



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, February 12, 2009

Attendees:

DRAC Members Present:

Steve Heiteen	Keith Skille	Goudarz Eghtedari
Carrie Schilling	Greg Theisen	Kathi Futornick
Jeff Fish	Renee Loveland	Simon Tomkinson
Bonny McKnight		

City Staff Present:

Alisa Cour, BDS	Anne Hill, BDS	Andy Peterson, BDS
Denise Kleim, BDS	Paul Scarlett, BDS	Rebecca Esau, BDS
Ross Caron, BDS	Hank McDonald, BDS	Morgan Tracey, BPS
Kurt Krueger, PDOT	Eric Engstrom, BPS	Christine Leon, PDOT
Kasandra Griffin, Parks	Nora Mullane, BDS	Cindy Dietz, Water
Lana Danaher, BES	Darrell Kipper, Water	Alisa Kane, BPS
Tom Bizeau, Staff, Commissioner Fritz		

Guests

Justin Patterson, Hoffman Construction	Linda Bauer, Citizen
Eric Steinmeyer, Pacific NW Title/PBA	

DRAC Members Absent:

Rick Michelson	Don Geddes	Charlie Grist
Michele Rudd	John Cisneros	Ed McNamara

Handouts

2.08.09 DRAC Minutes
Inter-Bureau Code Change Project List
BDS Requested Budget FY 2009-10
BDS Five Year Financial Plan FY 2009-2014
DRAC SDC Review Subcommittee Recommendations
BPS Citywide Tree Project Newsletter
BPS Citywide Tree Project—Key Directions & Initial Proposals

Convene Meeting

Chair Steve Heiteen convened the meeting and the DRAC adopted the January 12, 2009 meeting minutes. Greg Theisen motioned to approve the minutes, Simon Tomkinson seconded the motion and the DRAC members voted unanimously. The Chair invited members to review the meeting packet materials, which included January's updated *Inter-Bureau Code Change Project List* and the *Portland Energy Efficient Home Pilot* grant program press release. The Chair invited attendees to introduce themselves and share who they were affiliated with.

Director's Report

BDS Director Paul Scarlett noted that there have been quite a few changes at the Bureau. The Permit Center hours will be changing the first week of March 2, 2009 to closing time on Monday, Wednesday, Thursday and Friday being 4:00 instead of 3:00. This change resulted in the cancellation of Permit Night on Thursday nights as a way to reduce costs. Customers are being notified via the internet, on the BDS brochures and forms, and with flyers at the Permit Center.

Today is the City of Portland's 2nd Annual Youth Day focused on providing the City's youth with job shadowing opportunities. Benson and Jefferson High School students are spending time with BDS staff. The Director announced that he was invited to make remarks at the City's Black History Month Celebration. As the Director, he is proud to have the Bureau sponsor these types of events.

The Bureau is continuing to see a decline in workload and revenues. Bureau budgets were due the first week February, and BDS turned in the budget on time. The Director thanked the DRAC members for participating on the budget committee.

On February 17, 1999 a portion of the Planning Bureau—now Land Use Services Division—merged with the former Bureau of Buildings to become the Office of Planning and Development Review (OPDR) and then the Bureau of Development Services. The Bureau is planning a cost efficient celebration.

BDS Budget Update

BDS Administrative Services Manager Denise Kleim distributed and reviewed the *BDS Requested Budget FY 2009-10* and the *BDS Five Year Financial Plan FY 2009-2014*. The budget shows the 37 vacant positions as eliminated FY 2009-10. A Decision Package reflects an additional 18.5 positions being eliminated as of July 1, 2009. There will be two (2) subsequent phases of position reductions of 18.5 FTE each, in January, 2010 and June, 2010. This will be a total reduction of 92 positions from the 350 currently budgeted positions. The staff whose positions were identified as being eliminated in next year's budget has been notified. Management will be looking at other Bureau's openings and opportunities to contract "in" for the staff scheduled to be laid off.

DRAC member Keith Skille asked if these were lay offs. BDS staff Denise Kleim confirmed that yes, if there was no work for the staff elsewhere, they will be laid off as of June 30, 2009. DRAC member Simon Tomkinson asked if the general fund continues to decline is the Bureau prepared to make cuts sooner. BDS staff Denise Kleim noted that the majority of the BDS budget is funded by development fees and charges vs. the general fund. However, there is

concern with the Neighborhood Inspections (NIT) program because it is funded with the city's general funds.

DRAC member Bonny McKnight asked if BDS would be able to retain every function despite the cuts. BDS Director Paul Scarlett said that yes, the Bureau can continue to maintain what we have in place. The concern with the Compliance Program is that the cases have increased despite the decrease in revenues. The Bureau will be asking for general funds for the NIT program.

DRAC member Simon Tomkinson asked how the Bureau saw a change in service levels in terms of turn around times. Director Paul Scarlett invited Commercial Inspections Manger Hank McDonald to explain what the division is looking at in terms of turnaround times and the types of inspections. Hank explained that there is a report being run to identify the numbers of inspections that are being done per permit as a result of a random sampling of permits that suggested that a disproportionate number of inspections are being called for some permits. Hank also discussed turnaround times, cost recovery and the reduction of staff and the balance that will have to be reached to maintain customer service delivery. DRAC member Bonny McKnight supported this new direction.

DRAC member Jeff Fish agreed that there are a lot of contractors and laborers out in the field that use the BDS inspectors to get the list of what needs to be fixed, instead of doing it correctly the first time. He encouraged the Bureau to develop a punch list for customers to remind them of what needs to happen prior to inspections.

DRAC member Simon Tomkinson thought that the Bureau should take the same approach with architectural drawings and engineering with structural drawings.

DRAC Chair Steve Heiteen agreed that this should be a key component with the industry and the community. If you want to maintain affordable permit fees then do your share of the work.

DRAC member Bonny McKnight noted that this would be a good opportunity to display what government actually does for the community.

BDS Director Paul Scarlett agreed that the draft plan would be presented to DRAC for comment.

Development Review Permit Consolidation

BDS Permitting Services Manager Andy Peterson updated the Committee on the current Permit Consolidation process. An Inter-Agency Team and an Oversight Committee were convened and have begun to meet to develop a draft proposal for review. DRAC members Jeff Fish and Bonnie McKnight have been named to the Consolidation Oversight Committee.

A recommendation addressing the Council resolution is due to council the week of March 9, 2009. Implementation will follow a Council decision. Discussions continue at this time with regard to consolidation and/or co-location of several permitting and development review functions. Budget issues are an additional consideration as we look towards making any changes. Regardless of the eventual outcome of this current process, the examination of the current permitting functions has identified improvements that can be implemented, such as integration of the BES and PBOT Public Works Engineering Review staff, Public Works Process

Management, co-location of development review teams at the 1900 Building where BDS is located, collection of all fees and charges would be centrally paid, land use review staff from other bureaus would be housed at BDS, performance measures would be developed and tracked, and a transparent and clear appeal process (e.g. building code appeals) would be created and implemented. Recognition from all bureaus was that key elements of a new process would be to provide early assistance and early decisions points. BDS Director Paul Scarlett stated that a predictable path that was outlined clearly and efficiently was central to the new system.

DRAC Chair Steve Heiteen agreed that the DRAC would like to comment on the drafts as they are made available via email. For more questions, please contact Andy Peterson at peterzona@ci.portland.or.us.

DRAC member Greg Theisen asked how some of the new programs come into the bureau such as green building or the high efficiency standards from either the industry or from other bureaus such as the Planning Bureau. How does the Bureau respond to and handle those circumstances when the money is tight? There seem to be a lot of initiatives out there with limited revenues. BDS Director Paul Scarlett explained that usually the Bureau is aware of new initiatives and informally plans for them in terms of staffing and workload. DRAC member Simon Tomkinson added that the DRAC Green Building Report recommends the creation of a Technical Advisory Group to review new technologies and archive the findings for future projects. This group will be up and running this spring.

Related to the above, DRAC member Greg Theisen noted that coming out of the North Reach River Plan the City will need to have additional expertise on biological assessment of in-water activities like dredging, and also expertise in designing and reviewing contaminant containment facilities to analyze and explain the broad outcome of environmental actions relative to habitat and human exposure. Mr. Theisen posed two questions: 1. How does BDS prepare for a change in role in this example? 2. Can the new emphasis on cross-bureau review assist with insuring an efficient outcome?

DRAC Member Simon Tomkinson said that Brownfields also have environmental and biological focused issues and that this topic might be good for next year's work plan.

DRAC member Greg Theisen noted that DRAC member Kathi Futornik has expertise on these issues. The newly created Office of the River could be a venue for figuring out how these elements come together. Commissioner Fritz's Chief of Staff Tom Bizeau explained that as Commissioner Fritz is in charge of the new office, she is currently bringing together federal, state, and local agencies and stakeholders to bring planning and permitting regarding the river back to one area in the City. There will be a public meeting at the end of February along with stakeholder and bureau meetings.

DRAC Chair Steve Heiteen closed by saying that these questions and discussion related to the North Reach River Plan were critical, as is Permit Consolidation, and he thought they should be included in this year's DRAC work plan. He proposed that more time should be scheduled in future meetings to discuss these topics.

System Development Charge Review Subcommittee Recommendations

This presentation was moved to the March meeting.

Bureau of Planning and Sustainability (BPS) Citywide Tree Project

BPS staff Morgan Tracey distributed and reviewed the *BPS Citywide Tree Project Newsletter* and the *BPS Citywide Tree Project—Key Directions & Initial Proposals*. DRAC member Simon Tomkinson said that other jurisdictions have dramatically increased penalties and fines related to the cutting trees and similar issues. He encouraged BPS staff to look at those jurisdictions. Another issue is that the valuation of a piece of property with trees is usually worth less than a piece of property without trees. This becomes a disincentive for developers to preserve the trees because there is no inherent value in doing so. BPS staff Eric Engstrom explained that staff is finalizing the financial impacts and understanding what those impacts mean including the cost of implementation. Land Use Services Manager Rebecca Esau suggested that the DRAC's Impact Assessment model would be a good tool for this project to understand how all of the pieces affect one another.

DRAC Meeting, Thursday March, 2009—7:30-9:00 a.m.
Minutes prepared by Anne Hill—February 16th, 2009