

Proposal for a BDS Speaker's Program

The Bureau of Development Services has experienced an increase in the volume of requests for speakers from BDS to make presentations at various business and community organizations focused on permitting and zoning information.

In an effort to monitor outreach activities and ensure that we are not duplicating efforts, it is important to have a central outreach program. This will ensure that these events are not duplicative, use the bureau's resources wisely and ensure that we are offering presentations to many types of groups and organizations that might not otherwise be reached.

Program Goal

The goal of the Speaker's Program is to establish a group of speakers representing various sections within BDS that will be available to develop and participate in presentations on behalf of the bureau.

These presentations are specifically targeted at educating and providing information to the following types of groups/organizations:

- Neighborhood Associations
- Business Associations (title companies, realtors, investors, etc.)
- Development Industry Organizations (Oregon Remodelers Association, Home Builders Association)
- Educational Organizations (Portland State University, Portland Community College, Portland Public Schools, etc.)

Each outreach team member is responsible for speaking about their specialty, identifying appropriate handouts, logging their event on the bureau's outreach calendar and participating in periodic group meetings to report on activities. Support will be provided if needed by the Customer Service Team to assist each outreach member with the development of PowerPoint presentations, publications and/or handouts for events.

Topics and Scheduling

Access to the available topics list and possible online scheduling will be available on the bureau website. Business and community organizations will have the opportunity to invite a speaking group from the Speaker's Program to present at their next meeting. Potential topics include:

- **The Value of a Permit**
Learn about why permits are important, how they can protect your safety and your investment and what to do if you suspect work was done at your property without permits.
- **Planning & Zoning 101**
Get basic information about Portland's Zoning Code, including how to find out what zone a property is in and what it means, what opportunities exist for adding an

Accessory Dwelling Unit (mother-in-law quarters) to a property, the meaning of property line setbacks and basic land division information.

- **Permit Information and Research**

Learn about the importance of researching permits before you buy, how and where to do the research and tips for searching online. Get information about Portland's building and zoning permit process from the experts including how and where to get a permit, what types of projects require a permit, how much permits cost and how long it takes to get a permit.

- **The Get Legal Program**

Get information about this program designed to help people legalize significant unpermitted work at their property by providing one-on-one assistance with identifying the scope of work to be legalized, filing code appeals, obtaining permits and getting final inspection.

- **The Field Issuance Remodel (FIR) Program**

Learn more about this innovative and expanding program designed to issue home remodel permits in the field, saving significant time and money for eligible registered contractors.

- **Building Code Basics**

Get basic information from our code experts on obvious things to look for if you suspect work was done without permit(s), what the code says about limitations on the need for permits, basic building code requirements for converting attics, basements and garages to additional living space and for creating an Accessory Dwelling Unit (mother-in-law quarters) at your property.

- **Land Use 101**

Learn about the City of Portland's land use and development review processes and get hands-on experience responding to typical issues that come up in land use reviews.

- **Other (upon request)**

Presentations on topics not listed here are available upon request.

To request a presentation, customers should contact Alisa Cour at (503) 823-7281, or fill out an online speaker request form on the BDS website at www.portlandonline.com/bds.

Conclusion

With the implementation of this program, the bureau can expect to see improved communication and dissemination of information pertaining to the bureau's regulations and programs and a more efficient and organized outreach presence in the community.