



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
Meeting Minutes
Thursday, August 18, 2016

DRAC Members Present:

Claire Carder
Dana Krawczuk

Rob Humphrey
Jennifer Marsicek

Maryhelen Kincaid
Joe Schneider

City Staff Present:

Claire Adamsick, Comm. Fritz's Office

Cindy Dietz, Water

Matt Grumm, Comm. Saltzman's Office

Kurt Krueger, PBOT

Kareen Perkins, BDS

Paul Scarlett, BDS

Brandon Spencer-Hartle, BPS

Paul Van Orden, ONI

Rebecca Esau, BDS

Phil Nameny, BPS

Andy Peterson, BDS

Deborah Sievert Morris, BDS

Greg Supriano, BDS

Fred Deis, BDS

Mark Feters, BDS

Sarah Huggins, Parks

Mitch Nickolds, BDS

Elisabeth Reese-Cadigan, BES

Nancy Thorington, BDS

Guests Present:

Steve Elder, United Neighbors for Reform (UNR)

DRAC Members Absent:

Hermann Colas

David Humber

Mitch Powell

Maxine Fitzpatrick

Christopher Kopca

Justin Wood

Michael Harrison

Kirk Olsen

Handouts

- Draft DRAC Meeting Minutes 6/16/16
- Inter-Bureau Code Change List
- Non-Cumulative Cost Recovery Report
- BDS FY 2015-16 Cumulative Major Workload Parameters
- BDS June 2016 Monthly Major Workload Parameters
- BDS July 2016 Monthly Major Workload Parameters
- BDS Service Level Update
- BDS ITAP Project Update for DRAC
- Draft DRAC Service Levels Subcommittee Meeting Minutes 7/14/16
- Noise Variance and Other Fees Schedule
- Noise Fee Increase Table
- Mass Shelter & Housing Zoning Code Update
- Fossil Fuel Terminal Zoning Amendments
- New Chinatown/Japantown Historic District Design Guidelines

Convene Meeting

DRAC Chair Maryhelen Kincaid convened the meeting and welcomed DRAC members, City staff, and guests. A quorum was not present, so the June 16, 2016 meeting minutes could not be approved.

Director's Report

BDS Director Paul Scarlett reviewed the handouts **Non-Cumulative Cost Recovery Report, FY 2015-16 Cumulative Major Workload Parameters, June 2016 Monthly Major Workload Parameters**, and **July 2016 Monthly Major Workload Parameters** and discussed the continued growth in the bureau's workload and revenues. DRAC members and City staff discussed the impact of the institution of the Construction Excise Tax on the numbers of permit applications in June and July 2016.

BDS Service Level Update

Mr. Scarlett referenced the handout **BDS Service Level Update** and described BDS's ongoing efforts to address the growing workload and service level impacts, including accessing resources at the State and contracting out for plan review and other services. Greg Supriano (BDS) said that the handout is a draft that the bureau wanted to share with the DRAC first, and then publish online and communicate more widely.

Ms. Kincaid said that a residential builder had asked her whether certain days/hours were less busy in the Development Services Center (permit center). Andy Peterson (BDS) said there aren't any predictably slower times in the DSC.

DRAC Member Rob Humphrey asked how the service level data is produced. Mr. Scarlett said that data is generated from TRACS, and the information in the handout reflects averages of that data. Mr. Humphrey suggested factoring in the time that checksheets add to the plan review and permit issuance processes; if customers knew how much checksheets delay the process, they might be more motivated to turn in good plans. More than one checksheet delays the process significantly. DRAC Member Joe Schneider said they're advising clients that it takes 2-3 times longer to get a permit than it did two years ago.

Mr. Humphrey asked why the data in the handout isn't broken out into the individual development bureaus; Mr. Peterson replied that it's a single development review process, and the end result is what matters. Mr. Humphrey suggested adding a little cushion to the Current Service Level numbers – overestimate rather than underestimate.

Mr. Scarlett said that the bureau's goal is to publish the data at least monthly going forward.

Information Technology Advancement Project (ITAP) Update

Mr. Scarlett reviewed the handout **BDS ITAP Project Update for DRAC** and summarized the current status of the project. He said that the Bureau of Technology Services (BTS) is now co-managing the project with BDS.

DRAC Service Levels Subcommittee

Mr. Humphrey referenced the handout **Draft DRAC Service Levels Subcommittee Meeting Minutes 7/14/16** and gave an update on the subcommittee's work. Going forward, the subcommittee will focus on the City's hiring process and on finding efficiencies in development review processes.

Mr. Humphrey noted that BDS has been working diligently on getting more staff and resources, and he is seeing an impact on services. He was encouraged about the discussion at the subcommittee on open vs. closed recruitments.

Mr. Scarlett talked about the need to package staff hires for the DSC in a way that involves all the development bureaus, not just BDS. He and Matt Grumm (Comm. Saltzman's Office) also noted Commissioner Saltzman's support of BDS's efforts and the DRAC's work. Mr. Grumm noted the Commissioner's appreciation for represented staff supporting BDS's use of alternative staffing resources.

Ms. Kincaid noted that the DRAC's work on these issues is at the heart of its mission (to foster a timely, predictable and accountable development review process).

Demolition Delay Ordinance Update

Nancy Thorington (BDS) said that she will be putting together a report for City Council on the implementation of the demolition delay ordinance. She will run a draft report by the DRAC Demolition Subcommittee in the next few weeks, then bring it to the full DRAC at its September meeting before going to Council. Based on feedback from the subcommittee and the full DRAC, she will make recommendations to City Council on possible code changes to improve the process. She tentatively plans to take the report to City Council in late September.

Ms. Kincaid said it was enlightening getting feedback from the Code Hearings Office (CHO) on the process. Ms. Thorington agreed; the CHO hears the demolition appeals, so it's helpful to get their perspective on how the process is working.

FY 2016-17 Noise Fee Schedule

Paul Van Orden (ONI) distributed the handouts **Noise Variance and Other Fees Schedule** and **Noise Fee Increase Table** and gave an overview of proposed fee increases. ONI is proposing a 15% across the board increase for all noise variances. The proposed increases have been reviewed and approved by the Noise Review Board. Some numbers may be rounded off a little before the proposal goes to City Council. Mr. Van Orden asked DRAC members to send feedback to noise@portlandoregon.gov. He intends to go to City Council in a couple weeks.

DRAC Member Dana Krawczuk said that phasing in fee increases is helpful for developers, who budget projects years ahead. DRAC Member Claire Carder asked about the fiscal impact of the increases on large public utilities projects. Mr. Van Orden replied that the Noise Review Board is supportive of addressing this issue. He added that ONI is forming a stakeholder workgroup for the fall to work on streamlining the variance process, particularly for projects in the right-of-way.

Ms. Kincaid asked why additional weeks for construction are less expensive than the first week. Mr. Van Orden said the charge is not a penalty for making noise; rather, it's to cover the cost of administering the code.

Mr. Van Orden said they are talking about delaying implementation of the fee increases until spring 2017. Claire Adamsick (Comm. Fritz's Office) said they won't go to Council until at least August 31, and it won't be an emergency, so the earliest the increases would take effect would be October 1.

Chinatown/Japantown Design Guidelines

Brandon Spencer-Hartle (BPS) distributed and referenced the handout **New Chinatown/Japantown Historic District Design Guidelines Proposed Draft**. He said BPS has worked with a stakeholder advisory committee over the last 6 months to develop the draft proposal. The Landmarks Commission will hold public hearings on the proposed guidelines on September 12 and 26. A City Council hearing will take place toward the end of 2016, and 30 days later the guidelines will go into effect.

Ms. Kincaid asked how the guidelines relate to other plans put out by BPS (West Quadrant Plan, Central City Plan, etc.). Mr. Spencer-Hartle said the proposed design guidelines look at design elements for buildings that are located in those plan districts. The guidelines do not set standards for things that are covered by the plans, such as building height or use.

More information on the project (including the proposed guidelines) can be found at <https://www.portlandoregon.gov/bps/70480>.

Mass Shelters and Housing Zoning Code Amendments

Phil Nameny (BPS) reviewed the handout **Mass Shelter & Housing Zoning Code Update** and gave an overview of the project and proposed code amendments.

In March 2016, the City Council approved an ordinance creating an alternative land use process for large affordable housing projects. The Council also approved a resolution directing BPS to propose code amendments to facilitate the creation of mass shelters to deal with the homeless and short-term housing situations. Mr. Nameny said that the proposed code amendments would make the temporary conditions City Council approved in the ordinance permanent.

Ms. Kincaid asked about the monitoring of mass shelters, and discussed the impacts on neighborhoods.

In response to a question about mass shelters at religious institutions, Mr. Nameny said that the current code allows one transitional housing unit as an accessory to a religious institution. Recently the City Council passed a resolution allowing car camping at religious institutions for up to four people; the proposed amendments would allow for up to four transitional units (including vehicles) at religious institutions, and increased the time limits from 60 to 180 days.

Ms. Kincaid said that the Citywide Land Use Group (CWLUG) will be reviewing this proposal at their meeting next Monday, August 22, 2016 at 7:00 p.m. in Room 2500B. She asked about the statement in handout that there would be neighborhood review "in many cases". Mr. Nameny said that neighborhood review would take place through the land use process; it doesn't add a new neighborhood review process.

Mr. Humphrey asked about the definition of "transitional household" (2nd page of handout). Mr. Nameny said it doesn't need to be within a building, but needs to include access to sanitation facilities.

Mr. Humphrey asked why the proposed amendments limit transitional units to 4. Mr. Nameny said that it matches the 4 units referred to in the council resolution. Mr. Scarlett said that many of these sites are in residential neighborhoods. Mr. Humphrey asked whether the number of units could vary depending on the zoning; Mr. Nameny replied that if a religious institution wanted to do more than 4 units, they could either become a temporary emergency shelter or a mass shelter.

Mr. Humphrey asked how the proposals were developed and who is overseeing them. Mr. Nameny described the development process and the stakeholders involved, including City agencies, non-profits, and religious institutions. Mr. Grumm asked about the 600 foot buffer required between mass shelters; Mr. Nameny said it creates a 2-3 block distance between shelters, lessening the impact on immediate neighbors.

The proposed amendments will go to the Planning & Sustainability Commission on September 13, 2016. More information on the project can be found at <https://www.portlandoregon.gov/bps/71246>.

Fossil Fuel Terminal Zoning Amendments Project

Mr. Nameny also reviewed the handout **Fossil Fuel Terminal Zoning Amendments** and gave an overview of that project. More information on the project can be found at <https://www.portlandoregon.gov/bps/71118>.

Pulse of the Industry

Ms. Kincaid mentioned that BDS has a Lunch & Learn scheduled for Friday, August 26 on Trees in Development Situations; more information is available at <http://www.portlandoregon.gov/bds/article/586548>.

Mr. Humphrey asked attendees to share their top concerns/worries related to their work:

- Andy Peterson (BDS) – Hiring and training more staff to catch up on the work.
- Matt Grumm (Comm. Saltzman's Office) – City Council politics; the housing emergency; encouraged to see more affordable housing projects in the pipeline.
- Kurt Krueger (PBOT) – The City's hiring process; getting ITAP in place.
- Mitch Nickolds (BDS) – Hiring; getting large educational projects inspected and completed before school starts; the number of setover inspections has been dropping.
- Elisabeth Reese-Cadigan (BES) – Budget, staffing, strategic plan update.
- Joe Schneider (DRAC) – Work volume is at historic levels.
- Jennifer Marsicek (DRAC) – Staffing issues; getting accurate pricing for projects coming in to construction – costs keep rising.
- Dana Krawczuk (DRAC) – Work volume; uncertainty for clients (inclusionary housing, fee increases, code updates); rushing to get projects done before the rules change.

- Rebecca Esau (BDS) – Keeping up with code changes; high workload; filling staff vacancies.
- Claire Carder (DRAC) – Housing affordability in Portland; the pace of development and change in neighborhoods.
- Rob Humphrey (DRAC) – Staffing; getting permits through the process in a predictable way; dealing with and communicating changes with customers.
- Paul Scarlett (BDS) – Service levels, staffing, ITAP; keeping workplace and staff positive, upbeat, and motivated.
- Deborah Sievert Morris (BDS) – Staffing, training, accessing resources; keeping staff motivated and excited.
- Phil Nameny (BPS) – The volume of legislative (code) projects managed by BPS - how they impact one another, development, and the Comp Plan.
- Cindy Dietz (Water) – Workload, staffing, and the City's hiring process.
- Nancy Thorington (BDS) – Keeping up with code changes, what's happening at the state level with the Buildings Code Division; maintaining a balance between long-term projects (like the demolition code) and daily work.
- Fred Deis (BDS) – Hiring enough staff; helping staff deal with code changes.
- Sarah Huggins (Parks) – Training staff; resolving SDC methodology.
- Steve Elder (UNR) – Getting a better understanding of why services are hard to get.
- Maryhelen Kincaid (DRAC) – The complexity of what the City does, and how that impacts neighborhoods; fostering broader collaboration between the development bureaus.

The next DRAC meeting is scheduled for Thursday, September 15, 2016.
 Minutes prepared by Mark Feters (BDS)