

**Development Review Advisory Committee Work Plan
2013-2014**

The Goal of the DRAC:

To foster a timely, predictable and accountable development review process that implements the City's goals for land use, transportation, housing, economic development, neighborhood livability and the environment; and advocates for and supports consistent and fair application and implementation of regulations.

To meet this goal, DRAC's focus for FY 2013-14 is outlined in this workplan.

Topic/ Issue	Description/Goals	Format/Start Date	DRAC Members	Status
BDS Staffing & Service Levels	BDS staffing levels were greatly reduced in 2009 & 2010, causing significant impacts to service levels. The DRAC will monitor and advise BDS regarding: <ul style="list-style-type: none"> • Service levels • Customer priorities 	Monthly update to full DRAC	All	Ongoing
Public Works Appeals Process	In 2009 City Council directed that the Public Works Bureaus Appeals Process be developed with input and support from the DRAC. A Public Works Appeals Board was created with one member position reserved for a DRAC member.	Quarterly update to full DRAC	Dave Humber (alternate)	Ongoing
Plan Review Process/Self-Certification	Self-certification for building permits may be an effective tool in some cases for expediting the plan review process and addressing service level impacts from BDS staff reductions.	TBD	TBD	Full DRAC will review ITAP process flow charts and decide whether to pursue further.
Tree Ordinance	The Citywide Tree Policy Review and Regulatory Improvement Project is a multi-bureau effort to clarify, simplify and provide a consistent and effective regulatory framework for trees in the City of Portland. The DRAC will review the impact of the regulations on the development industry and will consider developing metrics (relevant to the development industry) for evaluation of the code.	<ol style="list-style-type: none"> 1. Updates to DRAC before implementation, 6 months after, 1 year after 2. Review impacts on BDS and the development community 3. Participation in external stakeholders group 	<ol style="list-style-type: none"> 1. All 2. All 3. Jeff Fish 	
BDS IT Advancement Project (ITAP)	BDS will make a major investment in technology over the next two years. BDS envisions a system that will include the following capabilities: <ul style="list-style-type: none"> • Electronic access to all historic permit and land use records for customers and staff • Online land use and permit application and plan submittal • Electronic plan review • Online fee payment and permit issuance • Electronic entry of inspection results and real-time access for field staff and customers 	<ol style="list-style-type: none"> 1. Monthly update to full DRAC 2. DRAC members participate on Citizen Advisory Committee 	<ol style="list-style-type: none"> 1. All 2. Keith Skille, Rick Michaelson 	Ongoing
Development Fees & Regulations	DRAC will examine: <ol style="list-style-type: none"> 1. The cumulative effects on development of fee increases at development-related City bureaus; 2. Ways to decrease regulations and increase efficiencies in the development review process in order to minimize future fee increases. 	TBD	All	

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Public Works Permitting	<p>On April 16, City Council accepted a report recommending that an Inter-Agency Team with representatives from the infrastructure bureaus work with DRAC (in an advisory capacity) to accomplish the following tasks related to:</p> <ol style="list-style-type: none"> 1. Establish standard turnaround times for permit application reviews, code appeals, and other associated services. 2. Establish predictable fee schedules for all permits and associated services provided by PBOT, BES, PWB, and PPR 3. Establish formal appeals processes for PBOT, BES, PWB, and PPR 4. Develop and present for City Council approval a standardized Systems Development Charge (SDC) program which offers customers a uniform approach to SDC low income waivers, SDC deferrals, and SDC financing. 	Quarterly update to full DRAC	All	Ongoing
Revenue & Budget Tracking	<p>Focusing on the impacts of the economic downturn on the Development Review Bureaus—specifically BDS' budget and programs. Continuing to focus on transparency in the development review process among bureaus, increasing efficiency, and customer service.</p> <ul style="list-style-type: none"> • A DRAC member will participate on the BDS Financial Advisory Committee, reviewing BDS's financial model and projections. • A DRAC member will participate on the BDS Budget Advisory Committee. • BDS staff will update the committee on BDS budget revenues and expenditures at monthly meeting. • Development Review Bureaus will update the committee on affected revenues and expenditures. • Actively support fiscal initiatives as they arise throughout the year. 	Monthly update to full DRAC	All	Ongoing
SDCs	<p>SDCs are a key issue in the development community. The fees have been growing, and there has not been a comprehensive review. The DRAC will:</p> <ol style="list-style-type: none"> 1. Examine when SDCs are considered and how they are developed 2. Understand who is involved in the development of SDCs, including the role of the City or State 3. Look at where each SDC is collected and examine how the funds are distributed and spent. 4. Review the increasing impact of SDCs on mid-rise projects with residential components. 	Subcommittee	<p><u>DRAC</u>: Jeff Cole, Jeff Fish, Maryhelen Kincaid, Rick Michaelson, Keith Skille</p> <p><u>City</u>: Lana Danaher (BES), Matt Grumm (Comm. Saltzman), Andy Peterson (BDS), Riley Whitcomb (Parks)</p>	Has not met
Historic Design Review	<p>An increasing number of neighborhoods are seeking Historic designation without realizing the implications on development review costs and processes. The DRAC will produce informational resources, including a brochure or handout, for neighborhoods considering applying for Historic designation.</p>	Subcommittee	<p><u>DRAC</u>: Steve Heiteen, Dana Krawczuk</p> <p><u>City</u>: Rebecca Esau (BDS), Tim Heron (BDS)</p>	Completed