



The Plans Examiner

BDS Reassigned to Commissioner Dan Saltzman

Effective March 2, 2011 the Bureau of Development Services was reassigned from Commissioner Randy Leonard to Commissioner Dan Saltzman. Mayor Adams made this change to better balance workload among City Council members.

The Bureau of Development Services (BDS) reassignment does not change the services we provide or the BDS mission statement, goals or values. We remain dedicated to providing the citizens of Portland and the development community the highest level of service possible.



Paul L. Scarlett, BDS Director and Dan Saltzman, Commissioner

“I look forward to working with Commissioner Saltzman to continue finding ways to improve the permit and development review process and to serve the citizens of Portland well,” stated Paul Scarlett, BDS Director. “Commissioner Saltzman’s knowledge and understanding of how the City works will be of great value to BDS mission to help promote the safety, livability and economic vitality of our City.”

BDS is responsible for the administration and enforcement of State building code, City land use regulations and local property maintenance requirements. BDS also processes private development permit and land use review applications.

For more information about BDS services, please visit us online at www.portlandoregon.gov/bds.

For more information about Commissioner Saltzman, please visit his web-page at www.portlandoregon.gov/saltzman.

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Commercial Electrical Inspection Impacts Due to Mandatory Staff Training

BDS is providing advanced notice to our electrical contractor customers that upcoming mandatory 2011 Code Change classes will impact our ability to perform commercial electrical inspections on the following two days:

- **Thursday, March 10, 2011** – No requested commercial electrical inspections will be performed.

- **Friday, March 11, 2011** – Only critical commercial electrical inspections (*i.e., undergrounds, covers, service reconnects*) will be performed in the afternoon.

All “A” level Electrical Inspectors employed by BDS need to attend mandatory 2011 code change classes required to maintain their Oregon “A” level Electrical Inspector certifications.

We apologize for this inconvenience and hope that this advance notice will allow customers to minimize any potential impact.

Spring 2011 Landlord Training Program

The City of Portland, Bureau of Development Services is currently scheduling its Spring Landlord Training Program to be held in April and May 2011. These classes work to build on a partnership between property owners, tenants, and city agencies to create safe communities and residences. Funding for this program is provided by the Portland Police Bureau, Metro Multifamily Housing Association and the Rental Housing Association of Greater Portland.

The Bureau of Development Services partners with the Portland Police Bureau and other City offices to provide current, helpful effective information on property management to ensure safe, crime free rental properties. Presentations are made by Housing Inspectors, Crime Prevention Specialists, and Police Bureau Neighborhood Response Team Officers. These City staff are also available at the trainings to answer attendees' questions.

This program has received overwhelmingly positive responses from attendees. Landlords who have taken the course state they feel more confident in their ability to screen applicants, recognize signs of illegal activity, and take action or deal with problem tenant behaviors when they arise.

Topics covered in the eight-hour training session include: property management to prevent crime or loss of investment, best practices in applicant screening, signs of dishonest applicants, rental agreements, crisis resolution/eviction, and partnering with police crime prevention specialist and housing inspectors.

The classes are offered free of charge. At the end of each session, attendees are provided a certificate of completion. Attendance also is required for the Enhanced Safety Properties program through the Portland Police Bureau and the Office of Neighborhood Involvement Crime Prevention.

Due to recent procedural changes made by the State of Oregon Real Estate Board, this class does not currently offer credit for real estate continuing education.

Please check the BDS website for dates and locations for this dynamic and informative class. Advanced registration is recommended and available on our website. Visit www.portlandoregon.gov/bds and use the quick link to Landlord Training for the most up to date information on this program.

Notice to Public Works Permit Applicants

Effective March 1, 2011, all public works projects that have not been either reviewed or approved within the previous year will be required to conform to the new Public Works Permitting process. Upon request by the applicant to re-activate the project, bureau staff will determine the appropriate step for review (30%, 60%, 90%, etc.). Please contact Public Works Permitting at 503-823-1987 to begin the reactivation process.

Upcoming Public Works Permitting Training Session

Public Works Permitting will be presenting another training on process improvements on **April 26th from 1-3 PM** in Room 4a of the 1900 Building (1900 SW 4th Avenue). We will provide a brief discussion on the overall review process, including ongoing website improvements, and will have focused discussion on additional improvements since our October/November training.

Topics will include PBOT's new Limited Public Works Permits, BES's revisions to their Short Sewer Extension permit process, the recently published Plans Preparation Guide, and lessons learned regarding common issues/pitfalls and how to avoid them.

For more information please contact **Public Works Permitting at 503-823-1987** or publicworkspermitting@portlandoregon.gov.

Proposed Changes to Tree Regulations



The Bureau of Planning & Sustainability is continuing to work on revising the City's tree regulations. The tree regulations address both situations where development is proposed, as well as on sites where no development is proposed, such as cutting down trees on private property or pruning street trees.

An initial hearing was held before City Council on February 2, 2011. A second hearing is coming up on **Wednesday, March 9, 2011 at 2:00 PM** (Council Chambers at City Hall, 1221 SW Fourth Avenue). A Memorandum to City Council (dated March 4, 2011) and attachments presenting potential amendments and supporting information are listed as the first 7 documents at:

<http://www.portlandonline.com/bps/index.cfm?c=46921>

The City Council is currently accepting testimony on the potential amendments. Instructions are provided below.

- Email your comments to the City Council at: Karla.Moore-Love@portlandoregon.gov
- Testify at the City Council hearing. Write to City Council.
- Send written testimony to the Council Clerk at 1221 SW Fourth Avenue, Room 140, Portland, OR 97204, or FAX comments to 503-823-4571. Written testimony must be received by the time of the hearing and must include your name and address.

Outstanding questions for City Council include:

- What size trees should be regulated (trees with a diameter of 12, 16 or 20 inches)?
- If you want to cut down a tree on a lot that has an existing house, what should the tree size threshold

be that would trigger the requirement for you to get a permit to cut the tree down? (e.g., 12-inch, 16-inch or 20-inch) And should that tree size threshold be different than for other lots that don't have a house on them or are developed with apartments or retail, for example?

- If you are proposing development on a lot (for example, a new house or a new Accessory Dwelling Unit), under the new regulations, you would need to preserve 33% of the trees on the site (or pay into a Tree Fund), and you would also need to meet a Tree Density standard (i.e., plant a certain number of large, medium, and small canopy trees on the lot, depending on a calculation in the new code). For example, for a 4,600 square foot lot, the required planting area would be 40% of the lot area (1,840 square feet). The Tree Density Standard would require you to plant either:

- **3 medium canopy trees and 2 small canopy trees, or**
- **1 large canopy tree and 1 medium canopy tree and 2 small trees or**
- **1 large canopy tree and 2 medium canopy trees**

NOTE: The tree regulations also require that a street tree be planted for every 25 feet of street frontage.

A small canopy tree is a tree species with a mature canopy spread of about 20-40 feet. A medium canopy tree has a mature canopy spread of about 40-70 feet, and a large canopy tree has a canopy spread of about 70-100 feet.

One of the questions for City Council is: *On lots that are smaller than 5,000 square feet, should street trees in front of the lot count toward meeting the Tree Density Standard?* Example: Someone wants to build a new house on a 4,600 square foot lot that has one existing street tree with a medium canopy. Should that existing street tree with a medium canopy count toward meeting the requirement? The Tree Density requirement for "1 large and 2 medium canopy species trees on the lot" would then be reduced by 1 medium canopy species tree (if they were allowed to count the street tree). Options being considered include:

- No, street trees should not count toward meeting the on-site Tree Density Standard, regardless of how small the lot is, or
- Yes, on lots smaller than 3,000 square feet, street trees would count toward meeting the on-site Tree Density Standard, or
- Yes, on lots smaller than 5,000 square feet, street trees would count toward meeting the on-site Tree Density Standard.

CORNER

GREEN BUILDING



Thinking of Home Heating Upgrades But Don't Know Where to Start?

Follow These Steps to Success!

Step 1: Home Energy Review

Cost? FREE. Value? Priceless!



If your home is heated by gas or electricity, you can receive a **free** Home Energy Audit from the Energy Trust of Oregon (*see contact information to the right*). This one-hour review by a skilled technician examines your current energy bills, attic insulation, lighting, water heater, furnace, windows and weather-stripping. You are then provided with a detailed

written report on corrective steps to take; a set of compact fluorescent (CFL) bulbs; and resources for available incentives.

Step 2. Mastering Air Leaks

- **Air seal:** This is where a caulk gun, foam, rubber and metal weather stripping can really show their strengths. All are low-cost and do-it-yourself (D-I-Y) friendly. Weather strip window and door jambs, and caulk around exterior window and door trim. Install inexpensive pre-cut foam pads behind wall outlet and switch plates.



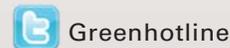
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HELPFUL RESOURCES

Regional Green Building Hotline

503-823-5431 | www.buildgreen411.com

Got questions on construction strategies, materials, financial incentives?



Clean Energy Works Oregon

503-546-5431 • www.cleanenergy-worksoregon.org/for-homeowners •

Check when this "home energy upgrades with no up-front costs" program is coming to your community.

Community Energy Project

503-284-6827 • www.communityenergyproject.org • Free weatherization classes and materials for income-eligible households.

Energy Trust of Oregon

1-866-368-7878 • www.energytrust.org/residential • Order your free in-home energy review (gas and electrically-heated customers). Cash incentives available for home energy upgrades.

State of Oregon HomeTax Credits

www.oregon.gov/ENERGY/RESIDENTIAL/index.shtml • Tax credits for appliances, water heaters, heating systems and more.

State Home Oil Weatherization Program (SHOW)

www.oregon.gov/ENERGY/CONS/RES/weather/weahome.shtml • Tax credits for energy upgrades for oil-heated homes.

Federal HomeTax Credits

www.energytaxincentives.org • Home energy tax credits up to \$500.00.

Solar Now!

1-877-546-8769 • www.solarnoworegon.org • One-stop shop for going solar in Oregon.

Thinking of Home Heating Upgrades But Don't Know Where to Start?

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- **Duct seal:** Apply mastic that is low volatile organic compound (VOC) and non-toxic with a brush or gloves to the exposed joints of your furnace ducts where heat escapes. **Tip:** stay away from ducts with suspected asbestos covering.



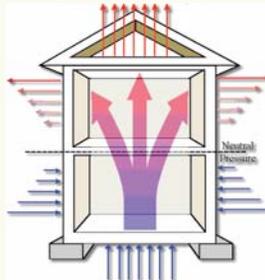
- **Attic insulation:** This is the most effective insulation. Insulating attics stops the stack effect of air being drawn in at the bottom of your house and then escaping through the top.



- If your existing cellulose or fiberglass has settled, consider going over it with D-I-Y friendly cotton denim batt (blanket) insulation, laying additional fiberglass batts, or blowing in cellulose.

- The current Oregon Energy Code for attic floors is R-38. **Tip:** R-value is a measure of heat resistance and higher is better.

- **Pipe and water heater wrap:** Wrapping pipes and water heaters is an easy and low-cost D-I-Y project. Newer water heaters (those with a yellow Energy Guide tag) have insulation built in. Readymade fiberglass blankets can reduce heat loss from older tanks. Twelve percent of the average home's energy bill results from heating water. Wrap hot water pipes with pre-cut foam pipe sleeves fitted to the pipe's diameter. For water heaters, wrap both hot and cold water pipes up to three feet from the tank.



for a single-story home with a basement, wall insulation is secondary when attic insulation and basement rim joist insulation are both in place, acting together to halt the stack effect.

- **Floor insulation:** Current Oregon Energy Code for beneath flooring is R-30. Spray foam and rigid foam board are the best choices for crawlspaces or where moisture could be an issue.
- **Ventilation:** When tightening up your house and reducing natural air infiltration or leakage, ensure that fresh air is introduced and stale air is exhausted to the exterior. Install high-efficiency, quiet exhaust fans especially in wet areas like laundries, kitchens and baths. Mold can accumulate in unventilated spaces with high humidity.

Step 4. New Windows?

After steps 1 through 3 have been addressed, then window replacement or repair can be considered. Compared with air leaks found in walls, little relative heat loss occurs through old single-pane wood windows. In lieu of replacing single-pane wood windows, consider these alternatives: install interior storm window panels, which fit more tightly than exterior storm windows; or use heavy drapes or cellular shades; or install solar tinting film, which works well to keep out the hot summer sun.

Repairing windows keeps waste out of the landfill and is more cost-effective than buying new. If you do replace your old vinyl, wood or aluminum windows, then wood or fiberglass double- or triple-paned windows are preferable over vinyl. Vinyl windows have a history of failures, have a toxic manufacturing process, and the vinyl material emits unhealthy gases into the home.

Step 3. Installing Insulation

- **Wall insulation:** After insulating the attic, go for the walls (if closed, these will require a professional install). Current Oregon Energy Code for walls is R-21. Modest-priced insulation starts with fiberglass (contains recycled glass) and cellulose (plant fiber), next are higher-priced natural fibers like cotton denim, wool, hemp; then comes rigid foam board and then spray foam (most costly with the highest R-value). Consult with an insulation installer to ensure that water won't become trapped in the wall cavity. **Tip:**

Step 5. Harnessing Renewable Energy

Once these energy efficiency strategies have been taken and your energy use is at a minimum, consider a solar photovoltaic (PV) system or a thermal (domestic water) system. In the past year, these systems have become more affordable thanks to neighborhood bulk-purchase programs combined with tax credits and cash incentives. Call *Solar Now!* (see listed contact information) to see if a bulk-purchasing program is available in your neighborhood. For solar systems to be viable, your roof must have 10-15 years of life left and adequate sunlight.

Online in 2011

To receive the Paperless Plans Examiner:

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

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How to Reach Us

Visit us in person at
1900 SW 4th Avenue
Portland, OR 97201

BDS Main Office

Monday - Friday
8:00 am to 5:00 pm
(503) 823-7300
(503) 823-6868 TTY

Development Services Center

Tuesday - Friday
8:00 am to 3:00 pm
Closed Mondays

On the Internet visit:

www.portlandoregon.gov/bds

Building Code Information 503-823-1456 (e)	BUREAU OF PLANNING AND SUSTAINABILITY
Fire Code Information 503-823-7300	Regional Green Building Hotline..... 503-823-5431
Planning & Zoning Information..... 503-823-7526	TRANSPORTATION
24-hour Inspection Request Recording 503-823-7000 (e)	Development Requirements, Right-of-Way Policy,
Inspection Section, 1 & 2 Family Dwellings 503-823-7388	Land Divisions and Transportation Plan Review
Commercial, Plumbing 503-823-7302	Kurt Krueger 503-823-6964
Building & Mechanical..... 503-823-7303	Local Improvement Districts, Andrew Aebi 503-823-5648
Electrical 503-823-7304	Street Permit Engineering, Chon Wong..... 503-823-7050
Development Services Center 503-823-7310 (e)	Systems Development Charge
Development Services Center FAX..... 503-823-3018	Richard Eisenhauer 503-823-6108
Information, electrical, mechanical, plumbing,	TREES - Urban Forestry (7:00 am - 3:30 pm)..... 503-823-4489
sewer, and sign permits..... 503-823-7363	Pruning/Planning/Removal Permits
Newsletter Contact, Colleen Poole..... 503-823-7889	N, Luke Miller 503-823-4511
Permitting Services, Fee estimate and	N, Jim Field 503-823-4011
Permit status via voice mail..... 503-823-7357 (e)	S, Ned Sodja..... 503-823-4440
Permitting resource and records..... 503-823-7660	S, Dave Kahler..... 503-823-1691
FAX requests for records 503-823-7765	Tree Cutting Ordinance and Commercial Planning
Septic Tanks / Cesspools 503-823-6892	and Development, Charley Davis 503-823-4523
ENVIRONMENTAL SERVICES	Transportation Improvements, Joe Hintz 503-823-4025
Development Assistance 503-823-7761	Residential Development & Improvement
Industrial Source Control..... 503-823-7585	Myles Black..... 503-823-4018
FIRE BUREAU	WATER
Development Standards, Sprinklers, Alarms	Water Service Information..... 503-823-7368
Nate Takara 503-823-3810	Hydrant Permits..... 503-823-7368
Flammable Liquids, Tanks, Hazardous Processes	Plan Review, Mari Moore..... 503-823-7368
Bob Happel 503-823-3934	Subdivision Planning, Rick Nelson 503-823-7475
	Backflow Valve Installation Requirements,
	Dave Barrigan..... 503-823-7479