

**Development Review Advisory Committee Work Plan  
2014-2015  
Updated 7/10/14**

**The Goal of the DRAC:**

**To foster a timely, predictable and accountable development review process that implements the City's goals for land use, transportation, housing, economic development, neighborhood livability and the environment; and advocates for and supports consistent and fair application and implementation of regulations.**

**To meet this goal, DRAC's focus for FY 2014-15 is outlined in this workplan.**

**Ongoing Items**

Topic/ Issue	Description/Goals	Format/Start Date	DRAC Members	Status
<b>Tree Ordinance</b>	The Citywide Tree Policy Review and Regulatory Improvement Project is a multi-bureau effort to clarify, simplify and provide a consistent and effective regulatory framework for trees in the City of Portland. The DRAC will review the impact of the regulations on the development industry and will consider developing metrics (relevant to the development industry) for evaluation of the code.	1. Updates to DRAC before implementation, 6 months after, 1 year after 2. Review impacts on BDS and the development community 3. Participation in external stakeholders group	1. All 2. All 3. Jeff Fish	
<b>BDS IT Advancement Project (ITAP)</b>	BDS will make a major investment in technology over the next two years. BDS envisions a system that will include the following capabilities: • Electronic access to all historic permit and land use records for customers and staff • Online land use and permit application and plan submittal • Electronic plan review • Online fee payment and permit issuance • Electronic entry of inspection results and real-time access for field staff and customers	1. Monthly update to full DRAC 2. DRAC members participate on Citizen Advisory Committee	1. All 2. Rob Humphrey	Ongoing
<b>Public Works Permitting</b>	The City Council has directed that an Inter-Agency Team with representatives from the development bureaus work with the DRAC (in an advisory capacity) to accomplish the following tasks: 1. Establish formal appeals processes for PBOT, BES, PWB, and PPR 2. Develop and present for City Council approval a standardized Systems Development Charge (SDC) program which offers customers a uniform approach to SDC low income waivers, SDC deferrals, and SDC financing.	Quarterly update to full DRAC	All	Ongoing
<b>Revenue &amp; Budget Tracking</b>	Focusing on the impacts of the economic downturn on the Development Review Bureaus—specifically BDS' budget and programs. Continuing to focus on transparency in the development review process among bureaus, increasing efficiency, and customer service. • A DRAC member will participate on the BDS Financial Advisory Committee, reviewing BDS's financial model and projections. • A DRAC member will participate on the BDS Budget Advisory Committee. • BDS staff will update the committee on BDS budget revenues and expenditures at monthly meeting. • Development Review Bureaus will update the committee on affected revenues and expenditures. • Actively support fiscal initiatives as they arise throughout the year.	Monthly update to full DRAC	All	Ongoing

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<b>Subcommittees</b>				
<b>Topic/ Issue</b>	<b>Description/Goals</b>	<b>Format/Start Date</b>	<b>DRAC Members</b>	<b>Status</b>
<b>Residential Demolitions</b>	Review City Code, policy, and processes related to residential demolitions, including demolition delay and notice. Make recommendations for policy / practice changes.	Subcommittee	DRAC: Claire Carder, Jeff Fish, Steve Heiteen, Rob Humphrey, Maryhelen Kincaid  Guest: John Hasenberg	Actively meeting
<b>Plan Review / Permit Process</b>	Examine current City plan review and permitting processes and provide recommendations for improving communication and coordination between City development bureaus and the timeliness and efficiency of plan review and permit issuance functions.	Subcommittee	TBD	Need to establish Subcommittee
<b>Development Fees &amp; Regulations</b>	DRAC will examine: 1. The cumulative effects on development of fee increases at development-related City bureaus; 2. Ways to decrease regulations and increase efficiencies in the development review process in order to minimize future fee increases.	Subcommittee (will meet periodically as specific issues arise)	TBD	Need to establish Subcommittee
<b>SDCs</b>	SDCs are a key issue in the development community. The fees have been growing, and there has not been a comprehensive review. The DRAC will: 1. Examine when SDCs are considered and how they are developed 2. Understand who is involved in the development of SDCs, including the role of the City or State 3. Look at where each SDC is collected and examine how the funds are distributed and spent. 4. Review the increasing impact of SDCs on mid-rise projects with residential components.	Subcommittee	DRAC: Jeff Cole, Jeff Fish, Maryhelen Kincaid, Rick Michaelson, Keith Skille  City: Lana Danaher (BES), Matt Grumm (Comm. Saltzman), Andy Peterson (BDS), Riley Whitcomb (Parks)	Has not met