



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee  
MINUTES  
Thursday, February 20, 2014**

**DRAC Members Present:**

Claire Carder	Hermann Colas	Phil Damiano
Jeff Fish	Maxine Fitzpatrick	Dan Gilkison
Steve Heiteen	Dave Humber	Keith Jones
Maryhelen Kincaid	Chris Kopca	Dana Krawczuk
Michelle Rudd		

**City Staff Present:**

Alex Bejarano, PBOT	Rebecca Esau, BDS	Elshad Hajiyev, BDS
Kurt Krueger, PBOT	Dora Perry, Comm. Fritz's Office	
Andy Peterson, BDS	Colleen Poole, BDS	
Elizabeth Reese Cadigan, BES	Paul Scarlett, BDS	Deborah Sievert Morris, BDS
Christopher Wier, PBOT	Sue Williams, BES	

**Guests Present:**

Steve Bloomquist, Port of Portland

**DRAC Members Absent:**

Rob Humphrey	Kirk Olsen	Joe Schneider
Keith Skille		

**Handouts**

- DRAC Meeting Minutes 1/16/14
- Inter-Bureau Code Change List
- BDS Major Workload Parameters
- Non-Cumulative Cost Recovery Report
- DRAC Work Plan

## **Convene Meeting**

DRAC Vice Chair Jeff Fish convened the meeting and welcomed DRAC members and guests. DRAC members welcomed Maxine Fitzpatrick, who had just been sworn in as the DRAC member representing Low-Income Housing Developers.

BDS Director Paul Scarlett regretted to announce that DRAC Chair Keith Skille asked to step down from the Chair position and DRAC membership due to ongoing schedule conflicts with the monthly DRAC meeting. DRAC members appointed Jeff Fish as DRAC Chair and Maryhelen Kincaid as DRAC Vice Chair for the remainder of 2014.

DRAC members also discussed the DRAC's role, work, and the content of DRAC meetings. Discussion will continue regarding achieving balance in meeting agendas between hearing reports from City bureaus and advising those bureaus on policy decisions.

## **Director's Report**

### Financial Update / Staffing & Service Levels

Mr. Scarlett reported that BDS's budget is looking good, but the bureau continues to struggle with managing its increasing workload, hiring, and training new staff. BDS's FY 2014-15 Requested Budget originally included a request for 18 new staff positions (supported by fees). However, rather than waiting for the FY 2014-15 budget to take effect on July 1<sup>st</sup>, the bureau is taking an ordinance to City Council for authorization to add the positions this spring. This would allow the bureau to begin the hiring process sooner and bring positions onboard before the busy summer season.

The Requested Budget also includes a request to convert one-time General Fund support for two positions in the Neighborhood Inspections Program into ongoing support.

BDS continues to average over 300 inspections a day, requiring the bureau to roll over a significant number of inspections.

DRAC Member Maryhelen Kincaid asked how scheduling for the Information Technology Advancement Project (ITAP) is affecting workload in Land Use Services (LUS). LUS Manager Rebecca Esau said that generally speaking, their timeline and workload is not being impacted. LUS staff is working with the ITAP Core Team and Team Sierra (vendor) and will continue to attend specific segments that involve their work duties until March 21<sup>st</sup>.

### ITAP Update

ITAP Manager Rebecca Sponsel gave a brief update on the progress of ITAP and the completion of Phase 1 of the project. The ITAP design phase will occur throughout 2014. For the next two months, ending March 31<sup>st</sup>, staff will be working on the design of land use cases and trade permits.

Work on ITAP will have intermittent impacts on the bureau's ability to meet service level goals and turnaround timelines for the Land Use, Plan Review, and Inspection Programs as staff dedicates time to advance the project's design, development, testing and training phases. BDS and its interagency partners are committed to proactively communicate the timeframes and duration of service level impacts caused by ITAP to both our employees and customers. BDS and its interagency partners will work collaboratively to explore options to maintain our service level commitments as ITAP moves forward.

As the project moves forward, updates are available on the [ITAP webpage](#), and email blasts will be sent to stakeholders when appropriate.

### Cost Recovery

Mr. Scarlett explained that as an operating bureau, BDS's cost recovery goal is 100%. The bureau's overall reserve goal is 30-35% of expenditures, with a minimum threshold of 15%. Each bureau program (building, plumbing, electrical, etc.) strives to meet its own reserve goals. Mr. Scarlett said the bureau can share more detailed information on BDS's cost recovery and reserve goals, and separate programmatic goals.

For FY 2014-15, BDS does not need to increase permit fees other than the Environmental Soils Program, which is addressing a significant deficit. Kurt Krueger (PBOT) said that SDC fees can increase in FY 2014-15. PBOT is not at cost recovery and fees will increase.

A DRAC member asked whether BDS uses its reserves to pay for other items. Mr. Scarlett stressed that a State statute prohibits using building permit fees for other programs.

Mr. Fish said he attended a meeting about the ballot initiative to move the Water Bureau into the private sector, and also met with City Commissioner Nick Fish to discuss the possible change. He is trying to have someone come to DRAC to discuss the potential impacts. Mr. Scarlett mentioned that City employees are not allowed to take a side in the matter, but that it may be possible to have someone visit the DRAC and provide information about the ballot measure. He noted that one potential impact would be that the new entity would likely not be collocated with the BDS, as the Water Bureau is presently. It was suggested to have someone talk to the DRAC about how the Water Bureau currently works in the development review process. It was noted that the vote on the ballot measure will be held on May 20, 2014.

### **Public Works Update**

Alex Bejarano (PBOT) introduced himself as the new PBOT Interim Manager for Development Services & Capital Program. He has replaced Christine Leon, who frequently attended DRAC meetings as a PBOT representative. Mr. Bejarano has worked with Engineering, Land Use, and Permitting, and he was the Manager of Utilities. He noted that DRAC members can direct PBOT questions or concerns to him or Mr. Krueger.

## **Public Works Appeal Process**

Christopher Wier (PBOT) gave a brief summary of the steps taken to revise and formalize the Public Works Appeal Process, City Code Chapter 17.06, and their operating needs. The committee has been renamed the Alternative Review Committee. After reviewing a year's worth of appeals, the committee is expanding the criteria for administrative exceptions granted to include commonly approved appeals.

The current members on the Public Works Appeals Panel and Appeals Board is Alex Bejarano (PBOT), Cindy Dietz (Water Bureau), Don (BES), and Dave Humber (DRAC), who has been an alternate and is moving to permanent status. Two alternate members are needed to replace Mr. Humber (representing the DRAC) & Ms. Kincaid (representing the Citywide Land Use Group). Mr. Scarlett said he wants to appoint a current DRAC member as the alternate. Panel Hearings are every other Tuesday from 3:00 -5:00 PM. Anyone interested should contact Mark Feters (BDS) at (503) 823-1028 or [mark.feters@portlandoregon.gov](mailto:mark.feters@portlandoregon.gov).

## **New Administrative Rules**

Mr. Krueger presented a brief summary of the New Administration Rule for Infill Development on Streets with an Existing Sidewalk Corridor. New rules are being put into place and will be posted on the Auditor's website on February 18<sup>th</sup>. The current infill rules are not keeping up with the impact needs for street improvements to develop sidewalks. This applies to single family residential development on a street that has not had any improvements. PBOT is actively taking on the issues and is bringing in a consultant.

There will be a new development fee for the administrative process. Outreach will be done so people are aware of the fee, and rules will be suspended while the criteria are put into place. If you are on a street that fits the criteria, allotted time will be given and a waiver will be signed for future work to be completed. Developers recognize that the work is expensive and can be time-consuming on a small infill project. The heavy review process will also be shortened and the applicant will be allowed to have a discussion with staff without being required to work through the Public Works Appeal Panel/ Alternative Review Committee. This will put the decision back on the staff and not a review panel. This change is expected to be effective July 1, 2015. Mr. Krueger will be out discussing this at other committees and neighborhood associations.

Mr. Fish is in support but asked how the money will be used. Mr. Krueger said the money will go towards the neighborhood where the street improvement funds were paid. City Commissioner Steve Novick and Mayor Charlie Hales have endorsed the movement. DRAC member Claire Carder asked to have the neighborhoods involved early and to be a part of the discussion.

DRAC member Hermann Colas asked whether the City had thought about having a bond in place. Mr. Krueger replied that they will be engaging the community in this discussion.

**Next DRAC Meeting: Thursday, April 17, 2014, 8:00 a.m. - 9:30 a.m.**

Minutes prepared by Colleen Poole and Mark Feters, BDS