

Minutes—

**Development Review Advisory Committee Meeting
Thursday, March 8th, 2007
7:30 - 9:00 a.m.
1900 SW 4th Avenue – 2nd floor
Conference Room 2500 B**

Attendees:

Committee Members in attendance

Kathi Futornick
Peter Finley Fry
Don Geddes
Bonny McKnight

Tom Skaar
Simon Tomkinson
Melvin Oden-Orr
Rick Michaelson

Guests present

Jim McCauley
Lyn Bonyhadi

Thomasina Gabriele
Susan Steward

City Staff present

Anne Hill, BDS
Michael Armstrong, OSD
Cary Pinard, BOP
Jim Nicks, BDS
Cindy Dietz, Water
Rob Bayley, BDS

Ann Kohler, BDS
Alisa Cour, BDS
Alisa Kane, BES
Christine Leon, PDOT
Mark Fetters, BDS
Cindy Bethel/PDC

Committee Members absent

Jeff Perala
Dennis Wilde
Charlie Grist
Mark Hylland

Don Hanson
Alan Beard
Goudarz Eghtedari
Greg Theisen

Handouts:

BDS Legislative Tracking
SB 0505—DRAC Letter
3/8/07 Minutes
BDS Customer Focus Groups Update
BDS Impact Assessment Sub Committee DRAFT cards
BDS Green Subcommittee Update Notes

Convene Meeting

Chair Simon Tomkinson convened the meeting. Minutes from the February 8th, 2007 meeting were reviewed and approved. Simon reviewed the meeting packet materials.

Bureau Business

Jim Nicks, BDS Inspections Division Manager reported that Director Paul Scarlett was out on vacation.

Budget

Finance Section Manager Rob Bayley updated DRAC on the FY 06-07 Winter Budget Monitoring Process (BuMP). BDS requested the following additions to the BDS budget:

1) Upgrade replacement automobiles

Cover the added cost of upgrading 4 gas vehicles scheduled for replacement this year with vehicles that run on diesel fuel.

2) Measure 37 Staffing

To provide General Fund money to support the cost of Measure 37 work being done by Land Use Services.

3) Interagency with Transportation

For the NIT program to do work for Transportation providing enforcement services on vegetation referrals from complaints about vegetation on private property that reduces visibility at intersections or otherwise impedes traffic.

4) New Autos

Purchase two new diesel fuel vehicles to be used by inspectors in two new positions created in the Fall BMP.

5) Arborist Services from Parks

For Parks arborists to provide services to Land Use to assess tree health, evaluate proposals for tree removal or preservation as they relate to development, evaluate tree protection plans, and communicate with applicants, developers and neighborhoods on the value of trees, realistic expectations for preserving trees, and the impact of construction on trees.

The FY 07-08 BDS Budget was submitted to the Office of Management & Finance and the first presentation to City Council and citizens was already completed. At that work session the budget and 8 add packages were reviewed. OMF recommended that all packages but the Neighborhood Inspections (NIT) package move forward. OMF requested that BDS review the NIT program and its funding and report the findings to the group before a final decision is made on whether the program will receive the requested \$750,000 from the General Fund. OMF recommended the additional position requested by BDS to do Zoning Code monitoring work in Land Use Services. However, OMF did not approve BDS' request to eliminate the current agreement by which BDS pays the Bureau of Planning \$20,000 to support citywide Measure 37 work.

During the work session a citizen member asked how BDS' fees compared statewide and nationally. The Auditor's Office conducted a survey several years

ago is providing that information. A citizen member also requested that the bureau engage business owners on Signs program. Commissioner Adams suggested checking with the Association of Portland Neighborhood Business Associations (APNBA) regarding the Sign program. BDS staff will follow up on all these recommendations.

Focus Group Update

Mark Feters, BDS distributed a summary of the focus groups held in February by BDS as a follow up to the customer service survey results from last September. Three focus groups were convened—Tenant Improvement, Other Commercial, and Residential—comprised of 35 total participants. Each focus group was attended by 3 section managers and led by a facilitator. Mark Feters reviewed the themes from the focus group and described the next steps being to look at the focus groups results, review programs and develop training as needed.

Bonny McKnight asked if staff from the other Development Review Bureaus would be available for the training. Jim Nicks, BDS said that he would forward that suggestion to the Director. Thomasina Gabriele recommended that the targeted programs (major projects group, field issuance remodel, etc.) were not successful only because there was a single point of contact. They are also successful because there are multi bureau teams of staff that work together on one project.

Tom Skaar noted that authoritative control over the entire process is a key.

Thomasina Gabriele suggested that DRAC begin to focus on all of the development bureaus and how they work together.

Impact Assessment Subcommittee Update

Cary Pinard/Bureau of Planning reviewed impact assessment flow charts and the policy loop feedback diagram the subcommittee had developed earlier this year. Simon Tomkinson reviewed the goal of the subcommittee was to have a visual tool to assist staff, city council, neighborhood/citizen groups and small business organizations determine what the most appropriate recommendation would be to a specific civic problem/issue re: planning and development. Packets of draft cards were distributed; outlining diagrams, questions, and tools that a group could use to define a recommended solution. Subcommittee members wanted feedback and recommendations as they reviewed the first draft of cards and developed the second draft. Christine Leon/PDOT asked where the values listed on the cards came from. Cary Pinard explained that they came from the subcommittee discussions. Simon Tomkinson noted that the intent was to be comprehensive. If there were additional comments or edits, they could be directed to Anne Hill at hilla@ci.portland.or.us. Tom Skaar suggested that the idea of balance might be incorporated as a theme in the cards. Bonny McKnight noted that she was going to try the cards out with her Citywide Land Use group. Anne Hill explained that the subcommittee would be meeting soon to discuss the first draft, incorporate any

edits and comments and produce a second draft for review at the April meeting.

Green Building Subcommittee Update

Anne Hill/BDS distributed and reviewed materials from the Green Building Subcommittee. Simon Tomkinson noted that a big barrier for small business is getting projects to comply with the standards. One of his interests to explore would be a Citywide Specification book to help small business firms and developers comply with green building standards. The committee will frequently update the DRAC.

DRAC Member Introduction

Attendees went around the table, introduced themselves, where they worked and who/what they represented. Rick Michealson was introduced as the newest DARC member filling the Historic Preservation position. To date, all DRAC seats are filled.

DRAC Meeting, Thursday, April 12th 7:30-9:00 a.m.

**Minutes prepared by Anne Hill
March 12th, 2007**