



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, March 11, 2010

Attendees:

DRAC Members Present:

Jeff Fish	Kathi Futornick	Don Geddes
Steve Heiteen	Renee Loveland	Bonny McKnight
Ed McNamara	Rick Michaelson	Carrie Schilling
Keith Skille	Michele Rudd	Greg Theisen

City Staff Present:

Susan Anderson, BPS	Charles Auch, BDS	Ross Caron, BDS
Cindy Dietz, Water	Eric Engstrom, BPS	Rebecca Esau, BDS
Mark Feters, BDS	Roberta Jortner, Parks	Kurt Krueger, PBOT
Christine Leon, PBOT	David McAllister, Parks	Hank McDonald, BDS
Jim Nicks, BDS	Kareen Perkins, BDS	Andy Peterson, BDS
Paul Scarlett, BDS	Morgan Tracy, Parks	Riley Whitcomb, Parks
Rachel Whiteside, BDS	Joe Zehnder, BPS	

DRAC Members Absent:

John Cisneros	Goudarz Eghtedari	Charlie Grist
Simon Tomkinson		

Handouts

- DRAC Meeting Minutes 12/10/09
- DRAC Meeting Minutes 2/11/10
- Inter-Bureau Code Change Project List
- BDS Major Workload Parameters
- Non-Cumulative Cost Recovery Rate Report/Scenario 4B
- Financial Planning Division Analysis of the BDS FY 2010-11 Budget Request
- The Citywide Tree Project
- Bureau of Planning and Sustainability Revenue and Expenditure Structure
- The Portland Plan
- The Portland Plan: A Strategic Plan for Our City

Convene Meeting

DRAC Chair Steve Heiteen convened the meeting, and the DRAC adopted the December 10, 2009 and February 11, 2010 meeting minutes. 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 reviewed the handouts *BDS Major Workload Parameters* and *Non-Cumulative Cost Recovery Rate Report*. The bureau is still struggling with workload in some areas, such as wait times in the DSC (permit center). The cost recovery rate looks improved, but some expenditures have not yet been counted. At the end of February the reserve balance was approximately \$114,000, and cash flow has become an issue.

As a result, BDS went to City Council yesterday to request a temporary loan of \$1.5 million to ensure that the bureau has a positive cash balance. The loan is not intended to hire back staff or improve services. February revenues were \$400,000 lower than projected, but based on economic indicators things should pick up very slightly in the next few months. Council approved the request on an immediate basis; it will need to be repaid by June 30, 2011. If the bureau is unable to repay the loan on time, staff will need to go back to Council for further assistance. The loan is separate from the request BDS made to Council on February 9th for immediate General Fund assistance.

OMF has recommended against the bureau's budget requests for General Fund support. There are still a few steps remaining in the budget process. There is a Council Work Session on the BDS Budget on March 31. DRAC Vice-Chair Carrie Schilling asked if DRAC could submit a letter of support or testify before Council in support of BDS budget requests. Mr. Scarlett said the bureau would let the DRAC know about dates/opportunities.

Fee Increases

The bureau will be meeting with all industry groups to discuss proposed fee increases. The proposed increases are projected to go before Council on May 19th.

Citywide Tree Project Regulatory Improvement Update

Roberta Jortner and Morgan Tracy distributed the handout *The Citywide Tree Project* and gave a presentation describing the history, content, and status of the project. A public draft is currently out for review; there will be a public hearing on the evening of March 24th. The project is estimated to cost \$1.5 million per year to implement. DRAC members expressed concern regarding the extent of the new requirements and the costs of the project.

BPS has created an FAQ page for the project on their website at:

<http://www.portlandonline.com/bps/index.cfm?c=52162&a=291555>.

Permit Applications Held Over Multiple Code Cycles

BDS Plan Review/Permitting Services Manager Andy Peterson described the bureau's current practice regarding expiring permits that have not been issued. BDS Permitting Services' policy is to cancel permits that are older than two code cycles (permits submitted for review under the 2004 Oregon Structural Specialty Code) and have yet to be issued. Currently there are about 100 permit applications taken in under the 2003-04 code cycle that have not been issued. As of July 1, 2010, the new Oregon Structural Specialty Code will go into effect.

With that date fast approaching, BDS will send a cancellation letter to applicants of those un-issued permits. This letter will identify a few options for the applicant:

1. Do nothing and let the permit be cancelled;
2. Contact BDS and have the permit issued prior to June 30, 2010;
3. Let the project be cancelled, and then resubmit with drawings that meet current code (all codes).

BDS is aware that some of these projects may not have gone forward due to the economy, and has been patient in waiting for applicants. If choosing to have the permit issued, applicants should contact the SDC bureaus to get the current fees owed on any of these permits. As a matter of practice, if a permit has been in the system for more than one year, the applicant should contact the SDC bureaus to get updated fee information.

Once a permit is issued and an inspection is called, the permit's status changes to "Under Inspection" and code gives 180 days for an inspection approval before the permit can be expired. BDS sends letters to applicants if their permits reach 150 days without an inspection approval; if there is no response, a second letter is sent at 180 days notifying the applicant that the permit has been expired. Permits can be reactivated after they've been expired if the only inspections remaining are finals, and no more than two code cycles are involved. Otherwise, a new permit needs to be issued. This is not done consistently now; once new technology is available, this will be much easier to do for all permits.

Some projects stay alive by doing the minimum amount of work needed every 6 months. Staff reviews these on a case-by-case basis to determine if sufficient work has been done to keep the permit alive. The code gives no time limit for completing the project, so long as sufficient progress is being made.

Bureau of Planning & Sustainability (BPS) Update

BPS Director Susan Anderson distributed and reviewed the handouts *BPS Revenue and Expenditure Structure* and *The Portland Plan*, and gave an overview of BPS, its recent history, and current projects. The merger of the former Bureau of Planning and the Office of Sustainable Development has enhanced the effectiveness of both bureaus, combining planning with implementation. However, BPS has lost a couple million dollars in funding in the past year, resulting in the loss of about 15 planning staff plus technical contracts for assistance on the Portland Plan and other projects. Some planning staff has been shifted to the sustainability group because of that group's increased grant funding.

BPS is asking for \$1.9 million in additional one-time General Fund support in FY 2010-11, but it is unclear how much of that they'll receive. Even with those funds, 7 staff positions will need to be cut.

BPS Planner Eric Engstrom provided a brief update on The Portland Plan and distributed and reviewed the handout *The Portland Plan: A Strategic Plan for Our City*. A second round of citywide workshops on the Plan will be held in March and April, focused on identifying priorities and setting specific objectives. The Plan is built on partnerships between the City, counties, Tri-Met, Metro, and other government agencies.

Next DRAC Meeting: Thursday, April 8, 2010, 7:30-9:00 a.m.

Minutes prepared by Mark Fetters, BDS