



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee**  
**MINUTES**  
**Thursday, June 11, 2009**

**Attendees:**

**DRAC Members Present:**

Keith Skille	Carrie Schilling	Kathi Futornik
Jeff Fish	Bonny McKnight	Don Geddes
Michele Rudd	Greg Theisen	Renee Loveland
Simon Tomkinson		

**City Staff Present:**

Eric Engstrom, BPS	Paul Scarlett, BDS	Anne Hill, BDS
Andy Peterson, BDS	Alisa Cour, BDS	Jim Nicks, BDS
Rebecca Esau, BDS	Ross Caron, BDS	Christine Leon, PBOT
Kassandra Griffin, Parks	Cindy Dietz, Water	Adrienne Edwards, BDS
Kurt Krueger, PBOT	Riley Whitcomb, Parks	Lana Danaher, BES

**Guests:**

Linda Bauer	Michael Sestric, Facilities Coalition
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**DRAC Members Absent:**

John Cisneros	Ed McNamara	Rick Michaelson
Goudarz Eghtedari	Charlie Grist	Steve Heiteen

**Handouts**

5.14.09 DRAC Minutes  
DRAC 2009-10 Work Plan  
Inter-Bureau Code Change Project List  
DRAC Letter of Support for Fee Increases  
Portland Energy Efficient Home Pilot (PEEHP) –DJC announcement of awards  
Bureau Collocation Subcommittee Recommendation Matrix  
Development Review and Permitting Improvement Projects DRAFT  
*What is a Brownfield and why should I care?*—Handout/BES  
*Harbor ReDI*—Handout/PDC

### **Convene Meeting**

DRAC Vice Chair Carrie Schilling convened the meeting, and the DRAC adopted the May 14, 2009 meeting minutes. DRAC member Bonny McKnight made a motion to adopt the minutes, DRAC member Don Geddes seconded the motion and all members voted in favor. The Vice Chair invited members to review the meeting packet materials, which included the updated *Inter-Bureau Code Change Project List* and the DRAC letter of support to City Council regarding BDS fee increases FY 2009-10.

DRAC Vice Chair Carrie Schilling thanked Parks staff Cassandra Griffin for her time attending and participating in the DRAC meetings. She was the first Parks staff to regularly attend the DRAC meetings. BDS Director Paul Scarlett thanked Cassandra for her time. Parks staff Riley Whitcomb noted that Cassandra added a lot of value to his program and that he trusted her to attend the DRAC meeting on his behalf.

### **Director's Report**

BDS Director Paul Scarlett noted that construction activity had not picked up and the bureaus' expenses continued to out pace revenue by 25%. The revenues were down 50% from the same period last year and the number of issued building permits were down 29%. The leadership was looking at new cost saving measures. Reduced work schedules and the use non paid time saved the bureau \$100,000.

The 2009-10 fees were approved by City Council, and the City budget was up for approval on June 18, 2009.

### **Lien Amnesty Program**

BDS Director Paul Scarlett asked BDS Public Information Manager Ailsa Cour to introduce the new Lien Amnesty Program modeled after the City of Sherwood's program. She explained that Portland property owners with liens on their properties due to code enforcement violations can receive relief through the Lien Amnesty Program. The Program will be effective June 8, 2009 through July 8, 2009 and will enable property owners to voluntarily pay off outstanding code enforcement liens on their properties at 50% off the total amount of the principal, penalty, and interest that has accrued on the lien. This limited-time program applies to all property owners who have had code enforcement liens placed against their properties by the Bureau of Development Services for building, property maintenance and zoning code violations that did not correct the cited violation(s) in the allotted time given. There can be no active code enforcement cases on the property to qualify for the 50% discount. The discount does not apply to the principal on liens assessed for abatement charges, Hearings Office charges, or Auditor's costs. The Bureau of Development Services will notify eligible property owners of the program by mail during the second week of June.

### **Permit Collocation**

BDS Plan Review/Permitting Services Manager Andy Peterson distributed and reviewed the *Bureau Collocation Subcommittee Recommendation Matrix* and the *Development Review and Permitting Improvement Projects* DRAFT. Permit Collocation Subcommittee Vice Chair Carrie Schilling reviewed the key points being discussed with the Inter-Agency Team. The report back to City Council is scheduled for July 1, 2009 at 9:30 a.m. and Carrie Schilling will represent DRAC on the panel.

## **DRAC Work Plan**

DRAC Vice Chair Carrie Schilling distributed and reviewed the updated DRAC Work Plan FY 2009-2010. DRAC member Don Geddes moved to adopt the DRAC Work Plan. DRAC member Keith Skille seconded the motion. DRAC members voted to adopt the Work Plan.

## **General Updates**

BPS staff Eric Engstrom noted that the Planning Commission was close to approving the Tree Regulatory Improvement Project. The Regulatory Improvement Program report called RICAP V has amendments related to green building, courtyard housing and narrow lots among other items. The report will go to Planning Commissioner in early August with a public review the month before in July. Michael Sestric asked when the next RICAP cycle would begin. BPS staff Eric Engstrom explained that historically funding for the RICAP projects came from BDS which is not available this year due to lower revenues.

BDS Land Use Services Manager Rebecca Esau asked the DRAC if *the Inter-Bureau Code Change Project List* was useful. The Tree project and RICAP V are examples of those projects that are tracked on the list. DRAC members Bonny McKnight, Jeff Fish, and Greg Theisen said it was useful.

DRAC member Bonny McKnight voiced her concern about the recent retirements at BDS—notably Sterling Bennett—and the loss of the institutional knowledge as the staff leave. BDS Director Paul Scarlett explained that out of the 9-10 early retirements 5 of those have more than 17 years with the Bureau. DRAC member Bonny McKnight complemented BDS staff Sterling Bennett on his commitment to returning phone calls in one day which is important for the neighborhood associations.

## **Brownfields Program Overview**

### BES Brownfields Program

BES staff Clark Henry reviewed the Brownfields Program administered by the BES. Parks staff Riley Whitcomb asked if the brownfields located in the City were mapped on GIS. BES staff Clark Henry explained that DEQ (Department of Environmental Quality) maintains a database but that includes the sites that have been identified as a brownfield. There are many sites in the City that have not yet been identified. BDS Director Paul Scarlett asked when someone would find out their property was a brownfield. Clark Henry explained that most of the time properties are identified when a lender asks to have the site assessed to prove that it is not a brownfield. BDS Permitting Services/Plan review Manager Andy Peterson explained that staff was working to have a field in TRACS for site specific issues like brownfield designation. DRAC member Keith Skille asked if the confirmed Brownfields sites could be on Portland Maps since the site already houses so much information about properties. DRAC member Bonny McKnight asked if there was anyway to align the Office of the Health River with the Brownfields program. BES staff Clark Henry noted that Commissioner Fritz's staff had met with him about the Brownfields program. DRAC member Carrie Schilling asked if the grants available through BES were only for confirmed brownfield sites. BES staff Clark Henry explained that the grants were for environmental site assessments. Eligible sites have to be located on the eastside along with other criteria. The Environmental Protection Agency (EPA) also has grant programs for non profits or government entities. Linda Bauer asked what to do about a site in a neighborhood that could be a brownfield. BES staff Clark Henry said that he could only be effective if they owner is going to sell or develop the property. DRAC member Bonny McKnight asked who says you can't do something on a Brownfield. BES staff Clark Henry explained that DEQ can tell you or a lender can not loan you money. At times, the cost of assessment and clean up exceeds the value of the land.

DRAC member Greg Theisen explained that he brought the issue of Brownfields on the table for the DRAC to consider. As the Committee hears from BES and from PDC, he encouraged the members to look at what the role of DRAC should be regarding Brownfields and the river planning and development. He suggested that hearing at another meeting from the BDS staff to learn what their role is in Brownfields. DRAC member Kathi Futornik noted that she thought it was important to understand what the barriers were and that there might be a role for DRAC in identifying either opportunities or solutions. BES Staff Clark Henry suggested looking at creating incentives to encourage developers to take on these brownfields sites. DRAC member Carrie Schilling suggested looking at how to coordinate the DEQ timelines with the state and local agency timelines so the process is more predictable. DRAC member Keith Skille asked if there was a location to find out what the timelines were. BES Staff Clark Henry explained at [www.brownfields.com](http://www.brownfields.com) had general information, but not timelines because these projects can take up to 10 years. DRAC member Don Geddes explained that in his experience the costs extend through the construction costs because the soil in most cases that gets dug up has to be taken somewhere and correctly disposed of. DRAC member Bonny McKnight asked if UR Districts can be formed around Brownfield sites. BES staff Clark Henry explained that there were Brownfield sites in UR districts.

#### Harbor ReDi Program—PDC

PDC staff Regina Cairo explained that the Harbor ReDi program is a joint project of the PDC, the City of Portland, METRO, the Port of Portland, Multnomah County, the Oregon Economic and Community Development Department, the Portland Business Alliance and the Columbia Corridor Association to facilitate clean up of contaminated sites and redevelopment of vacant underutilized industrial land for new industrial uses in the working harbor while promoting the responsible clean up of contaminants and environmental restoration. Currently, the group is developing a range of processes and tools for restoring at least one or more contaminated sites along the Willamette River to productive industrial use. DRAC member Kathi Futornik asked if PDC had a good idea of the number of acres being talked about. PDC staff Regina Cairo said there were 250 acres on 18 sites. DRAC member Greg Theisen suggested the DRAC have a presentation about the River Plan to see where there is and isn't integration among all of these projects, agencies and jurisdictions. BPS staff Eric Engstrom noted that the Council has discussed the problems of the river and brownfields sites but the solutions are complex because unlike other cities with rivers in them, the Willamette River has endangered species designation so we can't seal the river bed like other cities have done.

#### **Office of the Rivers Update**

Commissioner Fritz's Chief of Staff Tom Bizou explained that the Office of the Healthy River was formed by the Mayor in January. There is one staff person currently working out of BES while a manger is being hired. A work plan is being developed and will be brought to DRAC in September. The focus of the Office will be to coordinate river activities among the various bureaus with related projects and initiatives. As the Office looks at the issues associated with integrating federal, state and local interests DRAC will play an important role in providing feedback to that process. BPS staff Eric Engstrom suggested that in the interagency agreement currently being created to assist with the development of the work plan for the new Office, one deliverable could be assistance with facilitating discussion and participation with DRAC.

**Next DRAC Meeting, Thursday July 9<sup>th</sup>, 2009—7:30-9:00 a.m.**  
Minutes prepared by Anne Hill—June 17th , 2009