

# The Plans Examiner

VOL. 9, NO. 5

MAY 2003

## Topics

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*The Bureau of Development Services works with the community and other bureaus to preserve and shape safe, vital, and well planned urban environments.*



## Regulatory Improvement Workplan shows accomplishments, progress

Since the Regulatory Improvement Workplan was adopted in July 2002, a number of items on the list have been completed or are moving toward completion. A few of the items already checked off include:

- The Code Maintenance 2002-03 Package, adopted April 9, 2003 is available on the Web site.
- Agreements among the five development bureaus were adopted in December, setting performance standards and permit turnaround times.
- A pilot test is now being conducted on a money-back guarantee for selected permit applications in three specific categories.
- Since February, customers have gained access to permit status information via the Internet.
- The “Independent Stakeholder Assessment of the Development Review Process” was accepted by the City Council in March 2003 and is available on the Web site.
- A pilot program to improve services to small business owners resulted in opening the Development Services Center to both residential and commercial customers during Thursday evening from 5:00 to 7:30 p.m.

### 2003-2004 Workplan

Because the Regulatory Improvement Workplan is ongoing, two lists of suggestions have already been

### Send your suggestions to:

Mayor Katz or  
Commissioner Leonard at  
[regulatoryimprovement@ci.portland.or.us](mailto:regulatoryimprovement@ci.portland.or.us)

Timelines for public involvement will be on the Web site soon.

Once the final draft of the Regulatory Improvement Workplan is complete for FY 2003-2004, the list of proposed improvements will be presented for public review before it goes to the City Council for final approval.

Reports, lists, assessments and more information on how you can get involved are available on the Regulatory Improvement Web site, [www.regulatoryimprovement.ci.portland.or.us](http://www.regulatoryimprovement.ci.portland.or.us)

The site is updated frequently to include the latest reports and developments.

compiled for consideration for FY 2003-2004. Some of the items were suggested last year, but couldn't be included; others were already in line for inclusion in the new fiscal year; and still more were received from customers through the City's Regulatory Improvement Web site.

If you are interested in the Regulatory Improvement Project, we encourage you to review the lists on the Web site and provide comments on items you think should be priorities. You may also suggest additional items not on the lists. To do this, identify the problem to be addressed and tell us your suggested solution, whether a change in the code or a change in process.

## Lunch and Learn is free and open to all

### May 9 Lunch and Learn offers Land Use Training for Citizens

Friday, May 9, 12 noon – 1:30 pm

This month's Lunch and Learn is specially designed for neighborhood associations, individuals and groups interested in land use. Land Use Training for Citizens will delve into the land use process from the ground up. Here are some of the topics we'll cover:

- The basic process of Land Use Review;
- The types of Land Use Review and what they mean;
- How to participate in the land use process;
- How to provide testimony and comment – what works and what doesn't.

### Moonlight Madness in the Development Services Center

Now that we have your attention, the Development Services Center is open to all customers, residential and commercial, Thursdays, 5:00 to 7:30 pm. We encourage small businesses to take advantage of these evening hours. Get questions answered at a less hectic pace, and get the extra time and assistance needed to plan an expansion or move.

Although we are not fully staffed on Thursday evenings, the review groups most people need to see are represented. Life Safety, Planning and Zoning, Transportation, Environmental Service, and Structural reviewers, and Plumbing, and Electrical inspectors are on hand to answer questions about your project.

### Mark your calendars for all of 2003

You have a standing invitation for Lunch and Learn,  
*2nd Friday of every month*  
*12 noon to 1:30 pm*  
*1900 SW 4th Ave., Portland.*  
*Second floor conference room.*

#### Join us!

Bring your lunch and learn the latest information to help keep your building and development projects on track. **Reservations are not required.**

#### Previews of coming attractions...

**June 13, 2003** – Regulatory Reform  
 "Top 10 Issues"– What's on this list? What would you like to see there?

**July 11, 2003** – More on Land Use – Zoning Code Basics for Everyone

MAY	JUNE
<b>9</b>	<b>13</b>
JULY	AUG
<b>11</b>	<b>8</b>
SEP	OCT
<b>12</b>	<b>10</b>
NOV	DEC
<b>14</b>	<b>12</b>

To view or download PowerPoint presentations from any of the previous Lunch and Learn sessions, visit the Bureau of Development Services Web site, [www.bds.ci.portland.or.us](http://www.bds.ci.portland.or.us), and click on "Lunch and Learn." You can also register for email notices announcing future Lunch and Learn events from this link.

### Deferred Plan Submittals move to single location

As of May 1, Deferred Plan Submittals (DFS) are now done entirely in the Development Services Center. This slight change eliminates an extra stop in Document Services. You may now submit plans and pay intake fees in the Development Services Center, Monday-Friday, 7:30 am to 3:00 pm.

#### A few important things to remember about deferred plan submittals:

- Bring three sets of plans plus supporting structural calculations;
- Bring current applicant information;
- Bring the appropriate fees;
- Be sure plans have been stamped by the Design Engineer for the DFS;
- Be sure plans have been reviewed and approved by the Engineer of Record for the structure.

**DFS Fees** - The current fee for processing and reviewing deferred plan submittals is 10 percent of the building permit fee, calculated on the value of the deferred portion/portions of the project. The DFS fee is in addition to the project plan review fee, which is based on the total project value.

The minimum DFS fee for one-/two-family dwelling projects is \$100. The minimum fee for commercial and other projects is \$250. DFS fees do not apply when the main permit application was submitted before July 1, 2002.

If you have questions about deferred plan submittals, contact the Process Manager for your project or Document Services, 503-823-7357.

**The Development Services Center will be closed on the following holidays:  
 Monday, May 26 – Memorial Day and Friday, July 4 – Independence Day**

## **New One- and Two-Family Code effective April 1**

On April 1, the 2003 Oregon One- and Two-Family Dwelling Specialty Code went into effect across the state. The new code, based on the 2000 International Residential Code, replaced the CABO One- and Two-Family Dwelling Code as the model for Oregon.

In an effort to ease the transition from the old code to the new, the Bureau of Development Services is allowing customers to choose which edition to use until the end of business on June 30. When you submit your permit applications, you must tell Development Services Center intake staff that you plan to use the old code for your project. You won't be allowed to mix the two editions, so please choose carefully.

If you don't specify a choice, your project will be reviewed based on the 2003 Oregon One- and Two-Family Code, and as of July 1, all projects must use the 2003 edition of the code.

### **Some of the major changes to note in the new code include:**

#### **Section 105.2 Work exempt from permit**

1. Non-habitable one story detached accessory buildings, less than 10 feet in height and less than 200 sq. ft. in area, are exempt from building permits. The previous exemption limited the area to 120 sq. ft.
19. Framed-covered accessory buildings, not more than 500 sq. ft. in area, one-story in height or less than three feet from the property line, with a rigid framework supporting a stretched flexible covering used as a weather barrier, are exempt from building permits

#### **Section 301.2.2 Seismic provisions**

Seismic designations have changed from the previous numbers (2,3,4) to new letter designations (C, D1, D2). Generally, Zone C is east of the cascades, the Willamette Valley is Zone D1 and the coast is D2.

#### **Section 303.1 Habitable rooms**

Requirements for natural light and ventilation have been reduced from 10 percent (natural light) and 5 percent (natural ventilation) for each habitable room area to 8 percent and 4 percent respectively.

#### **Section 308.4 Hazardous locations (glazing)**

Landings on stairs and within 60 inches horizontally of the top or bottom of stairs, when the glazing is vertically less than 60 inches from a walking surface, have been added to the areas required to meet safety glazing criteria.

#### **Section 310.1 Emergency escape and rescue openings required**

All basements with habitable space must have an egress window or door directly to the outside. Previous Oregon codes limited the egress requirement to basement sleeping rooms.

#### **Section 602.10 Wall bracing**

Significant changes in this section include additional bracing requirements for building corners, new tables prescribing the amount of bracing required when a wall is completely sheathed and allowances for narrow shear panels based on the heights of openings in adjacent walls.

#### **Section 703.7.2.1 Support by steel angle (masonry veneer)**

Allowable masonry veneer has new limits depending on height, roof pitch and the size and spacing of fasteners.

#### **Section 907.3 Recovering versus replacement (roofing)**

New limits allow a maximum of two layers of any type of roofing material. Previously, a maximum of three layers was allowed.

#### **Table 1104.1(1) Prescriptive compliance paths for residential buildings (Energy)**

A new Path 10 has been added to the energy table, allowing unlimited building area and unlimited window area as a trade off for additional under floor and ceiling insulation when building with 2 x 4 stud walls.

*If you have questions about the new 2003 Oregon One- and Two-Family Dwelling Specialty Code, please contact the Plan Review staff in the Development Services Center, 503-823-7301.*

# Tree and landscaping standards climb to top of Regulatory Improvement list



Because tree and landscaping standards cut across lines of authority among bureaus, improving how these standards are implemented has moved to the top of the list for the city's Regulatory Improvement Project. The regulations, as they sit now, are expensive and time-consuming to administer and leave little room for flexibility. Currently, portions of the standards are found in five different city codes.

Public meetings in March and April kicked off a process that will ultimately lead to a consolidation of tree and landscaping standards into a single code. Because the Bureau of Development Services (BDS) administers most of the tree and landscaping codes, BDS is taking the lead on the project.

A number of comments came out of the first public meetings. Among them were suggestions to spell out technical standards more clearly in a single portion of the code, schedule ongoing reviews and updates of technical manuals, coordinate requirements for street trees with trees on neighboring private properties, resolve conflicts that now exist among the codes and ensure that neighborhoods are not left out of the process.

The intent of the project is not to change the standards, rather to streamline how they are administered and clarify their interpretations. The ultimate goal is to develop a finished product that is fair, equitable and consistent. Toward that end, a timeline has been set for public and internal meetings, wrapping up in May 2004 with the recommended draft going to the City Council for approval.

The proposal to be considered by the public and staff will consolidate the existing code provisions into a section of the Development Code or into a new City Code title and is likely to result in new administrative rules and procedures. The project will identify the advisory groups to consult, convene an Interbureau Technical Advisory Committee and identify and address public concerns through ongoing communication.

This process began with the public meetings in March and April. The first draft of the consolidated tree and landscaping standards is expected to be ready for public discussion in September 2003. After that it will be sent to the Planning Commission in early 2004.

To learn more about the project to consolidate tree and landscaping standards or to get on the contact list for upcoming public meetings, contact Tom Carter, 503-823-4989, or e-mail, [cartert@ci.portland.or.us](mailto:cartert@ci.portland.or.us)



## Council approves increase in cost threshold

In April, the City Council approved increasing the amount of improvements allowed for nonconforming development from \$25,000 to \$100,000. Effective May 17, commercial, institutional, industrial and multi-family development will be able to make higher value improvements before they are required to upgrade their sites. The Council also amended the Planning Commission's recommendation and removed the automatic sunset of the new threshold

As part of the Code Maintenance package, the Council exempted alterations to meet approved Fire Life Safety, ADA, seismic and on-site stormwater management requirements. The exemptions go into effect June 7.

## **Customer service – More than just a smile**

*The Bureau of Development Services recently launched its new customer service training program. The goal is to make sure you get the best service possible from our staff.*

*While it's often taken for granted that person-to-person communication should be as easy as turning on a light, it's not. We all expect different things and have different skills, and many times the end result of a conversation is not exactly what we planned. That's where customer service training comes in.*

*We've developed a full set of customer service goals, and all staff will be involved in at least 12 hours of targeted training with these goals in mind.*

*Learning to listen and ask the right questions, remaining flexible, yet consistent and offering assistance at just the right moment all take practice.*

*We're in training now. And we hope you'll like our new style in the months to come.*

## **Kerridge appointed Interim Development Services Director**

Ray Kerridge, Manager of the Commercial Inspections Division, has been named Interim Director of the Bureau of Development Services (BDS). Kerridge, who has been with the bureau for 24 years, has a broad range of experience with development services, particularly in commercial inspections and plan review management.

After 18 years, Margaret Mahoney has moved from BDS Director to a spot on the Mayor's staff. Mahoney is putting her years of experience to good use on Regulatory Improvement issues, an on-going project and priority for the City.

The Facilities Permit Program also underwent a couple of major staff changes. Bill Thomas stepped up to temporarily fill the slot as Commercial Inspections Manager from his post as Facilities Permit Program Supervisor. Jim Nicks went from Sr. Building Inspector in the Facilities Permit Program to Interim Facilities Permit Program Supervisor.

While the changes are significant, we hope you, our customers, will enjoy working with these experienced professionals in their new positions.

## **Nuisance and Noise enforcement moving to Office of Neighborhood Involvement**

In the interest of consolidating neighborhood services, 20 staff members in the Housing Nuisance and Noise Sections are moving from the Bureau of Development Services (BDS) to the Office of Neighborhood Involvement (ONI) on July 1. This move will begin to integrate neighborhood-based services under a single administrative umbrella for easier citizen access.

In the short term, access to services, phone numbers or addresses will remain the same. Check the ONI Web site for program changes later this summer. And on July 1, you'll again be able to report disabled vehicles on private property as a nuisance.

Reporting on dangerous and derelict buildings will remain with BDS.

## **Time to break ground in the Northwest Hills Plan District**

If you have projects in the Northwest Hills Plan District, which includes the Balch Creek and Forest Park Subdistricts, now is the time to do your site grading. Restrictions on exposing soil to direct contact with stormwater are lifted from May 1 to September 30. As always, grading permits are required, as are proper erosion control measures.

To learn more, visit the City's Web site, [www.planning.ci.portland.or.us](http://www.planning.ci.portland.or.us). Click on Zoning Code and scroll down to Chapter 563, Northwest Hills Plan District. Maps of the area are found at the end of this chapter.

The Plans Examiner is a bi-monthly publication of the City of Portland - Bureau of Development Services  
 Commissioner Randy Leonard, 503-823-4682

**How to Reach Us**

Monday thru Friday  
 8:00 am to 5:00 pm

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

On the Internet visit:  
[www.bds.ci.portland.or.us](http://www.bds.ci.portland.or.us)  
[www.planning.ci.portland.or.us](http://www.planning.ci.portland.or.us)

**Development Services Center**

1900 SW Fourth Ave.

Hours:  
 7:30 am to 3:00 pm  
 Thursday evenings  
 5:00 pm to 7:30 pm

printed on recycled paper using soy ink

<b>BDS - Administration</b> .....	503-823-7308
Building Code Questions .....	503-823-7310 (e, 4)
Fire Code Questions .....	503-823-7366
<b>24-hour Inspection Request Recording</b> ....	503-823-7000 (e)
Inspection Section, 1 & 2 Family Dwellings .....	503-823-7388
Commercial, Plumbing .....	503-823-7302
Building & Mechanical .....	503-823-7303
Electrical .....	503-823-7304
Development Services Center .....	503-823-7310
Development Services Center FAX .....	503-823-3018
Trade Permits .....	503-823-7363
<b>Newsletter Contact, Ann Kohler</b> .....	503-823-7886
<b>Permit Status via FAX</b> .....	503-823-7000 (4)
<b>Permit Status via Voice Mail</b> .....	503-823-7357
<b>Permit Records</b>	
Document Services / Current Applications .....	503-823-7357 (e)
Inspection Records / Finalled Permits .....	503-823-7660
Building Record Center FAX .....	503-823-7765
Septic Tanks / Cesspools .....	503-823-7247
<b>Planning &amp; Zoning, Information</b> .....	503-823-7526
<b>ENVIRONMENTAL SERVICES</b>	
Development Assistance .....	503-823-7761
Construction & Demolition Recycling .....	503-823-7107
Industrial Source Control .....	503-823-7585
<b>FIRE BUREAU</b>	
Development Standards, Sprinklers, Alarms	
Rich Butcher .....	503-823-3802
Flammable Liquids, Tanks, Hazardous Processes	
Doug Friant .....	503-823-3935

**TRANSPORTATION**

Development Requirements and/or Right-of-Way Policy	
Elizabeth Papadopoulos .....	503-823-7647
Minor Partitions, Cherrie Eudaly .....	503-823-7081
Local Improvement Districts, Andrew Aebi .....	503-823-5648
Street Permit Engineering, Jerry Markesino ....	503-823-7057
Transportation Plan Review,	
Richard Eisenhauer .....	503-823-7080
Systems Development Charge	
Richard Eisenhauer .....	503-823-7080

**TREES – Urban Forestry (7:00 a.m. - 3:30 p.m.)**

Pruning/Planning/Removal Permits	
N / NE, Luke Miller .....	503-823-4511
NW / SW, Charley Davis .....	503-823-4523
Southeast, Ned Sodja .....	503-823-4440
Tree Cutting Ordinance, Frank Krawczyk .....	503-823-4011
Transportation Improvements, Joe Hintz .....	503-823-4025
Commercial Planning and Development	
Frank Krawczyk .....	503-823-4011
Residential Development and Improvement	
Myles Black .....	503-823-4018

**WATER**

Water Service Information .....	503-823-7368
Hydrant Permits .....	503-823-7368
Plan Review	
Commercial, Tony Re .....	503-823-7400
Residential, Todd Aschoff / Mari Moore .....	503-823-7368
Subdivision Planning, Tony Re .....	503-823-7400
Backflow Valve Installation Requirements	
Dave Barrigan .....	503-823-7479

We want to hear from you!  
 If you have  
 comments  
 about the  
 Plans Examiner  
 newsletter or have  
 suggestions for  
 stories you'd like  
 to see covered  
 in the future,  
 please call  
 Ann Kohler,  
 503-823-7886

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