



City of
PORTLAND, OREGON
Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, February 14, 2008

Attendees:

DRAC Members Present:

Rick Michaelson	Simon Tomkinson
Greg Theisen	Peter Finley Fry
Alan Beard	Bonny McKnight
Dennis Wilde	Michele Rudd

Guests

Susan Steward, BOMA	Lyn Bonyhadi, Metro
Linda Bauer	Corey Mullen, Schnitzer Steel
Jim McCauley, HBA	Joe Mischoff, Ridgeway Development, LLC
Michael Sestric, Institutions Coalition	

City Staff Present:

Paul Scarlett, BDS	Anne Hill, BDS
Andy Peterson, BDS	Rebecca Esau, BDS
Ross Caron, BDS	Kurt Krueger, PDOT
Ross Turkus, BDS	Tom Carter, BDS
Cindy Dietz, Water	Denise Kleim, BDS
Hank McDonald, BDS	Michael Armstrong, OSD
Christine Leon, PDOT	Alisa Cour, BDS
Mary Pat Gardner, BDS	Charles Auch, BDS

DRAC Members Absent:

Kathi Futornik	Charlie Grist
Goudarz Eghtedari	Jeff Perala
Tom Skaar	Melvin Oden-Orr
Don Geddes	Steve Heiteen

Handouts

1/10/08 DRAC Minutes
BDS Proposed Budget FY 2008-09
BDS Workload Snapshot
High Performance Green Building Policy Meeting Packet
PDOT PCC Title 17 Memo
Projects of Interest & Changes to City Titles/Administrative Rules Matrix
Erosion Control Manual Update
DRAC 2008 Proposed Workplan Worksheet

Convene Meeting

Chair Simon Tomkinson convened the meeting and asked if anyone had any changes to the January meeting minutes. With no changes, the January 10, 2008 meeting minutes were approved.

Portland Sustainability Initiatives

DRAC member Dennis Wilde distributed and reviewed the *High Performance Green Building Policy Meeting* packet of materials from the January 29, 2008 meeting. As a result of multiple groups and initiatives about Green Building, OSD and BDS staff convened a Green Building Kick Off (called the *High Performance Green Building Policy Meeting*) to review the various initiatives, policies and options and what their next steps and connection to one another are.

Dennis Wilde suggested that if anyone had questions re: the High Building Performance (Green Building Policy/fee-bate) proposal and process to contact Michael Armstrong/Office of Sustainable Development (OSD) marmstrong@ci.portland.or.us and to contact Lori Graham/Bureau of Development Services (BDS) grahaml@ci.portland.or.us for questions about the Local Amendment (Building Code and green building). He concluded by noting that DRAC members have been invited to participate in both processes, and the DRAC Green Building Subcommittee will meet in late spring to assess if anything more needs to be addressed at that time, and to report back to DRAC.

Director's Report

Inspections Division Re-Organization

Director Paul Scarlett explained that the Inspections Division has been split back into the Residential Inspections Division led by Jim Nicks, and the Commercial Inspections Division led by Hank McDonald. The staff to management ration had been high in the combined division which led to not enough time for management to focus on expansion of the residential program. Dennis Wilde noted that he would miss Jim and his dedication to the work on the commercial side.

BDS Proposed Budget FY 2008-09

Paul Scarlett passed out the BDS proposed Budget and updated the DRAC on the public process meeting times and locations:

- | | | | |
|---------------------------------------|---------|-------------------------|--------------|
| 1. Budget Forum 1 | 2/21/08 | Alder Elementary School | 6:30-8:30 pm |
| 2. Budget Forum 2 | 2/27/08 | Metro. Learning Center | 6:30-8:30 pm |
| 3. Budget Team/
Comm. Adams & Sten | 3/11/08 | Council Chambers | 9:00-9:30 am |
| 4. Potential Budget Team | 3/18/08 | Council Chambers | 9:00-9:30 am |
| 5. Budget Hearing | 5/8/08 | King Elementary | 6:30-8:30 pm |

Administrative Services Manager Denise Kleim distributed and reviewed the *BDS Workload Snapshot*. Denise Kleim noted that the bureau is keeping a close eye on the financial projections as the economy fluctuates. Permits continue to increase, although they are alterations and remodels vs. new construction meaning that workload continues to be high, but the revenues are slightly decreased. DRAC member Greg Theisen asked how we are doing in comparison to last year at this time. Director Paul Scarlett suggested that staff give a quarterly update at the April meeting on the first 3 months of '08.

Susan Steward, BOMA asked what the \$6 million budget increase was for. The increase is outlined as follows:

- +\$1.4 million FY 2008-09 decision packages
- +\$1.0 million "summer adds" and Fall BuMP
- +\$1.3 million inflation
- +\$0.5 million General Fund overhead
- +\$2.5 million increase in the bureau's ending fund balance
- \$0.3 million reduction in external services (IT program revision)
- \$0.1 million reduction in General Operating Contingency (this number is calculated by us)

Total +\$6.3 million difference

New Single Family Plan Review Process

Paul Scarlett asked Plan Review/Permitting Services manager Andy Peterson to review the updated New Single Family Plan Review Process. Andy Peterson explained that effective Wednesday, February 13, 2008 BDS changed the way 1 & 2 unit residential projects are taken in and reviewed. The New Single Family Residential (NSFR) Submittal and Review Process is a streamlined intake and review system that replaces both the Customer Assistance Track and Fast Track intake and review processes. Highlights of the NSFR Submittal and Review Process include: (1) No appointment is necessary; (2) A consistent submittal process for all 1 & 2 unit NSFR projects; (3) Plans are accepted daily during normal business hours; and (4) Submittal quality & project complexity determines the review time. DRAC member

DRAC member Bonny McKnight asked if the inter-agency partners were involved in the redesign of the process and to clarify what "quality" meant in terms of the plans. Andy Peterson explained that all inter agency partners were involved and that "quality" referred to the submitted plans being complete in their design. Jim McCauley, HBA thanked BDS for taking this re design on. He continued by noting that the HBA continue to stress with their members that they have to submit a complete set of plans to ensure efficiency and clarity.

DRAC Website

Customer Service/Public Outreach manager Alisa Cour explained that there is a new page on the BDS website for the DRAC, complete with agendas, minutes, subcommittee reports and documents. BDS is hoping this will be a benefit to DARC members and other stakeholders.

<http://www.portlandonline.com/bds/index.cfm?c=46405>

Changes to City Titles/Administrative Rules Proposal

At the January DRAC meeting, DRAC member Bonny McKnight questioned the consistency of what should be brought to DRAC for review: proposed changes to City Titles and proposed changes to Admin Rules, or just proposed changes to City Titles. She noted that there were changes to the Erosion Control Manual reported in the Plans Examiner (BDS newsletter) that had not come to the DRAC. Site Services manager Ross Caron and Land Use Services Manager Rebecca Esau distributed and reviewed the *Projects of Interest & Changes to City Titles/Administrative Rules Matrix* as a proposal to address Bonny McKnight's concerns. Bonny McKnight appreciated the proposal; DRAC members accepted the proposal, and DRAC member Simon Tomkinson agreed to provide space on the agenda for member updates.

Portland City Code—Title 17

PDOT development review manager Christine Leon reviewed the *PDOT PCC Title 17 Memo*, inviting DRAC members to serve on a committee to review the changes in the code and represent the DARC as other issues are presented. DRAC member Rick Mickelson agreed to sit on the committee along

with Corey Mullen of Schnitzer Steel. DRAC Member Bonny McKnight wanted to know how PDOT could make the process more explicit vs. implicit. DRAC member Simon Tomkinson noted that the more people looking at the Title as a whole to identify where the problems or issues are is a benefit. He suggested linking the documents to the DRAC web page for members to review and to have Rick report back to the DRAC. Bonny McKnight followed up by asking why Title 17 did not have a review body similar to Title 33 and the Planning Commission and the RISTAT committee. Christine Leon explained that there was not a review body at PDOT similar to either the planning Commission, the RISTAT, or to the DRAC. Bonny McKnight agreed to push for ongoing review and funding to allow this to happen at PDOT through the budget process.

Erosion Control Manual

BDS Staff Tom Carter distributed and reviewed *Erosion Control Manual Update* handout including a review of the issues, the project history, and next steps. DRAC member Bonny McKnight asked if the public notices had been distributed to the neighborhoods. Tom Carter explained that the notices had been distributed to the coalition offices and published in the Oregonian and Plans Examiner. Linda Bauer asked for a hard copy of the updates and thought that 2 weeks would be an appropriate time to extend the review period—February 28, 2008.

DRAC 2008 Workplan

DRAC Chair Simon Tomkinson distributed and reviewed the *DRAC 2008 Proposed Workplan Worksheet*, inviting DRAC members to comment on the current plan and any additional areas they would like to address this year.

DRAC Meeting, Thursday March 13th, 2008 7:30-9:00 a.m.

Minutes prepared by Anne Hill—February 19, 2008