



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
Meeting Minutes
Thursday, August 16, 2018

DRAC Members Present:

Shea Flaherty Betin	Alexander Boetzel	Paul Delsman
Michael Harrison	Lauren Jones	Christopher Kopca
Sarah Radelet	Martha Williamson	Justin Wood

City Staff Present:

Beth Benton, BDS	Dan Cote, BDS	Rick Farber, Forestry
Mark Fetters, BDS	Darryl Godsby, BDS	
Matt Grumm, Comm. Saltzman's Office		Elshad Hajiyev, BDS
Maria Henkle, BDS	Sarah Huggins, Parks	Kurt Krueger, PBOT
David Kuhnhausen, BDS	Amit Kumar, BDS	Melissa Linehan, BDS
Phil Nameny, BPS Auditor	Yung Ouyang, Budget Office	Elizabeth Pape, City
Dora Perry, BDS	Elisabeth Reese-Cadigan, BES	Emily Sandy, BDS
Kim Tallant, BDS	Nancy Thorington, BDS	Angie Tomlinson, BDS
Terry Whitehill, BDS	Duane Whitehurst, BDS	Erika Wong, BDS

Guests Present:

Sean Green, NECN	Sam Noble	Allison Reynolds, Stoel Rives LLP
Rebekah Wright, Round Hill Pacific		

DRAC Members Absent:

Jeff Bachrach	Claire Carder	Maxine Fitzpatrick
Holly Huntley	Jennifer Marsicek	Mitch Powell

Handouts

- Draft DRAC Meeting Minutes 7/19/18
- Inter-Bureau Code Change List
- Non-Cumulative Cost Recovery Report
- BDS Major Workload Parameters
- New Review Process 08-14-18
- Business Continuity Plan Summary
- Parks SDC Code Update
- Chapter 24.85 Ordinance – Summary
- Chapter 24.85 Placard & Tenant Notification Ordinance
- Permit Expiration 08-16-18
- Private Stormwater Management Report
- Private Stormwater Management Report Highlights
- Upcoming City Council Agenda Item

Convene Meeting

DRAC Chair Justin Wood convened the meeting and welcomed DRAC members, City staff, and guests.

J. Wood introduced new DRAC member Shea Flaherty Betin, who was appointed to the DRAC position representing Small Businesses. Betin is the Director of Portland Mercado, an arm of Hacienda Community Development Corporation that provides professional resources and support to Latino entrepreneurs as they prepare to launch their own businesses.

DRAC members reviewed and approved the minutes from the July 19, 2018 DRAC meeting.

Announcements

Elshad Hajiyev (BDS) introduced two new BDS inspections managers:

- Darryl Godsby is the new Commercial Inspections Division Manager
- Beth Benton is the new Commercial Inspections Section Manager for NE and SE Portland

Review Windows/Gates

David Kuhnhausen (BDS) reviewed the handout **New Review Process 08-14-18** and gave an overview of the bureau's proposal to establish review windows (formerly review gates). This change will create predictability for plans reviewers, make the permit pre-issuance process more efficient, and give a taste of how plan review will flow under the Portland Online Permitting System (POPS). It will ensure reviewers that they're looking at the most recent plan sets.

Review windows will roll out with process-managed projects beginning October 1, 2018 and will expand to new single-family residences (NSFRs) in January 2019.

J. Wood asked how review windows will work when there are multiple permit types issued for the same project (building and public works permits, for example). Kuhnhausen said that staff is working on that question now.

DRAC Member Michael Harrison asked if review windows will eventually be applied to all projects. Kuhnhausen said that it mostly will be, though some large major projects will have exceptions to the process.

Kuhnhausen said that more public outreach will be done as review windows are rolled out.

BDS Business Continuity Plan Update

Hajiyev reviewed the handout **Business Continuity Plan Summary** and explained how BDS's Business Continuity Plan (BCP) works. BDS will be sharing this handout with the DRAC regularly going forward.

Hajiyev said that BDS Land Use Services acts as an early warning system for BDS for changes in development trends. There has been a downward trend in land use workload measures, and BDS has begun taking steps in response, including leaving several open staff positions in Land Use vacant.

DRAC Member Christopher Kopca said that the numbers in the **Non-Cumulative Cost Recovery Report** support what is shown in the BCP. Kopca asked for BDS's core monthly expenditure amount, since expenditures vary widely from month to month. Hajiyev said they can come back to the DRAC with that number.

Hajiyev said the trigger for reserves is based on 6 months of bureau expenditures.

Kopca said that BDS reserves are well beyond goal, and asked when the reserves will be high enough for BDS to look at its fee structure and revenues. Hajiyev replied that BDS has reduced fees twice during the current economic expansion, but those reductions were outpaced by revenue growth. Kim Tallant (BDS) noted that not all bureau program reserves are increasing; Land Use reserves are decreasing.

Portland Online Permitting System (POPS) Update

Maria Henkle (BDS) was introduced as a new member of the Portland Online Permitting System (POPS) team at BDS. Henkle offered to meet individually with DRAC members to discuss POPS and give their input on change management and how POPS will work.

Angie Tomlinson (BDS) gave a quick update on electronic plan review. They have started on a pilot project with one building in South Waterfront; a second project will begin in September. Beginning January 1, 2019, all process-managed permits will have the option of electronic plan review through ProjectDox.

Dan Cote (BDS) showed the POPS program video, which can be viewed at <https://www.portlandoregon.gov/bds/72523>.

Parks SDC Code Updates

Sarah Huggins (Parks) reviewed the handout **Parks SDC Code Update**. Parks is hoping to take an ordinance to City Council in the next couple months.

They are not changing the SDC methodology, rates, or rate structure. Rather, they are making the code language clearer and more precise; correcting inconsistent, outdated language; and making simplifications.

J. Wood & Lauren Jones volunteered to meet with Huggins to talk about the annual fee index.

Unreinforced Masonry (URM) Building Placard & Tenant Notification Ordinance

Nancy Thorington (BDS) and Amit Kumar (BDS) reviewed the handouts **Chapter 24.85 Ordinance – Summary** and **Chapter 24.85 Placard & Tenant Notification Ordinance**.

Thorington said that City Council directed BDS to draft code language for a placard to be placed on unreinforced masonry (URM) buildings without seismic upgrades. Building owners will also be required to put notification in any new leases.

The ordinance defines standards (based on national engineering standards) regarding earthquakes and URM buildings. The Portland Fire Bureau will do inspections to make sure the placards are in place, and BDS Enforcement will follow-up. The ordinance updates the triggers for mandatory seismic upgrades and includes an appeal process for building owners.

The ordinance is scheduled to go to City Council on October 3, 2018, and if approved, would go into effect on March 1, 2019.

Permit Expiration / Reactivation Project Update

Emily Sandy (BDS) reviewed the handout **Consistent Expiration & Voiding of Permits** and gave an update from her previous presentation to the DRAC a few months ago. Beginning October 1, 2018, permits with 180 days of inactivity will go to expired status, and will go to void status 180 days after that. This project will clean up BDS's records and provide clarity around the status of permits and projects.

The Program Guide that covers permit extension and reactivation will also be revised. A draft will be provided to DRAC members.

Sandy said there will be processes in place to ask for the reactivation of voided permits due to extenuating circumstances. All historical permits will have the correct status by April 1, 2019. Sandy said that BDS's permit form will be modified to more clearly state that the permit will expire after 180 days of inactivity.

BES Stormwater Requirements Audit

Elizabeth Pape (City Auditor's Office) reviewed the handout **Private Stormwater Management Report** and gave an overview of their recent audit of BES's Private Stormwater Management function. Page 12 of the handout highlights the audit's conclusions and recommendations.

DRAC Member Sarah Radelet asked who initiated the audit. Pape said that it came from the Auditor's Office; they hadn't audited BES programs for a while. They looked for programs with higher risk and where the audit could add value.

Pape noted that the audit report is available on the Auditor's website at <https://www.portlandoregon.gov/auditservices/27096>.

The next DRAC meeting is scheduled for Thursday, September 20, 2018.
Minutes prepared by Mark Feters (BDS).