



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, February 18, 2016

DRAC Members Present:

Claire Carder
David Humber
Dana Krawczuk
Jusin Wood

Maxine Fitzpatrick
Rob Humphrey
Jennifer Marsicek

Michael Harrison
Maryhelen Kincaid
Kirk Olsen

City Staff Present:

Stephanie Beckman, BDS
Matt Grumm, Comm. Saltzman's Office
Kurt Krueger, PBOT
Kyle O'Brien, BDS
Elisabeth Reese Cadigan, BES
Deborah Sievert Morris, BDS
Sue Williams, BES

Fred Deis, BDS
Phil Nameny, BPS
Andy Peterson, BDS
Emily Sandy, BDS
Nancy Thorington, BDS

Cindy Dietz, Water
Bill Hoffman, PBOT
Mitch Nickolds, BDS
Paul Scarlett, BDS
Madison Weakley, BDS

Guests Present:

Nick Daniken, Builder
Joshua Klyber, Code Unlimited
John Sandie, UNR

DRAC Members Absent:

Hermann Colas
Joe Schneider

Christopher Kopca

Mitch Powell

Handouts

- Draft DRAC Meeting Minutes 1/21/16
- Inter-Bureau Code Change List
- Non-Cumulative Cost Recovery Report
- BDS Major Workload Parameters
- Large Development Projects 2/5/16
- Comparison of Tree Code Amendment Proposals
- Urban Forestry Commission Recommendation to City Council
- Planning & Sustainability Commission Recommendation to City Council
- Tree Code Proposal Summary
- Draft Tree Project Report to City Council – February 2016
- Tree Code Implementation Outreach Plan Summary
- Local Transportation Infrastructure Charge Overview
- Pathway 1000

Convene Meeting

DRAC Chair Maryhelen Kincaid convened the meeting and welcomed DRAC members and guests. DRAC members reviewed and approved minutes from the January 21, 2016 DRAC meeting.

Development Fees & Regulations Subcommittee

Ms. Kincaid reported that the first meeting of this subcommittee is being scheduled. DRAC members interested in participating should contact Mark Feters (BDS) at (503) 823-1028 or mark.feters@portlandoregon.gov.

Tree Code Amendment Update

Emily Sandy (BDS) reviewed the handouts **Comparison of Tree Code Amendment Proposals**, **Urban Forestry Commission Recommendation to City Council**, and **Planning & Sustainability Commission Recommendation to City Council** and gave an update on the various Tree Code Amendment proposals. City Council will consider the proposals on March 3, 2016 at 2:00 p.m. The approved amendment would become effective 30 days after approval.

Matt Grumm (Commissioner Saltzman's Office) said that Commissioners Fritz and Saltzman worked together on a joint proposal. He then distributed and reviewed the handout **Tree Code Proposal Summary**. This proposal will also be heard by City Council on March 3rd. Mr. Grumm clarified that the proposal would apply to tree removals in development situations only.

DRAC Member Justin Wood recommended that the proposal be applied to non-development situations as well; otherwise, builders might be tempted to have homeowners take down trees before construction takes place. Ms. Kincaid suggested that the notice requirements in the proposal include providing notice to Neighborhood Coalition offices, as well as Neighborhood Associations.

Tree Code First Year Implementation Report

Stephanie Beckman (BDS) gave an update on implementation of the Citywide Tree Code and referenced the handouts **Draft Tree Project Report to City Council – February 2016** and **Tree Code Implementation Outreach Plan Summary**. BDS and Urban Forestry (Parks) will present the report to City Council on March 30th at 2:00 p.m.

Mr. Wood said that a 2010 report showed that the City's tree canopy had grown over the previous 10 years, and he asked whether an updated report is available. Ms. Beckman said that she does not have anything more recent, but heard that an update is coming soon.

DRAC Member Claire Carder said that the City's recommended tree planting list should be reviewed to focus it on larger canopy species. The list may be biased toward small-to-medium canopy trees. DRAC Member Rob Humphrey said there needs to be more education about the types of recommended trees for planting. Builders are primarily concerned about the expense and don't understand all the intricacies.

Ms. Beckman said that she can take comments on the draft report until 5:00 p.m. next Monday (Feb. 22nd).

Director's Report

BDS Director Paul Scarlett welcomed DRAC members and guests and gave a brief update on BDS operations and finances. He referenced the handouts **Non-Cumulative Cost Recovery Report** and **BDS Major Workload Parameters**.

Permit Night

In order to better meet customer needs, BDS is preparing to re-establish a regular Permit Night in the Development Services Center (DSC) in summer 2016. BDS had held Permit Nights for a number of years previously, but they ceased during the recession due to staff cuts. The BDS Budget Advisory Committee and BDS employees are very supportive of the plan. There are challenges regarding staffing, including staffing for the other development bureaus, that will need to be worked through. Permit Night will focus on residential projects initially, serving customers who cannot come in to the DSC during the workday.

Mr. Wood said that 10-15 years ago BDS used a fax-back system to schedule intake appointments for new single-family residences (NSFRs), and he asked whether the bureau has considered returning to a similar system. BDS Plan Review & Permitting Services Manager Andy Peterson replied that eventually they were scheduling appointments up to 3 weeks out due to the volume of NSFR applications. Mr. Wood replied that even if the appointment is 3 weeks out, it would be useful in helping to minimize the time he spends waiting in the DSC.

Ms. Kincaid mentioned software that helps optimize appointment scheduling for businesses, as a potential resource for NSFR appointment scheduling. Mr. Peterson replied that there are complexities to NSFR applications that make the process challenging. Mr. Humphrey felt that it would help to have different tracks available for customers in the DSC, based on type and volume of work they're bringing in.

Flex Schedules

Mr. Scarlett said that BDS offered flex schedules prior to the recession, and is now looking to re-introduce them bureauwide. There is ongoing discussion and review to make sure flex schedules can be implemented without causing negative impacts on services and customers.

Mr. Scarlett recognized Sue Williams (BES), who has represented BES at the DRAC for the last several years and was attending her last DRAC meeting. DRAC members expressed appreciation for her service.

Local Transportation Infrastructure Charge Proposal

Kurt Krueger and Bill Hoffman (PBOT) reviewed the handout **Local Transportation Infrastructure Charge Overview** and gave an overview of the proposal. The purpose is to address the issue of developers being required to put in sidewalks and curbs for new development on undeveloped right-of-way (ROW). The proposed fee is based on the average costs of completed Local Improvement Districts (LIDs). The proposal gives developers the option to either pay a fee or build the improvement. They are currently writing administrative rules, which will include a process for adjusting the fees as actual costs change.

PBOT will take the proposal to City Council in March (tentatively March 30th). Mr. Hoffman said he will notify the DRAC when the Council date is confirmed.

DRAC Member Dave Humber asked how the proposal would apply to development on corner lots. Mr. Hoffman said that the same standards would be used – the developer would pay based on the number of linear feet on both sides fronting the ROW.

DRAC Member Dana Krawczuk asked whether/how the proposal would apply to Accessory Dwelling Units (ADUs). Mr. Hoffman replied that ADUs would not be included, since PBOT doesn't currently require street improvements for ADUs.

Mr. Humber said that the proposal adds predictability to the process, which benefits developers. Mr. Krueger said that added predictability may open up additional lots to development. Ms. Kincaid said that the fees should be put to use in the Neighborhood Coalition area where they're collected, rather than elsewhere. Mr. Hoffman replied that this will be written into the administrative rules. DRAC Member Michael Harrison recommended prioritizing spending on streets that have waivers of remonstrance.

Issues to be addressed in Phase 2 of the project include:

- How the fees are directed;
- How to approach local streets;
- Resolution of the three current street standards;
- Creating a means of triaging how to approach undeveloped streets in Portland;
- Finding money to address local streets.

Mr. Krueger said they will bring updates on Phase 2.

Upcoming City Council Items of Interest

Ms. Kincaid noted two upcoming items mentioned in the meeting:

- March 3 – Tree Code hearing
- March 30 - LTIC

Pulse of the Industry

Ms. Kincaid explained that at each DRAC meeting, she would like to give one or two DRAC members the opportunity to update the group regarding their particular work or segment of the development process. For this meeting, Maxine Fitzpatrick and Kirk Olsen had been asked to share.

Maxine Fitzpatrick

Ms. Fitzpatrick distributed and reviewed handout **Pathway 1000** and discussed displacement and affordable housing issues. Pathway 1000 was developed to address those issues and create opportunities for displaced people to return. She cited four significant displacements of the African American community in Portland's history.

The program has a goal of creating 1,000 units of affordable housing over the next 10 years. Mr. Olsen asked how the development will be funded. Ms. Fitzpatrick said that PCRI can access loan funds for construction, but the bigger issue is how to help owners fund their purchases of the homes.

Kirk Olsen

Mr. Olsen gave an update on larger developments in the city, and referenced the handout **Large Development Projects 2/5/16**. He said that the industry may have missed the window for the development of large office projects. The city is running out of land for industrial development, so there will likely be smaller industrial projects on the horizon. Hotel development is very active, and the development of self-storage facilities will increase significantly over the next couple years due to the volume of apartment development. Mr. Wood observed that the current rate of multifamily development is 20% less than what it should be in order to meet Metro's growth projections for the region for the next 20 years.

Mr. Humber volunteered to share at the March DRAC meeting.

Next DRAC Meeting:
Thursday, March 17, 2016
Minutes prepared by Mark Feters, BDS