

**Development Review Advisory Committee
Demolition Subcommittee
MINUTES
Thursday, May 29, 2014**

DRAC Subcommittee Members Present:

Rob Humphrey
Steve Heiteen
Claire Carder
Maryhelen Kincaid
Jeff Fish

City Staff Present:

Mitch Nickolds, BDS
Fred Deis, BDS
Terry Whitehill, BDS
Shawn Wood, BPS
Andy Peterson, BDS
Jill Grenda, BDS,
Dora Perry, Commissioner Fritz's Office
Nancy Thorington, BDS

Guests Present:

John Hasenberg, Oregon Remodelers Association

Handouts

- Agenda
- Draft Courtesy Notice for Residential Demolition Permits
- Draft "Recommended Steps for Posting" of Courtesy Notice
- Draft Program Guide for Residential Alterations, Additions and Demolitions (Major/Minor Alterations and Additions and Demolitions)

Convene Meeting

Nancy Thorington with BDS convened the meeting and welcomed DRAC Demolition Subcommittee members and guests. All present introduced themselves.

Courtesy Notice

There was discussion regarding the contact information for the Department of Environmental Quality (DEQ) for asbestos-related inquiries listed on the Courtesy Notice. Andy Peterson was concerned that the DEQ telephone number does not get the caller to a live person. Nancy Thorington will follow up to see if we can add a better number in the subsequent printings.

Nancy Thorington asked the subcommittee members to weigh in on whether they thought the Courtesy Notice should be given to either the Neighborhood Coalitions, Neighborhood Associations, or both.

Maryhelen Kincaid thought both would be best, but if only one, should be Coalitions. Steve Heiteen recommended listing demolitions on the BDS website. Andy Peterson noted BDS has about 300 residential demolitions per year, so putting them on the website would be unrealistic based on BDS staffing. Rob Humphrey noted that it was already challenging to get agreement from builders to post notices; he and Steve Heiteen thought it would be best to wait until a trial period of about six months had passed, then re-evaluate asking the industry to notify the Coalitions and Associations. It was noted that outreach could be done now to Coalitions to have them inform their constituents to notify the Coalition if they receive a Courtesy Notice.

There was discussion regarding whether and how the effectiveness of the Courtesy Notices could be tracked. At this time, there is no formal method of doing so, so it will be based on feedback from the building industry and the public.

BDS Residential Demolition Delay Website

Nancy Thorington announced that BDS is creating a demolition delay website that will go live by July 1, 2014. The purpose of the website is to provide the public with information and links related to residential demolitions. When the site goes live, it will initially include a link to the Courtesy Notice, a link to the BDS memorandum regarding the Demolition Delay Ordinance and its legislative history, FAQ's regarding demolition delay, FAQ's regarding the Courtesy Notice, the new BDS interpretation of the Demolition Delay Ordinance, links to DEQ and Oregon Health Authority for asbestos and lead-based paint inquiries, and links to the Demolition Delay Ordinance and demolition delay provisions in the Zoning Code. Ms. Thorington asked DRAC subcommittee members to provide BDS with feedback on the website.

Program Guide on Major/Minor Residential Remodels/Additions/Alterations and Demolitions

Nancy Thorington distributed copies of a draft Program Guide that will create a distinction between major and minor remodels/additions/alterations. The purpose of the Program Guide is to address public perception when a remodel/alteration/addition looks like a demolition (e.g., only one wall is left, often to retain non-conforming status or for financing purposes). System development charges (SDC's) will not change based on whether the project is "major" or "minor." The Program Guide will help BDS to more consistently apply the codes and provide appropriate reviews that accurately relate the scope of work contemplated. Also, some of the current remodels/alterations are jeopardizing the Field Issuance Remodel (FIR) program because FIR was not designed for these types of projects.

There was discussion regarding whether the Courtesy Notices should also be requested for "major" remodels/alterations/additions, but the consensus was that we should wait until the initial phase of the Courtesy Notice and evaluate the issue at that point. Steve Heiteen noted that approximately 80% of the current residential remodels are being done by people who are not affiliated with the Remodeler's Association.

And Peterson stated that we should make it clear in the outreach piece that this Program Guide is not adding anything new; it is just clarifying current practices and reviews, based on the scope of the project

and providing a context for what we consider an alteration now. The Program Guide should include a brief description of the permitting process.