



City of
PORTLAND, OREGON

Development Review Advisory Committee

**Development Review Advisory Committee
MINUTES
Thursday, September 11, 2008**

Attendees:

DRAC Members Present:

Simon Tomkinson	Michele Rudd	Tom Skaar
Alan Beard	Bonny McKnight	Goudarz Eghtedari
Carrie Schilling		

Guests

Jim McCauley, HBA	Linda Bauer	Susan Steward, BOMA
Carly Ritter, PBA		

City Staff Present:

Paul Scarlett, BDS	Anne Hill, BDS	Andy Peterson, BDS
Rebecca Esau, BDS	Ed Marihart, BDS	Kurt Krueger, PDOT
Richard Appleyard, BDS	Nora Mullane, BDS	Eric Engstrom, Planning
Jim Nicks, BDS	Hank McDonald, BDS	Denise Kleim, BDS
Lana Danaher, BES	Kassandra Griffin, Parks	Cindy Dietz, Water
Michael Armstrong, OSD		

DRAC Members Absent:

Rick Michaelson	Kathi Futornik	Dennis Wilde
Steve Heiteen	Jeff Perala	Charlie Grist
Don Geddes	Greg Theisen	

Handouts

6/12/08 and 8/14/08 DRAC Minutes
DRAC SDC Subcommittee Summary of Findings (to date)
Inter-Bureau Code Change Project List
Proposed Code Change Title 29: Exterior Maintenance Summary
Proposed Title 29 Code Changes
Neighborhood Inspections Property Maintenance Compliance Process
BDS Draft Technology Plan
BDS Strategic Plan—Background Information

Convene Meeting

Chair Simon Tomkinson convened the meeting, introduced new DRAC member Carrie Schilling representing Land Use Professionals, and reviewed the meeting packet materials. When there was a quorum, the DRAC adopted the June and the August meeting minutes. DRAC member Bonny McKnight asked if there was a policy that was connected to the CEPTED (Crime Prevention Through Environmental Design) presentation at the August DRAC meeting. BDS staff Hank McDonald explained that the proposed policy would affect publicly financed multi family housing. Bonny McKnight followed up and asked if there was any discussion regarding hard and soft dollars. Hank McDonald explained that there would be a stakeholder group to work through the details. Bonny McKnight requested that the seven (7) Neighborhood Coalitions be contacted and invited to participate. Hank McDonald agreed to pass on the request.

Director's Report

- BDS Director Paul Scarlett reported that the Bureau is seeing a 10% slowdown in some workgroups due to the economy. He is continuing to hold vacancies open in some workgroups so the leadership can continue to monitor the bureau's workload and revenues before filling vacancies. He noted there would be a report on the FY '08-'09 1st quarter at the October DRAC meeting.
- Director Paul Scarlett applauded the DRAC for having one of the *Green Building Report* recommendations become a reality as the Alternative Technology Committee was approved by City Council. Commissioner Leonard is supportive of the 3 member committee that will be a first in the nation. DRAC Chair Simon Tomkinson noted that this would be of great assistance to both the industry and to the Bureau as there will now be a venue for discussing the use of new technologies and the application of the Building Code.

DRAC member Bonny McKnight wanted clarification around if the City's Green Building Policy draft was already open for public comment in August. OSD staff Michael Armstrong noted that the policy should be out for public comment by mid October.

Title 29 Amendment Review Process

DRAC Chair Simon Tomkinson updated the committee on the series of meetings that occurred over the last month with representatives from the Small Business Advisory Council (SBAC), the Alliance of Portland Oregon Neighborhood Business Associations (APNBA), and the Portland Chapter of Building Owner and Managers Association (BOMA) and BDS staff to review the proposed code language to Title 29: Exterior Maintenance. The group reached consensus by ensuring that the language focused on exterior repair and maintenance vs. triggering new requirements. The Chair noted, while the process was open and agreement was reached, there were participating organizations who continued to be opposed to the proposed changes to PCC Title 29.

BDS Neighborhood Inspections Section Manager Ed Marihart reviewed the Title 29 handouts including the proposed code language and process flowcharts outlining the complaint and appeals processes. He appreciated the support and participation from those in the business community who attended the meetings and added their comments and edits. DRAC member Bonny McKnight commended the process and asked about sporadically used buildings and what codes applied to things like stormwater runoff. She added that there might be a need for public investment to support such repairs. BES staff Lana Danaher clarified that there have always been regulations for stormwater run off. PBA staff Carly Ritter asked what the fees would be for a derelict building that did not come into

compliance. Ed Marihart explained that the fees were \$500 a month for the first 6 months and then the fees would double. DRAC Chair Simon Tomkinson explained that there was a large docket of administrative rules to protect land owners and to facilitate better neighborhoods. Bonny McKnight moved to approve the proposed changes to the PCC Title 29 Property Maintenance Code. Simon Tomkinson seconded the motion. DRAC voted unanimously to support the changes. Staff will draft letter to City Council for the Chair to sign.

BDS Strategic Plan

BDS Director Paul Scarlett reviewed the BDS Strategic Plan—Background Information handout. He explained that both the Commissioner's Office and the Bureau's Labor Management Committee support the BDS leadership moving forward in the development of a Strategic Plan, and he was asking for support of the DRAC. DRAC Chair Simon Tomkinson asked what the result of the Plan would be. The Director explained that he envisioned a living document that was a road map reflecting those initiatives and priorities the bureau was currently working on. DRAC member Bonny McKnight noted that she liked that the plan was mere indication of who the Bureau is vs. a rigid plan. She requested that BDS present this document to the City Council and the Planning Commission. DRAC member Goudarz Eghtedari suggested that the graphic of the road look less like "the road to nowhere," and if the Plan would be tied to an Operations Plan. Director Paul Scarlett explained that the Plan compliments other documents. DRAC member Tom Skaar commented that he had no problem supporting the Plan. However, he was not sure why the Bureau was engaging in this now since BDS had made great strides and changes in the past 5 years; there was not much else to 'fix.' Simon Tomkinson moved to get approval from the DRAC for BDS moving forward with the Strategic Plan. Bonny McKnight seconded the motion. The Committee unanimously supported the motion.

BDS Information Technology Update

BDS Administrative Services Manager Denise Kleim explained that the technology was behind the scenes but very much a part of strategic planning process. Business Technology Manager Richard Appleyard was introduced by Denise Kleim. He distributed and reviewed the BDS Technology Plan draft with the Committee. DRAC member Bonny McKnight asked if there would be a format with the new technology developments for reports such as the Arborist Report to be connected to the new submittal forms for Tree Preservation plans. DRAC Chair Simon Tomkinson followed up by noting that the lack of consistency across the bureaus and the processes made submittals very difficult. DRAC member Tom Skaar asked if the web-based system would enable him to access TRACS on his PDA. Richard Appleyard explained that yes, he would be able to with a TRACS account, plus the public portal would allow review of permits under review with a log in. DRAC member Bonny McKnight asked what the timelines were. Richard Appleyard explained that the handout reflected past, current, 1 year and 2-3 year projects.

DRAC Member Tom Skaar asked what the costs associated with the innovations were. Richard Appleyard explained that the majority of the expense is staff, because the updates to TRACS are already covered in the maintenance agreement. Currently he has 11 FTE devoted to TRACS—50-75% of that is running the current system and solving problems and 25% of their time is spent on development. DRAC member Tom Skaar commented that every 5 years it seemed as though \$1-2 million was spent on technology upgrades which always seem to be necessary. His concern was the Bureau wanting more technological advances than might be necessary. He would like to see some recognition that the system might not be the biggest or the best but that it meets the needs of the users. He continued that in his opinion 11 FTE was quite a commitment. Richard Appleyard explained that there

are far more development projects than resources available, so prioritization and focusing on the business goals of the Bureau become the focus of the decision making. DRAC member Tom Skaar followed up and asked if in the end the economic impact of the technology developments would alter the end users experience? BDS Director Paul Scarlett commented that one of the reasons he created and hired a Business Technology Manager was to field these types of questions and develop a meaningful business plan that was strategic and focused. He reminded the Committee that it had not been long ago when BDS was criticized for not keeping up with technology as it related to plan submittal and review.

BES staff Lana Danaher noted that, as more information becomes available on line, there should also be resources available to interpret what that information or data means so customers' needs can be aligned with development. Planning Bureau staff Eric Engstrom was encouraged to see that there would be ways for customers to access data.

BDS Director Paul Scarlett noted that the State Surcharge was increased to account for the development of the statewide E-permits system that would allow customers to submit their permits in one place for all jurisdictions in which they had permits. BDS staff Hank McDonald clarified that currently the system was solely for building permits and not for land use reviews or water or sewer related permits. DRAC member Tom Skaar asked if the work was duplicative. Administrative Services Manager Denise Kleim noted that staff will be assessing the state system versus continuing with the City's current system. For jurisdictions with no system, the state system is a great deal. For a jurisdiction like Portland with a system, there is the question of data and integration. She commented that the vendor that the City uses bid for the job and was not selected. There are commitments to develop an interface between the two systems.

DRAC Meeting, Thursday October 9, 2008 7:30-9:00 a.m.
Minutes prepared by Anne Hill—September 15th, 2008