



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, August 20, 2015

DRAC Members Present:

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| Claire Carder | Phil Damiano | Maxine Fitzpatrick |
| David Humber | Rob Humphrey | Maryhelen Kincaid |
| Chris Kopca | Dana Krawczuk | Jennifer Marsicek |
| Kirk Olsen | Joe Schneider | Justin Wood |

City Staff Present:

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| Fred Deis, BDS | Matt Grumm, Commissioner Saltzman's Office |
| Tris Kelly, BDS | Cythina Koteniemi, BDS Kurt Krueger, PBOT |
| Tim Morris, BDS | Mitch Nickolds, BDS Dora Perry, BDS |
| Andy Peterson, BDS | Janell Piercy, BDS Deborah Sievert Morris, BDS |

DRAC Members Absent:

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| Hermann Colas | Keith Jones |
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Guests Present:

Jeff Fish, Fish Construction NW
Joshua Klyber, Code Unlimited
Barbara Strunk, United Neighborhoods for Reform

Handouts

- Draft DRAC Meeting Minutes 6/18/15
- Draft DRAC Meeting Minutes 7/16/15
- Inter-Bureau Code Change List
- Non-Cumulative Cost Recovery Report
- BDS Major Workload Parameters
- Code Amendment Summary
- Employment Zoning Project
- Campus Institutional Zoning Project
- Draft Residential Permit Reactivation Program Letter

Convene Meeting

BDS Director Paul Scarlett convened the meeting and welcomed DRAC members and guests.

Director's Report

Mr. Scarlett reported that BDS continues to do well regarding cost recovery. He referenced the handouts **Non-Cumulative Cost Recovery Report** and **BDS Major Workload Parameters**. In September the City will have the fiscal year accounts reconciled and BDS will provide data that supports what occurred over the past year.

The BDS Business Continuity Plan (shared with the DRAC earlier this year) will look at all the triggers, slowdowns and upticks during over the past fiscal year. Commissioners Amanda Fritz and Dan Saltzman will co-sponsor the Continuity Plan. BDS will share an updated plan, seek input from the DRAC, and then present the Plan to City Council.

The Information Technology Advancement Project (ITAP) continues to move forward. On August 15th an ITAP work session was held involving staff from multiple City bureaus, Commissioner Saltzman and his staff, and representatives from Sierra Systems (ITAP vendor). The session highlighted some of the issues occurring and the deliverables that have not yet been received. It was a great opportunity for Commissioner Saltzman to hear from everyone involved on the project. Everyone agrees that BDS needs the technology in order to provide more options for customers and be a more complete service bureau. There are challenges but the bureau will continue to navigate through them.

DRAC Member Chris Kopca asked about the significant increase in revenues during the month of June as noted in the cost recovery report. Andy Peterson (BDS) explained that the bureau averaged 1,000 customers per week during the last part of June. This year we didn't increase our fees but SDC's fee went up. Mr. Scarlett said we held a Customer Appreciation day on June 30th as a way to express gratitude for their work.

DRAC member Justin Wood asked if there was a plan to stop adding to bureau reserves. Mr. Scarlett said the bureau does have a plan that will be reviewed as part of the budget development process. There is a chance that fees will be reduced, but further analysis needs to be done first. The valuation of projects plays a big part in permit fee changes. DRAC members shared concerns that City Council may try to take some of BDS's reserves, but Mr. Scarlett clarified that Oregon State statutes mandate that building permit fees can be used for building program administration only.

Guest Jeff Fish asked if BDS knows how much permit fees are received from commercial versus residential. Mr. Peterson estimated the breakdown at 60% commercial, 40% residential.

Elshad Hajiyev (BDS) explained that BDS has a \$50 million dollar budget, with a goal of having 4-6 months in reserves to sustain operations in case something happens. Mr. Hajiyev will do a complete presentation on the BDS Continuity Plan at the September DRAC meeting.

Changes to Administrative Rules

Emily Sandy (BDS) describe upcoming changes to two Administrative Rules.

- Administrative Rule for Administrative Fees for Land Use Processes – Language is being added to clarify that fee refund and waiver policies apply to BDS land use fees only, not SDC fees. Language is also being added related to Early Assistance and Public Registry applications. An open hearing will be held on September 15, 2015 from 4:30 – 6:30 pm in Room 5A on the 5th floor of the 1900 Building (1900 SW 4th Ave.). Further information is available at <https://www.portlandoregon.gov/bds/article/541472>.
- Permitting Original Art Murals Administrative Rule – The Original Art Murals permitting process was developed in 2009, and since then 100 murals have been permitted. The administrative rule language will change to better explain when structural review is required and will allow more flexibility for inspections. An open hearing will be held on September 29, 2015 from 4:30 – 6:30 pm in Room 5A on the 5th floor of the 1900 Building (1900 SW 4th Ave.). More information on Original Art Mural permits is available at <http://www.portlandoregon.gov/bds/50737>. The comment period on the rule changes will end on October 9, 2015.

Follow-up from July DRAC Meeting

Ms. Kincaid said that she and DRAC Vice Chair Rob Humphrey meet with Mr. Scarlett two weeks before DRAC meetings to discuss the DRAC Workplan and upcoming meeting agendas.

Ms. Kincaid said that a volunteer was needed to join her in representing the DRAC on the Bureau of Planning & Sustainability's (BPS's) Deconstruction Advisory Group (DAG). The DAG has a yearlong pilot project with incentive funds for companies that want to try deconstruction rather than demolition. There is a \$3,000 grant available for companies interested, with partial deconstructions receiving \$1,000. Applications to apply for the grant will be ready on August 28th. The time commitment to serve on the DAG is one monthly meeting. DRAC Member Phil Damino volunteered to represent the DRAC.

Mr. Scarlett spoke about the handout **Inter-Bureau Code Change List**. He said that additional time will be required to review this more in depth at DRAC meetings, and it will be built into the agenda. Mr. Wood asked whether procedural changes could be brought here to the DRAC. He is concerned that the industry is finding out about procedural changes through checksheets, and he would rather report back to their industry directly before changes are implemented. Mr. Humphrey supported Mr. Wood's request. Mr. Wood said the changes could be presented as a one page handout; it would not be necessary to have a big discussion. Mr. Scarlett said that he understood and that he would add five minutes to the Director's Report to talk about upcoming procedural changes. Mr. Peterson mentioned that Life Safety screening will now be done on all New Single Family Residential projects.

Service Level Update - Timelines

Mr. Peterson gave an update on bureau timelines. The year end review goals are different for commercial and residential projects. His goal was to have 75% of the vacant positions in Plan Review filled. In the next 30 days two new people will come on board. In addition, there has been an influx of work, that work is more complex, and there has been an increase in customers in the permit center. Alteration plan reviews hit their turnaround goal about 99% of the time. Recently, there has been an increase in inadequately-prepared residential plans being submitted. Staff will begin to screen residential plans more closely at intake. It is anticipated that the Inspection staff will begin to feel the pinch as the workload starts to land in their section. BDS Inspections Manager Mitch Nickolds said they received 400 inspection requests the other day.

Employment Zoning Project

Steve Kountz (BPS) distributed the handout **Employment Zoning Project** and gave a presentation addressing the new land use areas for the project. This project will include college campuses and industrial areas. It is important because it is planning for growth over the next 20 years. The public comment period for the Discussion Draft closes on August 28, 2015, and a public hearing will be held on October 27, 2015. The project will be presented to the City Council in Spring 2016. More information can be found at <https://www.portlandoregon.gov/bps/67312>.

Highlights of presentation topics:

- Proposed changes in I-overlay will create a new prime industrial overlay zone. It will limit outdoor recreation and prohibit major event entertainment and self-service storage in I-overlay.
- EQ Zones: Mixed Employment Areas – This will reduce retail facilities to a 20,000 square foot conditional use, prohibit new residential uses, and allow expansion of 500 square feet on existing houses.
- Golf Course Rezoning will have new standards for ecologically beneficial landscaping and outdoor lighting.

Institutional Zoning Project

John Cole (BPS) distributed the handout **Campus Institutional Zoning Project** and gave an overview of the project. The project is focused on the importance of job growth, expansion and accommodation in the Portland Plan. The public comment period closes on September 14, 2015. More information is available at <https://www.portlandoregon.gov/bps/63692>.

Residential Permit Reactivation Program

BDS Residential Inspections Section Manager Janelle Piercy distributed the handout **Draft Residential Permit Reactivation Letter** and gave a presentation on the Residential Permit Reactivation Program. The intent of this pilot program is to clean up old outstanding permits and verify that permitted work was completed and no fire life safety risks exist. There are more than 6,000 permits that were issued prior to October 1, 2010 and require inspections to be performed before they can be closed. Coordination with other infrastructure bureaus will be necessary for some of the permits.

BDS Senior Building Inspector Tris Kelly and Development Services Technician Cynthia Kotaniemi be the primary contacts for the project. A letter regarding the need to close permits will be mailed to the current owners of affected properties. If a response is not received within 30 days, the permit will be permanently expired. The bureau will allow a one-time no charge reactivation inspection. The program will be reviewed after three months to determine what has been successful and where improvements need to be made.

Feedback from DRAC Members regarding the project included the following recommendations:

- Members expressed concern with the 30-day response timeline and suggested that the bureau review each permit on a case-by-case basis. They suggested sending only 25 letters each week, rather than sending all 6,000+ notices at once.
- Members questioned why homeowners would be notified, since they usually are not the permit applicants. They suggested notifying the person or business responsible for getting the permit.
- The approach of the letter should be more collaborative and not accusatory.
- Additional public outreach and education regarding the program should be done.
- The permit addresses should be mapped so the Neighborhood Associations can be used for outreach.
- Contact information for City staff should be moved from the 2nd page to the 1st paragraph on the 1st page.

Ms. Piercy said that the suggestions and concerns presented by the DRAC will be considered as the pilot project continues to be developed. Staff will bring the project back to the DRAC before it goes live.

June and July 2015 DRAC Meeting Minutes

DRAC Members approved the 6/18/15 and 7/16/15 DRAC meeting minutes.

Next DRAC Meeting:

Thursday, September 17, 2015

Minutes prepared by Colleen Poole & Mark Feters, BDS