Dispose of the plastic cap in the trash. Partially-filled cans are considered hazardous waste. Call Metro Recycling Information to find the closest disposal facility: (503) 234-3000.

Extra rigid foam board can be saved for another project, or disposed of in the trash. Currently, there are no recyclers in the Portland area taking this product (per Metro Recycling Information). Extra spray foam goes in the trash. (spray foam image)



Green Building Corner

Continued from page 6

Helpful to know

- Low-expansive spray foam is more workable and less messy than high-expansive foam.
- Wear gloves and clothes you don't mind getting messy when working with spray foam.
- Spray foam cans perform best when used upside down after opening to avoid clogging.
- Opt for recycledcontent (up to 50 percent) pink or blue rigid foam boards, extruded polystyrene foam (XPS) which has a higher insulating R-value per inch



(5.0) than white expanded polystyrene foam (EPS, 3.9 - 4.2). Choose the thickest boards possible that will fit. Note the boards are made from petroleum-based products and need to be protected from sunlight.

Questions

Contact the Green Building Hotline at (503) 823-5431 or visit www.buildgreen411.com.

This FREE service is brought to you by Metro, the City of Portland, Clackamas, Multnomah and Washington Counties.





Online in 2010

To receive The Plans Examiner via our Web site:

- 1. Go online to www.portlandonline.com/bds
- 2. On the left side of the BDS Home Page, under Quick Links, click on Join Our Mailing Lists

PLANS EXAMINER, JANUARY / FEBRUARY 2010

The Plans Examiner is a bi-monthly online publication of the City of Portland - Bureau of Development Services

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(e) = electronic messaging system, please leave detailed information and your call will be returned.

On the Internet visit: www.portlandonline.com/bds

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Flammable Liquids, Tanks, Hazardous Processes

, 01	Fortiand - Bureau of Development Services
(e)	OFFICE OF SUSTAINABLE DEVELOPMENT Regional Green Building Hotline503-823-5431
(e)	TRANSPORTATION Development Requirements, Right-of-Way Policy, Land Divisions and Transportation Plan Review
(e)	Kurt Krueger
(e) (4)	TREES - Urban Forestry (7:00 am - 3:30 pm) 503-823-4489 Pruning/Planning/Removal Permits N, Luke Miller
	WATER Water Service Information

The Bureau of Development Services will be closed in observance of Martin Luther King Jr. 's Birthday on Monday, January 18, 2010 & Presidents' Day on Monday, February 15, 2010.