



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, March 12, 2009

Attendees:

DRAC Members Present:

Steve Heiteen	Keith Skille	Goudarz Eghtedari
Carrie Schilling	Kathi Futornick	Jeff Fish
Bonny McKnight	Don Geddes	Michele Rudd
John Cisneros n	Ed McNamara	

City Staff Present:

Alisa Cour, BDS	Anne Hill, BDS	Andy Peterson, BDS
Denise Kleim, BDS	Rebecca Esau, BDS	Ross Caron, BDS
Hank McDonald, BDS	Kurt Krueger, PDOT	Christine Leon, PDOT
Kassandra Griffin, Parks	Cindy Dietz, Water	Darrell Kipper, Water
Ross Turkus, BDS	Alisa Kane, BPS	Tom Bizeau, Staff, Commissioner Fritz

DRAC Members Absent:

Rick Michelson	Charlie Grist	Renee Loveland
Simon Tomkinson	Greg Theisen	

Handouts

3.12.09 DRAC Minutes
Inter-Bureau Code Change Project List
DRAC SDC Review Subcommittee Recommendations
Proposed DRAC 2009 Work Plan
DRAC letter of support to Portland City Council re: BDS FY 2009-'10 Budget

Convene Meeting

Chair Steve Heiteen convened the meeting, and the DRAC adopted the February 12, 2009 meeting minutes. The Chair invited members to review the meeting packet materials, which included January's updated *Inter-Bureau Code Change Project List* and a letter signed by the DRAC Chair and Vice Chair to the City Council supporting the BDS Proposed Budget FY 2009- '10.

Bureau Report

BDS Director Paul Scarlett was out of town.

BDS Budget Update

BDS Administrative Services Manager Denise Kleim reported that the meeting with City Council on the BDS Budget had been moved from Wednesday, March 11th to Thursday, March 12th. The cost recovery rate for the period from July, 2008-February, 2009 was 83%. A couple of large building permits came in associated with development at the Port of Portland, which is a promising sign. Aside from continuing to monitor our revenues and expenditures, we are working to find employment opportunities for the 18.5 positions scheduled for lay off on July 1, 2009. An example is the City contracting with BDS to design the new Emergency Communications Center. There are 2 additional phases of reductions of 18.5 FTE each in January, 2010 and April, 2010.

Development Review Permit Consolidation

BDS Permitting Services Manager Andy Peterson explained that the recommendation addressing the Council resolution initially due to council March 11, 2009 was postponed until April 1, 2009. Discussions continue with the Inter-Agency Team and the Oversight Committee pulling together their ideas on full consolidation, as well as identifying their concerns and issues. A few of the major issues that have been raised include acceptance of public works projects by the infrastructure bureaus if reviewed and permitted by BDS, maintaining infrastructure bureau advocacy for city policy when consolidated into BDS, and creating an appropriate path for balancing competing policies/providing policy feedback to appropriate bodies. The primary functions that have been identified to be consolidation includes building plan review, the Public Works Process Management and Public Works Permit Engineering groups, and a portion of the Land Use groups. See the attached table for FTE numbers that are currently under discussion. There could be an additional set of recommendations submitted by the service bureaus.

	Consolidation					Co-location	
	PBOT	BES	Water	Forestry	Totals	Fire	TOTALS
A Building Plan Review	4.75	6.11	1.30	2.00	14.16	14.00	28.16
B Public Works Permitting	8.00	4.65	0.30	0.00	12.95	0.00	12.95
C Land Use Review	3.50	5.95	0.70	1.00	11.15	0.75	11.90
D Plats & Dedications	2.00	0.00	0.00	0.00	2.00	0.00	2.00
E Fire Code Enforcement	0.00	0.00	0.00	0.00	0.00	39.00	39.00
Consolidate Total	18.25	16.71	2.30	3.00	40.26		
Co-locate Total						53.75	
TOTALS - Consolidate & Co-locate							94.01

For more questions, please contact Andy Peterson at petersona@ci.portland.or.us.

BDS 10th Anniversary & Infomercial

Public Information Manager Alisa Cour discussed new outreach plans including the use of posting short topic –specific videos online for the public to use. The Committee viewed the BDS infomercial.

System Development Charge (SDC) Review Subcommittee Recommendations

DRAC SDC Subcommittee Chair Don Geddes distributed and reviewed SDC Review Subcommittee recommendations and report for the Committee’s approval. Several findings included:

- There was no central entity knowledgeable of the aggregate cost of the four (4) SDCs at any one time;
- There was no central entity knowledgeable of the projects funded by SDCs—their location, their sponsoring bureau, and the project timeline—at any one time;
- The four (4) bureaus charging SDCs do so independently from one another with out much (if any) coordination.

DRAC member Bonny McKnight asked if the bureaus noted any conflicts with one another during their presentations. DRAC member Don Geddes noted that the each bureau received the same list of questions prior to meeting with the Subcommittee. There were instances of lack of coordination between the bureaus. For example, the Bureau of Transportation sited the east side street car on the side of the street where there are water lines. If the street car had been sited on the other side of the street, the water lines would not be disturbed. The cost of replacing/moving the water lines is paid for by the Water Bureau and not part of Transportation’s budget of the project. The Subcommittee asked if there was any assessment of the siting that included those Bureaus affected by the project. The answer was no, there is no forum for such assessments. The projects and timelines are developed by each bureau.

It was noted that many City Staff believe it is appropriate to cumulatively review how much SDCs cost to a project and what improvements are being scheduled at what location in the City.

Bureau of Transportation staff Christine Leon wanted to know how alternative recommendations from the bureaus could be submitted for the DRAC to review. DRAC member Don Geddes suggested that the DRAC review the report and come to the April meeting prepared to discuss and adopt the report and Bureau staff could forward their recommendations to BDS staff Ross Turkus (ross.turkus@ci.portland.or.us) for distribution to the DRAC.

DRAC member Ed McNamara suggested that SDCs could be used for conservation related measures. DRAC member Keith Skille supported the suggestion and added that SDC reductions for conservation or sustainable practices should be encouraged.

Bureau of Transportation staff, Christine Leon, described the planning process for the bureau, including the citizen involvement in the development of the 10 year Capital Improvement Plan. DRAC member Don Geddes asked if that 10 year plan was reviewed by the City Council so they could be aware of the list of improvements planned. Bureau of

Transportation staff Christine Leon replied that no, there was no point of authority to change Capital Plans.

DRAC member Don Geddes noted that it appeared to the Subcommittee that no one was ultimately responsible to make improvements or changes to any SDC funded projects that impact multiple bureaus, due to a lack of citywide coordination.

DRAC member Keith Skille asked if the fee calculator in development at BDS will have SDCs included and a single point of contact. BDS Permitting Services Manager Andy Peterson said that yes, the development would be for SDCs to be included and the idea of a single point of contact follows the general principles of the Permit Consolidation Project too. Water Bureau staff Darren Kipper asked what the timeline was for submitting recommendations to be considered by the DRAC. It was decided that recommendations would be emailed to BDS staff Ross Turkus (ross.turkus@ci.portland.or.us) by Wednesday, April 1, 2009. Once compiled, they would be sent to the DRAC for review prior to the April 9th DRAC meeting.

2009 DRAC Work Plan

DRAC Chair Steve Heiteen distributed and reviewed the DRAFT 2009 DRAC Workplan. He asked Committee members to review the proposed work plan in preparation for adoption at the April meeting. BDS staff Anne Hill agreed to refine the DRAFT Work Plan and send it to the committee prior to the April DRAC meeting.

DRAC Meeting, Thursday April 9th, 2009—7:30-9:00 a.m.
Minutes prepared by Anne Hill—March 18th, 2009