



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Tuesday, March 20, 2012

DRAC Members Present:

Jeffrey Cole	Jeff Fish	Dan Gilkison
Steve Heiteen	David Humber	Rob Humphrey
Maryhelen Kincaid	Dana Krawczuk	Ed McNamara
Rick Michaelson	Michelle Rudd	Keith Skille

City Staff Present:

Michael Armstrong, BPS	Lou Bowers, PDC	Ross Caron, BDS
Lana Danaher, BES	Cindy Dietz, Water	Rebecca Esau, BDS
Mark Fetters, BDS	Matt Grumm, Comm. Saltzman's Ofc.	
Douglas Hardy, BDS	Tim Heron, BDS	Denise Kleim, BDS
Fred Kowell, Parks	Kurt Krueger, PBOT	Christine Leon, PBOT
Jim Nicks, BDS	Andy Peterson, BDS	Paul Scarlett, BDS
Riley Whitcomb, Parks	Sandra Wood, BPS	

Guests Present:

John Hasenberg, ORA	Joe Schneider, Skanska	Susan Steward, BOMA
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DRAC Members Absent:

George Bruender	Hermann Colas
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Handouts

- DRAC Meeting Minutes 2/21/12
- Inter-Bureau Code Change List
- BDS Major Workload Parameters (Monthly / Cumulative)
- Non-Cumulative Cost Recovery Report
- SDC Deferral Resolution
- Building Permit Fee Comparison
- Historic Design Review Issues 3/20/12
- DRAC Letter Regarding Expiration of Land Use Review Approvals (draft)
- Tree Code Update 3/20/12
- Portland Parks & Recreation Budget Process for FY 2012-13
- Bureau of Planning & Sustainability Summary of FY 2012-13 Requested Budget
- DRAC Work Plan

Convene Meeting

DRAC Chair Keith Skille convened the meeting and welcomed DRAC members and attendees. He welcomed three new DRAC members who had just been sworn in:

- Dan Gilkison, Port of Portland (Major Facilities Landowners)
- Rob Humphrey, Faster Permits (Small Businesses)
- Maryhelen Kincaid, East Columbia Neighborhood Association (Citywide Neighborhood Interests)

The February 21, 2012 DRAC meeting minutes were approved.

Director's Report

BDS Director Paul Scarlett provided an update on the bureau's financial status and reviewed the handouts *BDS Major Workload Parameters (Monthly/Cumulative)* and *Non-Cumulative Cost Recovery Report*. The bureau is doing well. Some large projects are coming in, and both the number of permits and permit valuations are increasing.

There has been an organizational change regarding ITAP (Information Technology Advancement Project); Ross Caron is now the project manager. Hank McDonald (previous ITAP Manager) is now focused on his responsibilities as the Residential Inspections Manager and the bureau's Plumbing Chief.

Progress has been made in producing an updated methodology and table for establishing valuations for alterations. BDS Plan Review & Permitting Services Manager Andy Peterson will distribute the current draft table to DRAC members via e-mail. The goal is to use the table only when there is a discrepancy between the applicant's estimate of value and the apparent market value.

BDS's budget request has been reviewed by the City's Office of Management & Finance (OMF) and will be passed on to the Mayor. OMF approved BDS's request to add 16.6 fee-supported positions, and they approved about half of the General Fund-supported positions. This may change depending on the Mayor and City Council's review. The Council will be holding a work session on BDS's budget on April 3rd.

SDC Deferral

Matt Grumm from Commissioner Saltzman's Office reviewed the handout *SDC Deferral Resolution* and gave a brief update on the project. The deferral will go into effect on July 1, 2012. Director Scarlett noted that the Council was positive about the resolution and was encouraged by support from the Home Builders' Association (HBA). Deferrals also exist for commercial projects, depending on project valuation.

Director Scarlett also noted the handout *Building Permit Fee Comparison*, which provides a comparison of building permit fees across jurisdictions in the Portland metropolitan area. Mr. Peterson noted that Clackamas County is asking for a 13% increase in their building permit fees for FY 2012-13.

Public Works Appeal Panel

DRAC Member Rick Michaelson asked for the DRAC 's support for DRAC Member Ed McNamara to replace former DRAC Member Don Geddes on the Public Works Appeal Panel, since Mr. Geddes is no longer a DRAC member. DRAC members affirmed their support of Mr. McNamara. Mr. Michaelson noted that he will be transitioning off the Appeal Panel later this year and will be looking to recruit another member from the DRAC.

Land Use Extension Expiration Letter

BDS Land Use Services Manager Rebecca Esau reviewed the handout *DRAC Letter Regarding Expiration of Land Use Review Approvals (draft)*. The letter, addressed to both the City Council and the Planning & Sustainability Commission, supports the effort to extend open land use cases until 2014. Mr. Grumm said that City Council is generally supportive of the project, though there have been some questions from Commissioner Fritz's office.

DRAC Member Maryhelen Kincaid said that she would like to take the letter to the Citywide Land Use Group for review next week. DRAC Member Rob Humphrey asked if ownership of the properties involved has been examined; he said that he's seeing more bank-owned properties. He expressed support for the extension, but wants to make sure that applicants are being helped.

DRAC members voted to approve the letter pending any changes Ms. Kincaid may bring. DRAC Member Michelle Rudd abstained due to her position on the Planning & Sustainability Commission.

Tree Code Amendments

Ms. Esau distributed and reviewed the handout *Tree Code Update 3/20/12*. Director Scarlett noted that OMF has recommended that the Tree Code Project Coordinator position not be funded for FY 2012-13. OMF feels that funding other City services takes priority over the Tree Code.

Historic Design Review

Ms. Esau and Tim Heron (BDS Land Use Services) distributed and reviewed the handout *Historic Design Review Issues 3-20-12*. Their goal is to amend the code so that the intent is being met but the costs are brought down to levels more in proportion to project scales and valuations.

Mr. Heron summarized the history of the Irvington and Buckman neighborhoods relative to historic designation. An Historic Coalition is currently being formed with representatives from the neighborhoods, architects, preservationists, and other stakeholder groups. Mr. Michaelson volunteered to represent the DRAC on the Coalition. Mr. Michaelson noted that he has been hired to write guidelines for other jurisdictions that have found the Interior Secretary's standards to be too vague. He was concerned that the standards would change over time, and thus their use would need to be carefully thought out in order to avoid having to make future amendments.

DRAC Member Dana Krawczuk encouraged the adoption of "bright lines" to make the standards more easily applicable. DRAC Member Jeff Fish asked if the City has reviewed historic standards from other cities. Mr. Heron said that type of review is part of the process. Many jurisdictions either adopt the Interior Secretary's standards outright or modify them. DRAC Member Steve Heiteen referenced a project where adding below-grade basement egress windows cost \$2,500 in review fees to his customer. He said the City needs to be involved earlier in the process when historic designation is sought.

Ms. Esau said the DRAC can help by advocating for funding in the FY 2012-13 budget for staff to work on the project. BPS has requested 1 FTE. Without the funding, very little work can be done. John Hasenberg (ORA) expressed an interest in being involved in crafting the code changes. Mr. Skille proposed that the DRAC draft a letter of support for BPS's budget request. Mr.

Michaelson volunteered to prepare a draft letter for distribution to DRAC members by the end of the week. Mr. Skille suggested that this topic be added to the DRAC Work Plan.

DRAC Work Plan

Mr. Skille asked DRAC members to review the Work Plan. It will be placed on the April agenda.

Parks Bureau Budget Update

Fred Kowell (Parks) reviewed the handout *Portland Parks & Recreation Budget Process for FY 2012-13* and gave an update on Parks' budget request. He said that Parks takes a long-term approach with its budget request and uses equity of access as a guiding principle. Parks is still working on some of its budget decision packages.

OMF has reviewed Parks budget and recommended that Parks cut its pass-through monies before cutting its core services.

Parks is hoping to move forward with a general obligation bond effort to help with funding over the next several years. Riley Whitcomb (Parks) said that Parks is still working on its SDC fees for FY 2012-13, but he doesn't foresee large increases.

Bureau of Planning & Sustainability (BPS) Budget Update

Michael Armstrong (BPS) reviewed the handout *Bureau of Planning & Sustainability Summary of FY 2012-13 Requested Budget*. BPS has been working on developing grant funding in order to reduce its reliance on the General Fund. OMF has recommended approval of some of BPS's requests for one-time General Fund support. BPS has asked the Mayor for a special appropriation (to come from his office) of \$100,000 to fund work on historic design regulations.

Susan Steward (BOMA) asked why only the Central City Plan was targeted for cuts. Mr. Armstrong said that cuts were made across programs that receive General Fund support. Mr. Michaelson suggested that the DRAC look at the issue of the lack of capacity in BPS to do RICAP work (code maintenance/updates). He said that there hasn't really been a RICAP package since 2007.

Next DRAC Meeting: Tuesday, April 17, 2012, 10:00 a.m. - 11:30 a.m.

Minutes prepared by Mark Feters, BDS