



City of
PORTLAND, OREGON
Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Tuesday, June 19, 2012

DRAC Members Present:

Hermann Colas
Rob Humphrey
Dana Krawczuk
Michelle Rudd

Jeff Fish
Keith Jones
Ed McNamara
Joe Schneider

Steve Heiteen
Maryhelen Kincaid
Rick Michaelson
Keith Skille

City Staff Present:

Mark Fetters, BDS
Mike Hayakawa, BDS
Kurt Krueger, PBOT
Paul Scarlett, BDS

Matt Grumm, Comm. Saltzman's Office
Tim Heron, BDS
Jim Nicks, BDS
Kim Tallant, BDS

Denise Kleim, BDS
Andy Peterson, BDS

Guests Present:

John Hasenberg, ORA

Greg Thiesen, Port of Portland

DRAC Members Absent:

George Bruender
David Humber

Jeffrey Cole

Dan Gilkison

Handouts

- DRAC Meeting Minutes 5/15/12
- Inter-Bureau Code Change List
- BDS Major Workload Parameters (Monthly / Cumulative)
- Non-Cumulative Cost Recovery Report
- DRAC Work Plan (updated 6/14/12)
- Historic Resources Code Improvement Project Scope (6/11/12)

Convene Meeting

DRAC Chair Keith Skille convened the meeting and welcomed DRAC members and attendees. DRAC members reviewed and approved the May 15, 2012 DRAC meeting minutes.

After discussion, DRAC members agreed to move DRAC meetings to 8:00 a.m. on the third Thursday of each month. DRAC members also agreed to not meet in July, so the next DRAC meeting will be on Thursday, August 16th from 8:00 - 9:30 a.m.

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*. City Council has approved BDS's budget, including the 17.6 added positions, and the bureau is preparing to begin filling permanent positions in July. As always, BDS continues to carefully monitor workload and revenues.

A lot of work came into the Development Services Center (DSC) in May, but the first half of June has been a bit slower. In anticipation of a rush of project submittals before the July 1st fee increases, the DSC is increasing the availability of staff in order to receive as much work as possible. BDS Plan Review/Permitting Services Manager Andy Peterson stressed that it will be important for applicants to submit complete applications. Once permanent staff is added after July 1st, the DSC will be able to expand its services on an ongoing basis.

Mr. Skille asked about the decision for the DSC to remain closed on Mondays and expand services on Tuesdays. Mr. Peterson said that if they opened on Mondays, they would only be able to give a half day of service (like they provide the other days of the week). If they stay closed on Mondays, they'll be able to provide a full day of service on Tuesdays.

Director Scarlett mentioned that the bureau has restarted its Strategic Planning process that was suspended in 2009. The process will include outreach to and opportunities for input from stakeholders and employees. The bureau will be hiring a consultant to help with the outreach process. BDS Administrative Services Manager Denise Kleim said that much of the work that was done in 2008 is still relevant and provides a good starting point.

Director Scarlett noted that the Land Use Extension Expiration passed City Council, extending the affected cases until 2014. He expressed appreciation for the letter of support the DRAC sent to City Council members.

Regulatory Improvement Code Amendment Packages (RICAP) Update

Sandra Wood from the Bureau of Planning & Sustainability (BPS) gave an overview of the history and current status of the RICAP. City Council charged BPS with coordinating, improving, and streamlining the process of making amendments to the Zoning Code (and other codes). One of the goals was to improve communication between staff from City bureaus and public stakeholders regarding needed code amendments. The program was initially successful because there was sufficient funding and interest from staff and stakeholders.

Since 2006, there have been 24 code amendments, but only 6 of them were the result of the RICAP process. Ms. Wood said that funding for RICAP ran out in 2009.

Mr. Skille said that the DRAC was concerned that there were some proposed code amendments that would benefit DRAC member constituencies, and that the DRAC was interested in lending its support to help move the process along. Mr. Michaelson said that the DRAC is interested specifically in RICAP, rather than other types of code amendments. Ms.

Wood said that the Comprehensive Plan draft is due in November 2012, and there will be an opportunity at that point to give input into implementation mechanisms and tools.

Ms. Wood mentioned that a database of desired code amendments exists. Matt Grumm (Commissioner Saltzman's Office) suggested that with a new mayor and Council next year, the DRAC could advocate for restored funding to address those issues. Director Scarlett noted that the mayoral and Council candidates are advocating for job growth, and that the backlog of code amendments is stifling development and job growth. Ms. Wood said she will send a link to the code amendment database to Mark Fetters to forward to DRAC members, so they can send suggested amendments.

DRAC Member Jeff Fish asked if it would help BPS to have the DRAC involved in some way with reviewing and supporting code amendment suggestions. Mr. Skille and Director Scarlett suggested the DRAC can more effectively advocate for funding in order to have staff capacity to do the work, and then advocate for specific code amendments.

Ms. Wood said the database has over 800 items, but more than half have already been reviewed and addressed. Ms. Wood offered to have a staff person do a review and update of the database, and to return to the DRAC in September. Mr. Peterson suggested that DRAC members submit their suggestions in the next month or two, so they will be included in the review. Ed McNamara said that BPS should think through how and to what extent it wants to publicize the existence of the database in order to generate more relevant suggestions. Ms. Wood noted that over 90% of the suggestions are from City staff. Mr. Fish suggested that the process of submitting suggestions be made as easy as possible.

DRAC Subcommittee Updates

Historic Design Review Subcommittee

Subcommittee members gave a brief overview of the subcommittee's first meeting, which took place on June 12th. The subcommittee discussed updates to the handout *Historic Resources Code Improvement Project Scope (6/11/12)* and what could be addressed by the subcommittee. City staff was going to work on items for a couple months, then get back to the subcommittee with more information to review. Tim Heron (BDS Land Use Services) mentioned efforts that are already underway to reduce historic design review fees, exempt some work from the review process, and streamline processes. Mr. Grumm encouraged the committee to complete its work within 8 months; Director Scarlett also expressed support. John Hasenberg (Oregon Remodelers' Association) asked to join the subcommittee.

SDC Subcommittee

Mr. Peterson said they are working on identifying dates and scheduling a first meeting.

PBOT Early Assistance Options

Kurt Krueger (PBOT) discussed early assistance options offered by the City. He noted that there are currently 13 different early assistance options, which causes confusion for customers and coordination issues for City staff. Mr. Krueger is interested in reducing the number of options and focusing on processes that involve review staff from all relevant City bureaus. DRAC Member Rob Humphrey shared a recent experience that echoed Mr. Krueger's observations.

Mr. Krueger asked if a few DRAC members who use early assistance processes would be willing to meet a handful of times with City staff to provide input and guidance on how to best improve early assistance processes. Mr. Michaelson, Mr. Humphrey, Keith Jones, and Dana

Krawczuk volunteered to represent the DRAC in meetings with City staff. The group will probably meet in July; Mr. Krueger will notify DRAC members when a meeting date is set.

Maryhelen Kincaid asked about the inclusion of neighborhood interests to be represented in the early assistance process in order to increase the availability of information and identify issues earlier in the process. Mr. Krueger said that could be on the agenda for the group to look at. He and Mr. Heron also noted the potential for ITAP to make a much greater volume of information available online to the public.

Information Technology Advancement Project (ITAP) Update

Kim Tallant (BDS) gave an ITAP update. Vendors made on-site presentations from May 23 - June 1, with over 100 City staff in attendance. Over 300 questions were submitted by staff and the evaluation committee; most were addressed, but some are still being answered by the vendors. Currently, ITAP staff is determining which locations to visit to see the vendors' products in operation. Mr. Skille said that all three vendors presented web-based solutions, with everything accessed through a web browser. Two of the three vendors had products that enabled a high level of interactivity and functionality for customers as well as staff. The vendors also presented options for handheld mobile devices for inspectors in the field that would support downloading plans, reviewing permit information, and printing remotely.

It has been challenging for the evaluation committee to find cities that are similar to Portland in the size and function of their building departments and in the ways they use their permitting systems. They intend to complete site visits in July and be ready to recommend a vendor by August. Director Scarlett expressed appreciation for the time and hard work of City staff and members of the evaluation committee.

Mr. Skille also noted that the systems presented by the vendors would support BDS doing nuisance billings in-house, which should improve revenue collection.

Other

Mr. Grumm brought up the issue of new multi-family developments that do not include parking, and he asked DRAC members for their take on the issue. DRAC Member Hermann Colas said that most of this type of development is occurring near MAX or other public transit, so parking isn't as much of an issue. Greg Theisen (Port of Portland) said that his neighborhood planning committee is looking at this issue as well. Mr. McNamara noted that many older multi-family buildings in the City don't have off-street parking, and they are still around and occupied. Ms. Wood said BPS is also hearing about the issue and will be exploring different solutions in the Comprehensive Plan. Mr. Hasenberg noted the impacts of various parking options on the streetscape.

Mr. Fish noted that BDS provided plan review and inspection support for a recent Habitat for Humanity 1-week home build.

Next DRAC Meeting: Thursday, August 16, 2012, 8:00 a.m. - 9:30 a.m.

Minutes prepared by Mark Fettters, BDS