



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Tuesday, April 17, 2012

DRAC Members Present:

George Bruender
Jeff Fish
Rob Humphrey
Ed McNamara
Keith Skille

Hermann Colas
Dan Gilkison
Keith Jones
Rick Michaelson

Jeffrey Cole
David Humber
Maryhelen Kincaid
Michelle Rudd

City Staff Present:

Lou Bowers, PDC
Cindy Dietz, Water
Matt Grumm, Comm. Saltzman's Ofc.
Tim Heron, BDS
Andy Peterson, BDS

Ross Caron, BDS
Mark Feters, BDS
Denise Kleim, BDS
Paul Scarlett, BDS

Lana Danaher, BES

Douglas Hardy, BDS
Jim Nicks, BDS

Guests Present:

Susan Steward, BOMA

DRAC Members Absent:

Steve Heiteen

Dana Krawczuk

Handouts

- DRAC Meeting Minutes 3/20/12
- Inter-Bureau Code Change List
- BDS Major Workload Parameters (Monthly / Cumulative)
- Non-Cumulative Cost Recovery Report
- Letter from Commissioner Fritz (4/6/12)
- DRAC Work Plan
- DRAC Letter to Council Regarding Historic and Design Review

Convene Meeting

DRAC Chair Keith Skille convened the meeting and welcomed DRAC members and attendees. He welcomed new DRAC member Keith Jones (Harper Houf Peterson Righellis, Inc.), who had just been sworn in as the member representing Land Use Planning Professionals. He also noted that Joe Schneider (Skanska) had been approved by City Council as the new DRAC member representing Large Developers. Mr. Schneider was not able to attend today's meeting, and will be sworn in at the May DRAC meeting.

The March 20, 2012 DRAC meeting minutes were approved.

Director's Report

BDS Director Paul Scarlett gave an update on BDS finances, staffing, and workload, and reviewed the handouts *BDS Mayor Workload Parameters (Monthly/Cumulative)* and *Non-Cumulative Cost Recovery Report*. Bureau workloads and revenues continue to increase generally, and the bureau anticipates being able to adequately address workload needs with the staff being added in FY 2012-13.

Signs continue to be a concern to constituents and the City Council. BDS is addressing sign complaints as best as possible; there is a perception that BDS is not responding, but the bureau is citing violations and achieving compliance.

He noted that the International Code Conference (ICC) will be meeting in Portland October 21-28, 2012, with about 1,000 attendees. There may be a role for the DRAC to play in supporting the conference.

There has been a lot of discussion regarding BDS in the media recently as part of the mayoral campaigns. The coverage has not always been balanced, and Director Scarlett has reached out to Mr. Skille and others in regards to writing editorials or letters of support for BDS's recovery and the positive changes taking place.

Director Scarlett will be meeting with infill homebuilders on Wednesday, April 18th.

DRAC Member Jeff Fish asked whether BDS is still having problems with unpermitted construction related to food carts (awnings, seating, etc.) and uncollected SDC fees. Director Scarlett said there is a citywide committee working on food cart issues such as construction without permit, SDC fees, disposal of grease and fats, etc. Complaints regarding construction at food carts have decreased, and the situation seems to have improved. Lana Danaher (BES) noted that some of the newer carts are paying SDCs and connecting to the sewer. BDS Inspection Services Manager Jim Nicks noted that enforcement on construction issues is complaint driven.

Code/Policy Updates

Land Use Extension Expiration

Douglas Hardy (BDS Land Use Services) said that the Planning & Sustainability Commission approved the proposed extension of the land use expiration, and there was no testimony in opposition. A City Council Hearing on the proposal is scheduled for May 9th.

Historic and Design Review

Tim Heron (BDS Land Use Services) said that the Historic and Design Review proposal is on the Mayor's desk, waiting for his approval. The proposal is for a one-year full-time planner position. The Mayor's Proposed Budget is scheduled to be released April 30th. Mr. Heron said that about

20% of City staff's work in Historic Districts is for routine items that could be codified to speed up the process, resulting in cost and time savings.

DRAC Work Plan

Mr. Skille initiated a discussion on the current DRAC Work Plan. Matt Grumm (Commissioner Saltzman's Office) noted that many of the items on the Plan are either in process or have been accomplished, so the DRAC is accomplishing things.

DRAC members discussed each of the items on the Work Plan:

BDS Staffing & Service Levels – Continue monthly updates at DRAC meetings.

Public Works Appeals – DRAC Member Rick Michaelson suggested quarterly updates, rather than monthly; this change was approved. DRAC Member Ed McNamara will be added in the "DRAC Members" column.

Plan Review Process/ Self Certification – BDS Plan Review/Permitting Services Manager Andy Peterson noted that two-thirds of the subcommittee working on this item has ended their DRAC service, and the subcommittee met only once. DRAC members want to discuss opportunities for a pilot program related to self-certification.

Mr. Peterson said that BDS met last winter with local engineers and has resolved their issues. Mr. Michaelson suggested that the DRAC review the process flow charts that staff from the Information Technology Advancement Project (ITAP) will be developing, and then decide whether to pursue the topic further.

Tree Ordinance – Mr. Grumm thinks that City Council will delay implementation until July 2013. Commissioner Saltzman wants to see tree inspectors collocated in the 1900 Building this year, prior to implementation, to help refine the budget and the budget request for next year (currently \$800,000 estimated). Mr. McNamara asked whether it makes sense for Urban Forestry to remain in Parks, rather than in BDS. Mr. Grumm said that no changes are imminent, but it is under discussion.

ITAP – The DRAC will continue to receive monthly updates; Mr. Skille and Mr. Michaelson will continue to represent the DRAC on the ITAP Citizen Advisory Committee.

Development Fees & Regulations – The DRAC will continue to discuss and research.

Permit Co-Location – The title of this item will be changed to *Public Works Permitting*. The DRAC will receive quarterly updates.

Revenue /Budget Tracking – Monthly updates to the DRAC will continue.

SDCs – The DRAC will form a new subcommittee to work on recommendations for SDC fee changes. The subcommittee will include:

- DRAC Members - Keith Skille, Rick Michaelson, Jeff Fish, Maryhelen Kincaid
- City Staff - Andy Peterson (BDS), Lana Danaher (BES), Riley Whitcomb (Parks), Matt Grumm (Commissioner Saltzman's Office)

In addition, DRAC members agreed to add two new items to the Work Plan:

- Historic Design Review
- The Bureau of Planning & Sustainability's capacity to do RICAP work

Mr. Skille asked DRAC members to send other ideas to Mark Feters (BDS). The DRAC will revisit the Work Plan at the May DRAC meeting.

Portland Development Commission (PDC) Update

Lew Bowers (PDC) provided an update on PDC activities. Last week the City Council approved the Neighborhood Prosperity Initiative, which focuses on smaller storefront, neighborhood improvement projects.

There is growing discussion around the creation of an Education Urban Renewal Area (URA) around Portland State University (PSU) and including Lincoln High School. There is a meeting about the URA tonight, and they hope to go before City Council at the end of May. This is a \$169 million proposal with a goal of making PSU a world class facility and commercializing technologies from PSU. The project includes energy efficient renovations, new research facilities, affordable housing, and a PSU Eco-District. The plan is for PSU projects to be partially taxable in order to generate the increment. Student housing will be done through separate model.

A huge project is coming in the Lloyd District – 760 units, office rehabilitation, and new multi-story construction. This is almost exclusively a private project. The developer is from San Diego, and this is their first project in Portland. There is potential for additional development surrounding the project.

An agreement for renovation of the Memorial Coliseum should be signed shortly.

The PDC has just completed a major export study with the Brookings Institution and is looking to build Portland's export market.

The PDC is researching alternative funding plans with PSU regarding the Sustainability Center.

Information Technology Advancement Project (ITAP) Update

Ross Caron (ITAP Manager) gave an update on ITAP. On April 4th, five vendors submitted proposals in response to the project RFP. On April 10th, the proposals were distributed to the Proposal Review Committee (PRC) to review and score. The PRC includes representation from City bureaus, the DRAC, and industry. The PRC will meet again on April 24th. A short list of vendors will be established, and those vendors will visit BDS to give on-site demonstrations. Mr. Skille, the DRAC representative on the PRC, said that the proposals will be available for review by DRAC members after the short list has been established.

After the demonstrations, part of the PRC will make visits to other sites to view the vendors' products in action. Mr. Caron is hoping to have a vendor on board by September. ITAP go-live is currently scheduled for the winter of 2014-15.

The digitization of permit records is ongoing. All new sanitation, facility, and over-the-counter permits are being scanned into TRACS and are digitally available to staff and customers. Mr. Caron is working with the City to make the records available through Portland Online.

Business process review and improvement is also ongoing, with the goal of streamlining processes as much as possible before ITAP implementation. A Customer Advisory Council (including DRAC members Mr. Skille, Mr. Michaelson, and Rob Humphrey, along with other stakeholders) is meeting monthly to provide input to the process review.

DRAC members discussed the ITAP budget. Mr. Grumm noted that the current budget numbers are much more certain than the numbers from a year or two ago. However, until a vendor is selected, vendor costs will not be precise.

Other

Director Scarlett expressed his appreciation for the DRAC's support of BDS's budget request.

Next DRAC Meeting: Tuesday, May 15, 2012, 10:00 a.m. - 11:30 a.m.

Minutes prepared by Mark Feters, BDS