



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee**  
**MINUTES**  
**Thursday, September 20, 2012**

**DRAC Members Present:**

Hermann Colas  
Steve Heiteen  
Maryhelen Kincaid  
Michelle Rudd

Jeff Fish  
Dave Humber  
Dana Krawczuk  
Joe Schneider

Dan Gilkison  
Keith Jones  
Ed McNamara  
Keith Skille

**City Staff Present:**

Ross Caron, BDS  
Matt Grumm, Comm. Saltzman's Office  
Denise Kleim, BDS  
Christine Leon, PBOT  
Riley Whitcomb, Parks

Cindy Dietz, Water  
Kurt Krueger, PBOT  
Paul Scarlett, BDS  
Sandra Wood, BPS

Mark Feters, BDS  
Douglas Hardy, BDS  
Jim Nicks, BDS  
Nancy Thorington, BDS

**Guests Present:**

John Hasenberg, ORA

**DRAC Members Absent:**

Rob Humphrey  
Rick Michaelson

**Handouts**

- DRAC Meeting Minutes 6/19/12 & 8/16/12
- Inter-Bureau Code Change List
- BDS Major Workload Parameters (Cumulative)
- Non-Cumulative Cost Recovery Report
- Code Development Update to DRAC
- Out of the Mud Initiative 9/17/12 (Draft)

## **Convene Meeting**

DRAC Chair Keith Skille convened the meeting and welcomed DRAC members and attendees. He mentioned that DRAC Member Jeff Cole has resigned his DRAC position representing Environmental Conservation & Green Building. The Large Developer position is also open. DRAC members were encouraged to contact Mark Feters (BDS) or BDS Director Paul Scarlett to recommend individuals for those positions.

Mr. Skille mentioned that BDS is looking for at least two members from the DRAC to participate in BDS's Budget Advisory Committee (BAC), which will meet 3-4 times from October – January. DRAC members Dave Humber and Jeff Fish volunteered to serve on the BAC.

DRAC members reviewed and approved minutes from the June 19, 2012 and August 16, 2012 DRAC meetings.

## **Director's Report**

BDS Director Paul Scarlett reviewed the handouts *BDS Major Workload Parameters* and *Non-Cumulative Cost Recovery Report*. He noted the bureau's strong financial position, which has allowed BDS to hire additional staff in order to improve services and turnaround times. Staff is being added gradually and conservatively, and only where direct service improvements can be quantified. The bureau is also looking to continue expanding services in the Development Services Center. With the growth from added staff, BDS will be re-occupying approximately half of the 6<sup>th</sup> floor of the 1900 Building toward the end of this year.

BDS Administrative Services Manager Denise Kleim gave an update on the bureau's strategic planning process. The bureau has solicited proposals from consultants to assist with meeting facilitation and documentation related to the planning process. A proposal evaluation panel that includes DRAC Member Maryhelen Kincaid is currently in the vendor selection process.

Director Scarlett noted that the Citywide Tree Code was presented to City Council yesterday (9/19/12). The new code is slated to go into effect in July 2013.

A team of BDS and BPS (Bureau of Planning & Sustainability) staff is working on amendments to the Historic Design Review code. They are currently doing public outreach. It is anticipated that proposed amendments will go before Council in February 2013. Director Scarlett said more information will be available for the DRAC in October.

DRAC member Hermann Colas noted that the plan review process has been very slow for a project his company is working on, leaving his workers idle. He asked about alternative processes or options that might be available to speed up the process. Director Scarlett said that outsourcing plan review work isn't possible due to union contracts, but applicant-paid overtime for staff is available as a way to get the work done more quickly.

John Hasenberg (ORA) cited a project where an application that he thought would be issued over the counter was taken in for review for just a few items, and the applicant was told that it would take 15 working days to review. Director Scarlett noted that the majority of building permits is issued over the counter, but without more details it wasn't possible to say whether this was specific to that project or indicative of a larger issue. BDS Plan Review/Permitting Services Manager Andy Peterson offered to follow-up with Mr. Hasenberg after the meeting.

DRAC Member Jeff Fish mentioned a new vacant lot registration program he recently became aware of. Matt Grumm (Commissioner Saltzman's Office) said that the Mayor's office put the

program out for comment just last week, and there are a number of questions to be answered. The purpose of the program is to identify the owners of vacant lots, which has become more difficult due to property defaults and foreclosures. He said they have received several calls with comments and questions, and he encouraged DRAC members to contact Clay Neal at the Mayor's office with input (503-823-4779; [clay.neal@portlandoregon.gov](mailto:clay.neal@portlandoregon.gov)). Mr. Fish said it appears that the program would create a lot of work for BDS, with the revenue going to the Revenue Bureau, and he questioned the need for the program at all. Mr. Grumm said that the program is written such that a portion of the revenue would pay for a position in BDS to work on enforcement. Mr. Fish will e-mail a link to information on the program to Mark Fetters for distribution to DRAC members.

### **Code Development (RICAP) Update**

Sandra Wood (BPS) and Douglas Hardy (BDS) reviewed the handout *Code Development Update to DRAC* and presented an update on code development work. Ms. Wood noted that the work on the Comprehensive Plan slated for FY 2013-14 will include work on the Zoning Code. BPS agrees that an ongoing code improvement program is needed, and they will work on including funding for it in their FY 2013-14 budget request. Currently BPS has no staff positions devoted to general Code review and updating. Until a couple years ago, City staff did an annual review of proposed code changes, which helped in keeping the code more workable and relevant. Ms. Wood said she might ask for two positions to work on code review and analysis in FY 2013-14. Christine Leon (PBOT) noted that they might also advocate for funding for positions, since the code review process benefits them as well. BDS Director Scarlett expressed a willingness to partner with BPS to look at ways of funding positions to do this work.

Mr. Skille and other DRAC members expressed support for addressing the funding issue so that the work can be done. Ms. Wood said she will bring an update to the DRAC closer to the budget season and may ask the DRAC for a letter of support for funding.

### **Street by Street Program**

Christine Leon (PBOT) and Katja Dillman (Transportation Policy Coordinator, Mayor's Office) presented information on the Street by Street Program and distributed the handout *Out of the Mud Initiative (Draft)*. Ms. Leon said they have been doing outreach and seeking input from residents in areas with unimproved streets. They are working on designing a developer "In Lieu of Fee" for single-family residential infill development where streets are either unpaved or paved but lacking curbs, sidewalks, and trees.

An ordinance or resolution will be taken to Council hopefully within the next month to move the project forward. No additional staff will be required.

Ms. Leon asked DRAC members for feedback on the In Lieu of Fee. DRAC Member Ed McNamara suggested that the fee should be based on the cost for frontage improvements for the SFR being built, rather than for the whole street. Ms. Leon noted that in some parts of the city, measures will need to be taken to facilitate stormwater disposal (particularly in SW Portland); in other areas, stormwater can be disposed of into the ground onsite. Mr. McNamara said that on some properties with poor soil, they had found that digging down a few feet and adding amended soil was effective in allowing water to percolate until it could be absorbed into the surrounding soil. DRAC Member Michelle Rudd expressed concern that fees for street improvements will lead to lower quality development. Mr. Fish said he had been in favor of the In Lieu of Fee in the past, but he said that it is now less expensive to tear a house down on an improved street and rebuild than it is to build on an unimproved street. He asked why a developer should pay for street improvement for one property or pay the In Lieu of Fee when

neighbors on the street don't want the improvement. Ms. Leon said that the City's standard is improved streets, and that unimproved streets don't meet the city's transportation needs. Mr. Fish expressed doubt that some streets will ever be improved through LIDs; he said that Justin Wood from HBA has proposed that the City instead dedicate other funds to improve streets citywide.

Mr. McNamara said the proposed design standards make a lot of sense for streets where residents do want to make improvements, because they provide more affordable options. Mr. Colas added that it is difficult for builders to recover the cost of improvements for a single residence. Ms. Kincaid said that in many neighborhoods people want the improvements but they cost too much. She also said that some neighborhoods don't want improved traffic flow. She added that trees planted as part of improvements in some areas have grown to the point that they're buckling the sidewalks. Ms. Leon noted that there is an option of putting pavers around trees in parking strips to protect sidewalks from buckling.

Ms. Leon encouraged DRAC members to send further questions or comments to her or to Ms. Dillman.

**Next DRAC Meeting: Thursday, October 18, 2012, 8:00 a.m. - 9:30 a.m.**  
Minutes prepared by Mark Feters, BDS