



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, November 13, 2008

Attendees:

DRAC Members Present:

Steve Heiteen	Michele Rudd	Tom Skaar
Alan Beard	Goudarz Eghtedari	Carrie Schilling
Greg Theisen	Kathi Futornick	Dennis Wilde

City Staff Present:

Alisa Cour, BDS	Anne Hill, BDS	Andy Peterson, BDS
Jim Nicks, BDS	Hank McDonald, BDS	Denise Kleim, BDS
Rebecca Esau, BDS	Ross Caron, BDS	Kurt Krueger, PDOT
Eric Engstrom, Planning	Christine Leon, PDOT	Kassandra Griffin, Parks
Nora Mullane, BDS	Ross Turkus, BDS	Mike Hayakawa, BDS
Christine Appleberry, Planning	Steve Kountz, Planning	Lana Danaher, BES

Guests

Linda Bauer	Brad Carter	Janine Ryan
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DRAC Members Absent:

Rick Michelson	John Cisneros	Jeff Perala
Don Geddes	Charlie Grist	Simon Tomkinson
Bonny McKnight		

Handouts

10.09.08 DRAC Minutes
Inter-Bureau Code Change Project List
DRAC Packet to City Council—11/12/08
Summary of Public Comments—the Proposed Portland Plan Work Program
Results Minneapolis—Office of the City Coordinator, City of Minneapolis, Minnesota

Convene Meeting

Vice Chair Steve Heiteen reported that on November 12, 2008 DRAC Chair Simon Tomkinson, Green Building Subcommittee Chair Dennis Wilde, SDC Subcommittee Chair Don Geddes and he updated the City Council on the DRAC's goals and activities from 2005 through the present. He noted that Mayor Potter and Commissioner Fish asked good questions and that Commissioner Leonard commended the DRAC's work. Commissioner Saltzman and Mayor-elect Adams were not present. Dennis Wilde agreed that it appeared to be a success. There was a lot of interest in the work DRAC had done on impact assessment and the focus on streamlining processes. Vice Chair Steve Heiteen directed the DRAC to the meeting packet that included the power point presentation and supporting materials distributed to City Council.

The DRAC adopted the October 10th meeting minutes.

Minneapolis Development Review

Former BDS City Planner Brad Carter introduced himself and Deputy Director of Development Review Janine Ryan who were both visiting from Minneapolis, Minnesota. He explained that they were spending several days in Portland meeting with BDS staff to learn more about programs such as Major Projects Group (MPG) and Living Smart; and innovative Land Use initiatives and green building initiatives. DRAC member Greg Theisen asked what the form of government was in the City of Minneapolis. Brad Carter explained that there are 13 Councilmen representing a series of Wards in the City. Deputy Director Janine Ryan distributed and reviewed a handout entitled *Results Minneapolis* that is a management tool Minneapolis City leaders use to monitor progress and offer strategic counsel toward achieving the City's adopted 5-year goals and 20-year vision.

Director's Report

BDS Administrative Services Manager Denise Kleim explained that BDS Director Paul Scarlett was out of town speaking on the City of Portland's green building and sustainable development initiatives in Hawaii.

- **SW Portland Landslide Update**— BDS Site Services Manager Ross Caron explained that currently there were seven properties not allowed to be occupied as a result of the October 8th landslide. The property owners were at different stages of meeting with their insurance companies and geo-technical consultants. Recently Commissioner Leonard and BDS staff met with the property owners and the status is to wait for the insurance companies. The City did pay for the slide area to be covered and hard piped so stormwater can be drained to Terwilliger Boulevard. DRAC member Tom Skaar asked what affect the BES Downspout Disconnect Program had on slide areas. BES staff Lana Danaher noted that the Downspout Disconnect Program has never been allowed in areas of the City that are prone to slides. DRAC member Dennis Wilde asked if there was any chance the properties could be habitable. BDS staff Ross Caron explained that a geo-tech report was under review by BDS that had been submitted by one of the property owners. DRAC member Kathi Futornik asked what the City's cost recovery was for this incident. Ross said that normally the City hiring a contractor would be reimbursed by the property owners but in this situation it was unclear.
- **BDS Budget**—BDS Administrative Services Manager stated that the issued building permits were down 9.5% and that the total valuation was down 19%. There were more building permit applications submitted in October than in August and September combined but there were only 6 projects submitted since July 1, 2008 over \$3 million versus the first 6

months of 2007-08 when there were 28 projects submitted over \$3 million. Bureau continues to hold 32 positions vacant.

BDS managers have been asked to organize their programs in highest to lowest priority. The Bureau has stopped most overtime, is holding on any travel or training requests unless they are funded through alternate sources, consolidated supplies and supply ordering and is looking at parking and fleet expenses.

The BDS Labor Management Committee (LMC) is supportive to work with management on solutions for the situation.

The City Council is looking at reduction packages from 2.5% -5.% to be submitted by all of the bureaus. BDS will be looking at a larger reduction package. There is a new budget process this year being laid out by Mayor-Elect Sam Adams. BDS will be convening a Budget Advisory Committee comprised of DRAC members (Simon Tomkinson, Michele Rudd, and Steve Heiteen), two land use chairs, two members of the Small Business Advisory Committee (SBAC) and 2 members of the LMC. They will meet 3-4 times through January to look at the Bureau prioritization of programs and services.

DRAC member Tom Skaar asked on average, what was the BDS' number of vacant positions at any given time. BDS staff Denise Kleim noted that at any given time 15 positions would be vacant—or 5% of the workforce.

PDOT staff Christine Leon explained that there were substantial shifts in PDOT with relation to the budget. She has several vacancies in her division that she is not planning to fill. The PDOT Budget Committee is reviewing cut packages--\$5 million from the current budget and an additional \$6 million FY 2009-10 budget.

DRAC member Tom Skaar asked if PDOT had reviewed the necessity for capital equipment through another audit. He suggested examining these capitol projects to see if the private sector can do the work cheaper which might be the case in this climate.

PDOT staff Christine Leon noted that a large audit was done several years ago taking a hard look at the Paving and Maintenance Program at PDOT. As a result of that study there were more projects that were bid to the private sector.

Portland Plan Update

DRAC member Michelle Rudd is a Planning Commissioner and liaison to the DRAC.

DRAC member Michelle Rudd explained that the Portland Planning Commission want the Portland Plan to be a document that the community owns and refers to as development and planning occurs in the City. A first step in this process is for the community to have opportunities to participate. Planning staff Christine Appleberry distributed and reviewed a *Summary of Public Comments—the Proposed Portland Plan Work Program*. Planning staff Steve Kountz explained the economic development research and analysis projects he is working on in conjunction with the Portland Plan. DRAC Vice Chair thanked Michele Rudd and the Planning staff for their presentation.

Zoning Code Inspections

Land Use Services manager Rebecca Esau explained that she assigned Land Use section manager Mike Hayakawa to develop a Zoning Inspection Pilot that would be ready to implement at the beginning of the year. BDS staff Mike Hayakawa described the goal of the program as a way to ensure that Land Use Reviews are enacted in the field. The program will be integrated into the IVR system so customers will call for a zoning inspection the same way they call for a building inspection. There will be no additional fees. The specific reviews to be inspected are still under consideration, but the focus is on design reviews, environmental reviews and greenway reviews. DRAC member Alan Beard asked if this

program would duplicate Design Review. BDS staff Mike Hayakawa replied that no, the program wouldn't duplicate Design Review, but through zoning inspections it would make sure that the design elements were completed.

New Business

- DRAC members decided to invite BES, PDOT, Water, and Parks to present portions of their budgets at the December DRAC meeting.

DRAC Meeting, Thursday December 11, 2008 7:30-9:00 a.m.

Minutes prepared by Anne Hill—November 19th, 2008