

Minutes—

**Development Review Advisory Committee Meeting
Thursday, May 10th, 2007
7:30 - 9:00 a.m.
1900 SW 4th Avenue – 2nd floor
Conference Room 2500 B**

Attendees:

Committee Members in attendance

Kathi Futornick	Goudarz Eghtedari
Simon Tomkinson	Greg Theisen
Alan Beard	Bonny McKnight
Rick Michaelson	Peter Finley Fry

Guests present

Thomasina Gabriele
Linda Bauer

City Staff present

Anne Hill, BDS	Paul Scarlett, BDS
Michael Armstrong, OSD	Alisa Cour, BDS
Andy Peterson, BDS	Denise Kleim, BDS
Jim Nicks, BDS	Christine Leon, PDOT
Cindy Dietz, Water	Kurt Krueger, PDOT
Lana Danaher, BES	Terry Whitehill, BDS
Rebecca Esau, BDS	

Committee Members absent

Jeff Perala	Don Hanson
Tom Skaar	Melvin Oden-Orr
Charlie Grist	Don Geddes
Dennis Wilde	

Handouts:

3/8/07 DRAC Minutes
4/12/07 DRAC Minutes
4/18/07 Green Building Subcommittee Minutes
Residential Structural Plan review Exemption Request Form
DRAFT Staff Instructions—New Single Family Life Safety Review Process changes
Legislative Tracking Memo and Table
BDS Summary of Proposed 7/2007 Fee Increases
BDS Fee Increase Table
BDS Services Dashboard
PDOT DRAFT Ordinance—Title 17 Proposed Fee Increases
PDOT—Transportation Engineering Development
BES Sewer System Connection charges
BES Land –Use Review: Portland Fee Increases

Convene Meeting

Chair Simon Tomkinson convened the meeting. Once there was a quorum, the minutes from the March 8th, 2007 meeting and the April 12, 2007 minutes were reviewed and approved.

The July DRAC has been cancelled due to summer schedules. The August DRAC meeting is on August 9th.

Mark Hylland, representing residential remodelers has resigned due to his business' workload. Staff has been in contact with both the Homebuilders and the Oregon Remodelers Association to recruit candidates to fill the vacancy.

Director's Report

Paul Scarlett announced that Permitting Services and Plan Review Division manager Bonnie Morris is no longer with the City and introduced Andy Peterson as the acting Interim Division Manager. The current technology group will be moving under Administrative Services Division manager Denise Kleim and a Business Technology manager is being hired to supervise the section.

Paul Scarlett distributed and reviewed several handouts re: changes to Structural Plan Review and Life Safety Plan Review. Kathi Futornik asked if these reviews are being tracked to see how many of them will come in to see how effective the changes are. Paul Scarlett said that yes the reviews will be monitored. Allan Beard supported the changes. Rick Michaelson also supported the changes.

Simon Tomkinson asked if the changes would be applicable to remodels. BDS staff Terry Whitehill and Jim Nicks noted that BDS made a policy decision to first focus on new single family construction and once it was fully implemented, BDS was committed into looking at remodels. Simon Tomkinson supported the proposed changes.

Goudarz Eghtedari suggested that the handouts referred to engineers as either noted that handouts referred to engineers as both "licensed structural engineer" and "licensed engineer in Oregon." Terry Whitehill agreed to revisit the terms and have them be consistent throughout the documents. BDS staff confirmed that a mailing was scheduled to go to the engineers.

Greg Theisen asked if the fees would be adjusted over time if in fact these efficiencies translated into cost savings over time, Paul Scarlett agreed to look at both the time saved and the cost savings associated with these efficiencies.

BDS Budget & Fee Increases

Denise Kleim, Administrative Services Manager distributed a draft copy of the BDS Dashboard for review. She reported that initial feedback she received via email was that there were not enough performance measures. Greg Theisen asked DRAC members what else they would like to see in terms of performance measures to be tracked throughout the year.

Simon Tomkinson suggested a month to month comparison to better understand the month-to-month costs. Rick Michaelson suggested documenting the number of inspections per permit and the average waiting time in the DSC. Greg Theisen suggested the dashboard to be in color for easy reference at the trends. Paul Scarlett suggested that the DRAC review the dashboard on a quarterly basis vs. a monthly or a yearly basis.

Next, Denise Kleim handed out the proposed fee increase package and reviewed the key points of the budget and the fee increases. She noted that there were numerous meetings with customer groups to review the budget and fees and BDS has received support from them.

Simon Tomkinson made a motion to support the BDS proposed budget and associated fee increases for 2007-2008. Alan Beard seconded the motion. The motion was carried with Peter Finley Fry abstaining. Anne Hill agreed to draft an endorsement letter for the DRAC to review and Simon Tomkinson to sign.

Subcommittee Updates

Subcommittee updates were carried over to the June meeting.

Proposed BES Fee Increases Follow Up

Kathi Futornik updated the DRAC on the BES Fee proposal discussion that occurred at the 4/17 Green Subcommittee meeting and at the May Stormwater Advisory Committee (SAC) meeting. At the end of both meetings participants supported the proposed fee increases for Land Use Reviews.

Lana Danaher, Bureau of Environmental Services (BES), distributed a background summary and table of proposed BES Land Use Services Fee Analysis Matrix for review. After she reviewed the documents with DRAC, she noted that BES would be re-examining the System Development Charges (SDC) structure and how they could build in incentives for green building. SAC was also interested in looking at this issue in their meetings this year. She reminded DRAC that the proposed fee increases would not solve the BES staffing problem but will move toward solving the problem in the long term.

Bonny McKnight asked how much more could be assigned to BES without the funds to pay for the requirements? Peter Finley Fry followed up by asking if there had been discussions about flat fee vs. cost recovery tracks as options for the fee increases. Lana Danaher suggested that both of those issues should be part of the larger policy discussion about how much cost recovery, the SDC structure, staffing and incentives.

Greg Theisen asked Rebecca Esau what the issues were re: Land Use Reviews and BES/PDOT. Rebecca noted that the delays were sometimes weeks long and that is why BDS has been supportive in working with the other development bureaus in developing the proposed fee increases.

Simon Tomkinson supported the fee increases in a context of not having the burden on the small and if there was a commitment to an ongoing dialogue re: the fee increases and what the reaction is from community members and customer groups. Greg Theisen supported Simon's suggestions.

Simon Tomkinson made a motion to support the BES proposed Land Use Review fee increases for 2007-2008 with the conditions that there will be a organized outreach effort and a continuous policy discussion re: what is appropriate in terms of fees and how they are or aren't consistent with the City's policy goals. The motion was seconded. The motion was carried with Peter Finley Fry abstaining. Anne Hill agreed to draft an endorsement letter for the DRAC to review and Simon Tomkinson to sign.

Proposed PDOT Fee Increases for Land Use Reviews

Christine Leon, Portland Department of Transportation (PDOT) distributed the DRAFT ordinance outlining PDOT's proposed fee increases for land use reviews and reviewed the increases. Rick Michaelson asked if staff could track final plats with streets vs. final plats without streets to clarify the fee increase for final plats. Simon Tomkinson asked about what outreach had been done in terms of these fees. Kurt Krueger, PDOT, noted that the feedback they have received from customers was to increase fees for more services. Alan Beard asked what the total would be for the proposed fee increases. Kurt Krueger replied that they would be approximately 15-20%. Bonny McKnight proposed that a policy discussion/presentation be made to engage the Planning Commission re: connecting policy goals and directives with current fee schedules.

Simon Tomkinson made a motion to support the PDOT proposed Land Use Review fee increases for 2007-2008 with the conditions that there will be a organized outreach effort and a continuous policy discussion re: what is appropriate in terms of fees and how they are or aren't consistent with the City's policy goals. The motion was seconded. The motion was carried with Peter Finley Fry abstaining. Anne Hill agreed to draft an endorsement letter for the DRAC to review and Simon Tomkinson to sign.

DRAC Meeting, Thursday, June 14th 7:30-9:00 a.m.

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