



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee  
MINUTES  
Thursday, July 9, 2009**

**Attendees:**

**DRAC Members Present:**

Keith Skille	Ed McNamara	Rick Michaelson
Bonny McKnight	Don Geddes	Goudarz Eghtedari
Greg Theisen	Simon Tomkinson	Steve Heiteen

**City Staff Present:**

Paul Scarlett, BDS	Denise Kleim, BDS	Anne Hill, BDS
Andy Peterson, BDS	Kim Talent, BDS	Jim Nicks, BDS
Hank McDonald, BDS	Ross Caron, BDS	Christine Leon, PBOT
Cindy Dietz, Water	Eric Engstrom, BPS	Alisa Kane, BPS
Kurt Krueger, PBOT	Riley Whitcomb, Parks	Lana Danaher, BES
Tom Carter, BDS		

**Guests:**

Michael Sestric, Facilities Coalition

**DRAC Members Absent:**

John Cisneros	Michele Rudd	Charlie Grist
Jeff Fish	Carrie Schilling	Kathi Futornik
Renee Loveland	Michelle Rudd	

**Handouts**

6.11.09 DRAC Minutes  
Inter-Bureau Code Change Project List  
7.9.09 Collocation Report to City Council  
7.9.09 Collocation Report to City Council Power Point  
BDS Major Workload Parameters FY 09-10/June '08 & June '09  
BDS Non-Cumulative Cost Recovery Rate Report  
"Exempt" Review Process for Hazardous Waste Cleanups—Handout

## **Convene Meeting**

DRAC Chair Steve Heiteen convened the meeting, and the DRAC adopted the June 11, 2009 meeting minutes. DRAC members voted in favor of adopting the minutes with the corrections submitted by BDS Director Paul Scarlett and DRAC member Greg Theisen. The Chair invited members to review the meeting packet materials, which included the updated *Inter-Bureau Code Change Project List*.

## **Director's Report**

BDS Director Paul Scarlett explained that despite the changes occurring at BDS, the following would not change. (1) Ensuring information is delivered accurately and in a timely manner; (2) Continuing to look for ways to be more efficient, and (3) Continued focus on providing excellent customer service regardless of size.

The Bureau had anticipated an up tick in June revenues and when that did not occur BDS had to change its course to address both the loss of revenues and the fewer number of permits.

In mid June it was announced that 48 employees would be laid off on July 31, August 31, and December 31; totaling 144 staff. One third of the staff will be reduced by August and half of the bureau will be reduced by December.

If the staff through their labor representatives agreed to taking 10 furlough days, the July, August and December layoffs would be 45 (rather than 48) staff each round. City Council passed an ordinance the first week of July directing BDS managers and non-represented staff to take 10 furlough (unpaid) days by December 31, 2009. The Bureau is working with the Bureau of Human Resources on the bumping and lay off process for affected staff.

The Customer Service/Public Outreach Division will be eliminated and remaining staff will be absorbed by the Administrative Services Division. BDS Public Information Manager Alisa Cour has been transferred to the Fire Bureau and Outreach Program Coordinator Tiffani Penson will be transferred to the Office of Management and Finance. Bureaus have been very supportive in agreeing to take BDS staff to match needs they have with projects and work. BDS staff Jamaal Folsom, Anne Hill and Ross Turkus have been transferred to the Water Bureau with some of their work. BDS Administrative Services staff Mark Fetters will be staffing the DRAC.

DRAC member Rick Michaelson asked when the last time the bureau handled the current number of permits and what the staffing was like at that time? BDS Permitting Services and Plan review Manager Andy Peterson noted that currently, BSD is at the '03-'04 level of permits. DRAC member Don Geddes pointed out that the 8,500 permits this year are for much smaller projects which means the permits are for a much smaller dollar value than in '03-'04.

Parks staff Riley Whitcomb asked if the affected positions were being left vacant or were they being eliminated. BDS Director Paul Scarlett explained that the positions had to be eliminated so the bureau will have to re-establish positions. DRAC member Don Geddes asked if there was going to be a committee convened to look at what services would remain with BDS as a result of the slowdown. He suggested that this was core to the mission of DRAC. BDS Director Paul Scarlett explained that he senior managers would first develop a list of critical functions and then use that list as a basis for soliciting feedback and suggestions

from staff and stakeholders. DRAC member Don Geddes encouraged the Bureau to involve the DRAC in a similar way the DRAC has been involved with the Collocation Project.

### BDS Budget Update

BDS Administrative Services Manager Denise Kleim distributed and reviewed *BDS Major Workload Parameters FY 09-10/June '08 & June '09* and *BDS Non-Cumulative Cost Recovery Rate Report*. Cost recovery was at 72% in June so BDS continues to dip into the reserves. While the reduction in employees is the largest cost saving measure the bureau is working with OMF on what we pay for fleet, technology and other shared costs during this period. DRAC member Keith Skille asked what a realistic goal of cost recovery would be. BDS Director Paul Scarlett said the goal would be to accomplish 100% cost recovery but if that does not happen, and then it would have to be subsidized through the reserves. DRAC member Goudarz Eghtedari asked what the adjusted budget looked like after 6 months. BDS Administrative Services Manager Denise Kleim said that after the August reduction there would be a \$500,000 savings. DRAC Chair Steve Heiteen encouraged BDS staff to schedule a meeting with a small group of DRAC members to discuss the proposed changes as necessary. There was an agreement from DRAC members to attend.

### **Permit Collocation**

BDS Plan Review/Permitting Services Manager Andy Peterson distributed and reviewed *7.9.09 Collocation Report to City Council (Power Point.)* The Directors of BDS, Water, PBOT, and BES together with DRAC member Simon Tomkinson and Andy Peterson would be making a presentation to City Council at 2:00 pm that afternoon (July 9, 2009) on the Collocation Process. DRAC member Simon Tomkinson explained that the staff has been super to work with and he was excited about creating a system with predictable results, and drawing the distinction between the transaction of getting a permit and the policy feedback loop necessary for process and policy improvement. The model will require new fees and new systems along with behavior modifications to keep the politics out of the business transactions of projects. DRAC member Keith Skille added that there are good outcomes and the shift wasn't solely on the part of the bureaus. Everyone has a role to make the system work. BPS staff Eric Engstrom asked if the group addressed the role of the Planning and Development Directors (P&DD) group and that the regulatory group staffed by BPS was not funded this year. BDS Plan Review/Permitting Services Manager Andy Peterson explained that the P&DD group was critical to the policy feedback process and the group had discussed and agreed that unfunded mandates would not work. BES staff Lana Danaher added that at the core of the recommended changes was the absolute requirement that the P&DD groups use the results and data make policy related decisions. DRAC member Simon Tomkinson noted that the group still needed to answer questions regarding where cost recovery is effective; and is funding the background stuff like policy improvements and updates cost more on the front end but nets greater results in the long run? DRAC member Don Geddes added that in the current economic climate the system will support what has to be done vs. what we would like to get done. PBOT Christine Leon agreed that there has never been a position funded to update PCC Title 17 meaning that the requirements are not updated and current. BPS staff Eric Engstrom noted that the Regulatory Improvement group (RISAT) was initially supposed to be across bureaus but PCC Title 33 was the only portion ever funded. BDS Paul Scarlett reflected on how impressed he was with the transparent conversation he participated in at one of the weekly Inter-Agency/DRAC Subcommittee meetings he attended.

### **BDS Brownfields Overview**

BDS Senior Planner Tom Carter distributed and reviewed a handout entitled "*Exempt*" *Review Process for Hazardous Waste Cleanups*. DRAC member Greg Theisen asked what are those issues staff have seen come up and what has the City added to the process. BDS staff Tom Carter noted that he works with cutovers who want to substantially change the river bank in ways that do not meet the code. Sometimes the City is the only reviewer looking at some of the greenway related issues. Apart from the code, the City also has liability concerns which are a huge driver when it comes to river front issues. DRAC member Greg Theisen noted that from the applicant's perspective, the land use process can hold up the clean up and other processes so the "Exempt" process works to keep the project moving. A common conflict regarding industrial areas is where city goals and regulations to continue that use contradict other regulations that deal with landscaping and habitat preservation. For example, the city requires monitoring wells that don't meet those other landscaping regulations. In the end the competing goals make it difficult to permit projects on the water front.

### **River Renaissance Plan Update**

BPS staff Eric Engstrom updated the DRAC on the North reach portion of the River Plan. The River Plan is the new comprehensive plan for the Willamette River Corridor that is divided into three sections—the North Reach, the Central Reach, and the South Reach. City Council has approved the overall vision of the river plan. DRAC member Simon Tomkinson asked how the plan addresses the Endangered Species Act and additional regulations from the Environmental Protection Agency. BPS staff Eric Engstrom explained that the Plan complies with Metro Title 13, State regulations and federal regulations. The framework being developed will get the City to a place where we are deemed not violating the Endangered Species Act. He agreed to DRAC Chair Steve Heiteen's request to update the DRAC in September or October on the River Plan.

**Next DRAC Meeting, Thursday September 10<sup>th</sup>, 2009—7:30-9:00 a.m.**

Minutes prepared by Anne Hill—July 17<sup>th</sup>, 2009