

**Minutes—**

**Development Review Advisory Committee Meeting  
Thursday, January 11th, 2007  
7:30 - 9:00 a.m.  
1900 SW 4<sup>th</sup> Avenue – 2<sup>nd</sup> floor  
Conference Room 2500 B**

**Attendees:**

**Committee Members in attendance**

Alan Beard	Simon Tomkinson
Dennis Wilde	Kathi Futornick
Melvin Oden-Orr	Greg Theisen
Tom Skaar	

**Guests present**

Goudarz Eghtedari, SE Uplift	Susan Seward, BOMA
Jim McCauley, HBA	

**City Staff present**

Anne Hill, BDS	Denise Kleim, BDS
Michael Armstrong, OSD	Paul Scarlett, BDS
Cary Pinard, BOP	Dawn Uchimaya, BES
Gil Kelley, BOP	Bonnie Morris, BDS
Nora Mulane, BDS	Rebecca Esau, BDS
Kurt Krueger, PDOT	Celia Heron, BOP
Christine Leon, PDOT	Seth Hudson, PDC

**Committee Members absent**

Jeff Perala	Don Hanson
Don Geddes	Charlie Grist
Peter Finley Fry	Mark Hylland
Bonny McKnight	

**Handouts:**

2007 DRAC Workplan  
City Initiatives/Sustainable Industries  
5 year Financial Plan  
Bureau of Planning 2007-2010 DRAFT Workplan

## **Convene Meeting**

Chair Tom Skaar convened the meeting. Minutes from the January 12th, 2006 meeting were reviewed and approved. DRAC member Mark Hylland's name will be added to the list of DRAC members absent from that meeting.

## **Director's Report**

Paul Scarlett reported that the FIR program has been approved as a permanent program for the bureau and has been expanded with two full time senior inspectors.

Paul Scarlett recognized Chair Tom Skaar by thanking him for leading the DRAC as the Chair for the last 2 years. Dennis Wilde congratulated Tom and thanked him for his leadership. Tom will finish his term as a DRAC member.

Paul Scarlett invited Michael Armstrong from the Office of Sustainability (OSD) to update the DRAC on the City Initiative/Sustainable Industries. Michael Armstrong reported that a component of the initiative is DRAC's role in guiding the objective to accelerate the adoption of green building practices citywide in the new commercial and multifamily sectors. Seth Hudson, Portland Development Commission (PDC) reported that PDC also has an agreement with OSD re: sustainable practices as they relate to economic development and have hired a new Sustainability Director Cindy Bethel.

## **Budget Update**

Denise Kleim passed out and reviewed the Bureau of Development Services (BDS) 5 Year Financial Plan including:

- o The Neighborhood Inspections Section returning to the BDS with a funding gap. BDS will be asking Council for \$750,000 in general fund support annually to begin to address this gap. BDS will commit to review the program in terms of efficiencies.
- o The Building Program in years 4 and 5 of the plan doesn't meet the program's reserve goal of 25% of program costs, but there is time to work on that issue.
- o As a result of insufficient funding for the Neighborhood Inspections Program and the Building Program not meeting its reserve goal, the bureau's minimum reserve goals of 10% are not met in years 4 and 5 of the plan,
- o Fee increases are proposed in several programs to meet cost recovery and/or reserve goals.

Paul Scarlett reported that BDS staff will be meeting with industry groups and stakeholders to ask for support of the budget and its' proposed fee increases.

Tom Skaar commented that while he appreciated efforts over the last few years to get programs running effectively as in the case of Land Use Services, he had a problem with fee increases that are double the rate of inflation and are not tied to any service increases such as the Site Development Program.

Greg Theisen and Dennis Wilde agreed with Tom Skaar.

Denise Kleim noted that the Site Development increase would support an additional FTE. Tom Skaar asked if this increase was discussed in a public venue. Denise Kleim replied not yet.

Greg Theisen noted that all of the fee increases except for LUS were above the rate of inflation.

Paul Scarlett explained that the budget could focus on a cost recovery goal, a reserve goal, or both goals. He elected to focus on the cost recovery goal this year.

Alan Beard asked what the next step would be with the Financial Plan. Paul Scarlett explained that it was delivered to the Office of Management and Finance (OMF) on Monday, January 8<sup>th</sup> and the document will be used by BDS to craft the budget.

Simon Tomkinson said it would be helpful to know when the programs were underfunded and understaffed to provide a context for the current increases.

Susan Seward, BOMA asked what would happen if the fees were lowered to the bureau reserve goal.

Denise Kleim explained that each program had different reserve goals, and the overall reserve goal was 10%.

Susan Seward/BOMA asked what would happen if the 07/08 actual reserves of 21% which seemed to her extraordinary were reduced?

Denise Kleim explained that over 5 years the reserves are reduced so that by the 5<sup>th</sup> year they are at 7% which is 3% lower than the 10% bureau wide goal. If the 21% were reduced in the first year, by the 5<sup>th</sup> year there would be a much more reduced reserve (less than the 7%).

Greg Theisen asked what were the trends/factors that were informing these numbers. Denise Kleim noted that the bureau costs were rising faster than inflation, economic factors, and the projections were based on an economic forecast.

Tom Skaar asked why there was a \$7 million increase from 05-06 to 06-07 in the total cost. Denise noted that there was a 1-time expense for an office move, staff increases, and benefit increases were all factors.

Tom Skaar asked that at the next meeting to have more detailed information regarding the budget and fee increases.

### **Officer Election**

Alan Beard nominated Simon Tomkinson to be DRAC Chair and Dennis Wilde seconded the motion. It was a unanimous vote for Simon Tomkinson.

### **Workplan 2007**

Simon Tomkinson reviewed the 2007 DRAC workplan. Greg Theisen thought that any ideas the Green Building subcommittee could come up with for large industrial "spread out" location would be helpful for businesses like the Port of Portland. Subcommittee Chair Dennis Wilde agreed to include this item in the subcommittee's work. The workplan was adopted by the DRAC. Simon Tomkinson asked that any additional comments or edits be sent to Anne Hill.

### **Bureau of Planning (BOP) Budget Update**

BOP Director Gil Kelley and BOP staff Celia Heron and Cary Pinard distributed and reviewed the 2007-2010 BOP Workplan.

Simon Tomkinson asked how DRAC could participate in the development of the strategies used to address policy issues such as the "tree policy" project.

Cary Pinard suggested that BOP could brief DRAC on the multi-bureau strategy to address the tree issue.

Dennis Wilde asked about the Measure 37 program and if there is a comprehensive initiative to define it. Gil Kelley noted that the State of Oregon is looking at how to better define Measure 37 and that BOP's charge is to implement Measure 37.

Simon Tomkinson asked what BOP would need DRAC to support. Gil Kelley listed the Greenway project, infill development, and Hayden Island would all come back to DARC for review. Simon Tomkinson asked if there would be more work on the Main Street program and the non-conforming use issues. Cary Pinard suggested that she come present the Main Street program Update in September.

The meeting was adjourned and the Office of Transportation budget update was moved to the February meeting.

**DRAC Meeting, Thursday, February 8th, 2007 7:30-9:00 a.m.**

**Minutes prepared by Anne Hill  
January 16th, 2007**