



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee  
MINUTES  
Thursday, May 8th, 2008**

**Attendees:**

**DRAC Members Present:**

Simon Tomkinson	Greg Theisen
Alan Beard	Tom Skaar
Steve Heiteen	Rick Michaelson
Goudarz Eghtedari	Michele Rudd
Kathi Futornik	

**Guests**

Corey Mullen, Schnitzer Steel  
Jim McCauley, HBA  
Linda Bauer

**City Staff Present:**

Paul Scarlett, BDS	Anne Hill, BDS
Andy Peterson, BDS	Rebecca Esau, BDS
Ross Caron, BDS	Kurt Krueger, PDOT
Nora Mullane, BDS	Chris Weir, PDOT
Debbie Cleek, BDS	Alex Bejarano, PDOT
Cindy Dietz, Water	Paul Cathcart, BDS
Christine Leon, PDOT	Alisa Cour, BDS
Eric Engstrom, Planning	Kassandra Griffin, Parks
Lana Danaher, BES	

**DRAC Members Absent:**

Peter Finley Fry	Don Geddes
Dennis Wilde	Bonny McKnight
Jeff Perala	Charlie Grist

**Handouts**

4/10/08 DRAC Minutes  
Inter Bureau Code Change Project List  
Living Smart Program Annual Activity Report  
Private Streets Administrative Rules—handout  
BES Storm Water Management Manual Administrative Rules Public Hearing –Handout  
Public Works Permitting Update—Packet  
2008 DRAC Workplan

## **Convene Meeting**

Chair Simon Tomkinson convened the meeting and asked if anyone had any changes to the March meeting minutes. Goudarz Eghtedari abstained due to not being in attendance at the April meeting. The DRAC members approved the minutes. Simon Tomkinson invited DRAC members to review the: Inter Bureau Code Change Project list ([ross.turkus@ci.portland.or.us](mailto:ross.turkus@ci.portland.or.us)) , the Living Smart Program Annual Report ([hilla@ci.portland.or.us](mailto:hilla@ci.portland.or.us)) , and the Bureau of Environmental Services (BES) Storm Water Management Related Administrative Rules Public Comment schedule ([danaherl@ci.portland.or.us](mailto:danaherl@ci.portland.or.us)) and follow up with the contacts listed on the documents.

## **Director's Report**

### 2008-'09 Budget

BDS Director Paul Scarlett updated DRAC members on the City's budget process. The first public hearing was scheduled for that evening—Thursday, May 8<sup>th</sup> at 6:00 pm at King Elementary School in NE Portland. He along with other BDS staff were planning on attending the hearing. The Mayor did not approve funding package for Neighborhood Inspections Program (NIT) nor for Green Building related packages but there is work being done on alternative forms of funding. DRAC member Tom Skaar asked what would happen if NIT and the Green building initiatives were not funded. BDS Director Paul Scarlett explained that staff was looking at proposing changes to the NIT fee structure and that the Green Building would continue to be a focus of the bureau. HBA staff Jim McCauley noted that his organization received a commitment of \$25,000 as matching funds from the National Homebuilders Association for a green building pilot with the City of Portland. DRAC Chair Simon Tomkinson volunteered to testify at the budget hearing.

BES staff Lana Danaher noted that BES will be raising the sanitary SDCs 8% but for LEED there will be reductions. PDOT staff Christine Leon noted that the Transportation SDC will be raised 9%.

BDS has requested two additional positions in the FY 08-09 budget. One position is a Management Analyst to assist in the Code Improvement Section which is responsible for Code Guides, Program Guides, tracking Legislative initiatives involving building code programs, and writing city ordinances for a variety of issues including solid waste containers in the right-of-way, green building local code amendment, five-story wood frame construction, animal care facility regulations etc. The other position is an Office Support Specialist II to staff the new Welcome Center in the first floor lobby. Staff at the Welcome Center will greet customers, answer questions, and give directions and information regarding all building tenants. This would provide a much-improved experience for customers and improve their experience in the building

### Financial Forecast—Quarterly Update

The number of all construction permits issued this year is 6% lower than last year. However there is an overall increase in valuation of 9.5% (commercial valuation is up 17.2%; residential valuation is down 20.9%). Revenue projections for FY 08-09 are still projected to be as forecast in the bureau's financial plan and budget.

## **Public Works Permitting Program**

PDOT staff Chris Weir distributed and reviewed the Public Works Permitting Update packet.

DRAC member Tom Skaar supported the effort and asked if Chris would have the authority to break down log jams that occur between bureaus reviewing public works permits. BES staff Lana Danaher explained that Chris Weir works for the Bureaus of Environmental Services (BES), Water, and Transportation (PDOT). PDOT staff Christine Leon further explained that Chris will act as a catalyst for the 3 bureaus to address the issues and facilitate resolution. BDS Director Paul Scarlett asked who Chris' contacts are at BDS. Chris Weir noted that he worked with Nora Mullane and with Sarah Radelet at BDS. He continued by commending the DRAC in being instrumental in getting this program getting funded

DRAC Chair Simon Tomkinson noted that he was interested in more opportunities for peer review in the process. DRAC member Tom Skaar asked if there were plans for establishing benchmarks and monitoring turnaround times. Chris Weir explained that he will be establishing a baseline by developing by developing the process and then establish the timelines. Chris Weir invited DRAC members to attend the Public Works Permitting Meeting on May 21, 2008.

### **Private Streets**

Eric Engstrom, Planning and Paul Cathcart, BDS distributed and reviewed the Private Streets Administrative Rules handout. The rule is the one place where all of the regulations (DEQ, new fire codes, BES Storm Water Management Manual updates) relating to private streets will be located or referenced. DRAC member Tom Skaar asked if the rule will have multiple cross sections. Eric Engstrom noted that yes; the goal of the update to the rule is to integrate the different rules and standards into clearer sections and drawings. PDOT staff Christine Leon wanted to clarify that there would be no policy change for private street requirements. Eric Engstrom said noted that there would be no change to the requirements. The roll out for the amended rules was projected to be Fall 2008.

### **DRAC—Purpose**

DRAC Chair Simon Tomkinson invited DRAC members to talk about what the Committee is focusing on; are they the right issues? Are there missing pieces? What should we (DRAC) be looking at in terms of budgets? Should there be more focus on the discretionary items vs. the mandated items? He continued by saying that the DRAC has been more proactive vs. reactive during the last 18 months and thanked BDS Director Paul Scarlett for his leadership and support of the DRAC.

Director Paul Scarlett noted that Commissioner Leonard had great respect for the DRAC as a body and that he applauds your (DRAC) work. Paul Scarlett suggested that the Committee might develop framework organized around budget, program, and policy issues.

DRAC member Tom Skaar noted that many of the issues he joined the DRAC to look into, have been addressed. He thought that DRAC should continue to be involved with Green Building, Storm Water issues and SDC fees. Planning staff Eric Engstrom suggested that the DRAC track the Portland Plan as it develops. DRAC member Alan Beard thought that DRAC does a fantastic job and we (BDS) should get the word out. He suggested that BDS assist the Committee in communicating the successes to the broader development community.

DRAC member Greg Theisen suggested that as the development review bureaus become more efficient in terms of bringing new systems on line; including the TRACS system sending more and more documents electronically, there should be a technical review of those systems and an understanding of those efficiencies.

DRAC member Goudarz Eghtedari noted that he understands the position and goal of the DRAC. In some meetings he observes that DRAC scrutinizes every detail vs. focusing on what the Committee's mandates are. For example, balancing the scrutiny of development fees with those services being provided by the City for the residents. He thought it was good to revisit what the DRAC is working on, and commended DRAC Chair Simon Tomkinson for bringing this item to the agenda.

HBA staff Jim McCauley agreed that the DRAC should track the Portland Plan process specifically on issues such as the future of infill in the City and his concern that there will be unrealistic goals developed in terms of density. Green Building is another issue that DRAC should continue to track and participate in most notably getting the High Building Performance Pilot off the ground and the green build FTE in place so there will be cost efficient pathways for the public to use.

DRAC member Kathi Futornik noted that the Storm Water Advisory Committee and the Watershed Committee would most likely be consolidated at BES during the next year. The DRAC should track this integration since it will effect both compliance and development in the City. Sam Adams' key interest in Green Streets is another policy issue for DRAC to track. DRAC member Tom Skaar thought that the group should talk about getting members onto other committees and boards. He and Kathi Futornik sit on the RISTAT staffed by the Planning Bureau and their terms will be up at the end of the year.

DRAC member Michele Rudd noted that as a Planning Commissioner, any suggestions or proposals the DRAC would have in terms of incentives vs. regulations and fees that could be included in the Portland Plan was of interest to her.

DRAC Vice Chair Steve Heiteen saw DRAC as a clearing house for tracking fees and increases cumulatively especially in an environment where financing is getting challenging for developers.

BES Staff Lana Danaher noted that she was initially confused about the DRAC convening a subcommittee to review SDCs when that was really the work of the Public Utilities Review Board (PURB); but she saw the value in the subcommittee's interest in focusing on what the cumulative impact of those fees were.

DRAC member Tom Skaar suggested the Committee look at tracking several development projects regarding their associated fees and charges and compare them to the costs in '06 and '07 to see where the increases were. DRAC member Rick Mickelson thought that developing measuring tools to evaluate and track these costs from year to year would be valuable. DRAC Chair Simon Tomkinson agreed that a metric would be helpful.

PDOT staff Christine Leon noted that PDOT does not have an advisory group, so her staff uses the DRAC as a sounding board for code updates, policy changes and program development.

**DRAC Meeting, Thursday June 12th, 2008 7:30-9:00 a.m.**  
Minutes prepared by Anne Hill—May 20th, 2008