

The Plans Examiner

JANUARY 2005

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The Bureau of Development Services promotes safety, livability, and economic vitality through efficient and collaborative application of building and development codes.



Kerridge leaves BDS for management post in Northern California

Ray Kerridge, Director of the Bureau of Development Services, has joined the management team at the City of Sacramento. On December 17, Kerridge left BDS for his new position as Assistant City Manager in charge of development.

Commissioner Randy Leonard congratulated Kerridge on his new post, adding “I am sad to see Ray go to Sacramento. But it should be an incredible source of pride for all of us in the Bureau that another major city has recognized and affirmed our collective efforts by attempting to replicate them.”

It was Kerridge’s commitment to putting the customer first that drove many of the innovations he made while in Portland. Innovations such as the creation of the Customer Service Program, and development of the Residential and Commercial Combination Inspection Programs, the Facilities Permit Program and the Major Projects Group have moved BDS into the spotlight.

“Ray’s creative approach to problem-solving and emphasis on customer service have had a significant impact on development in Portland. His management team and staff have made processing building and land use permits so much more efficient,” said Leonard.

It was this efficiency that brought city leaders from Sacramento to Portland to learn more about what Kerridge had done to improve Portland’s system. They liked what they saw, so much so that they asked Kerridge to come south less than a year later to implement similar changes in Sacramento’s development services.

“Working for the City of Portland for 25 years has been a great experience,” said Kerridge. “It has been the most productive time of my working life, and I have never worked with a more dedicated and professional group of employees or felt more supported as a manager.”

Kerridge joined the staff of the City of Portland in 1979. He began his career as a building inspector, advancing to Chief Building Inspector in 1983. He left the bureau briefly in 1985 to manage the Single Family Loan Program for Portland Development Commission, returning in 1988 as Residential Inspections Manager in charge of the Housing and Nuisance programs. In 1990, Kerridge moved into the role of Commercial Inspections Manager, where he remained until 2003, when Commissioner Randy Leonard appointed him BDS Director.



Mark your calendars

2nd Friday of every month
12 noon to 1:30 pm
1900 SW 4th Ave., Portland
2nd floor conference room

Join us! - Bring your lunch and sit in on a free seminar covering a development related topic. Each month, we bring in plan reviewers, inspectors, land use planners and other city staff to provide up to date information on a new topic, with only a few repeats by popular demand. *Reservations are not required.*

Coming attractions...

Friday, January 14, 2005 - Passing Inspection on Residential One and Two Family Dwellings

- Get an overview of the inspection process, and what to expect;
- Learn how to request and schedule inspections;
- Hear everything you'll need to know about your orange Job Site Card;
- Discover the Top 10 suggestions for avoiding inspection problems;
- Ask the residential inspections staff those questions you have.

February, March and April will feature updated versions of favorites from the past.

Friday, February 11, 2005 - The History and Mystery of Title 33: A Walk Through the Zoning Code

Kathleen Stokes, BDS Land Use planner, will guide a tour through the Zoning Code, including how it was developed, how it's structured and where to find the information you need to know. You'll learn the language of zoning maps – what those symbols mean – and hear about base zones, overlay zones and plan districts.

Friday, March 11, 2005 - Land Use Training for Citizens: Understanding the Process

Kathleen Stokes, BDS Land Use planner, returns with part 2 on zoning and land use. You'll learn about Land Use Review types, which activities are allowed with and without a Land Use Review and how to effectively participate in the Land Use Review process.

Friday, April 8, 2005 - Permit and Property Research Tools

Staff from Resource and Records and Land Use Services plus BDS web experts will provide an insider's look at how and where to find permit and property information in the DSC and online and who on our staff to ask for help. This session was popular with real estate professionals the first time around and really drew a crowd.

Find out what's coming up...

Register for our regular email Lunch and Learn program announcements, visit our Web site at www.portlandonline.com/bds, select the Contact Us tab, then Subscriber Services and click on Join Our Mailing Lists.

Review past Lunch and Learns online

Visit our Web site at www.portlandonline.com/bds and select the Tools tab.

- To see the complete list of PowerPoint presentations from any of the previous Lunch and Learn sessions.
- Download the complete presentations from the site or;
- View them online.

To share your ideas with us, seek information, or have questions about Lunch and Learn send us an email, bdsl&l@ci.portland.or.us, or call Martha Shonya at 503-823-7822.

Cable access update

Watch for the Lunch and Learn presentations on Portland Community Media Cable. Our first taping at the December Lunch and Learn went well, and we will be assigned a regular time in the PCM-TV programming schedule early in 2005.

The DSC will be closed:

- Monday, January 17, 2005
Martin Luther King's Birthday
- Monday, February 21, 2005
Presidents Day

City moves quickly to create process for Measure 37

Ballot Measure 37, which adds new statutory provisions to ORS Chapter 197, took effect Dec. 2, 2004. The measure gives private property owners the ability to submit a claim for compensation if a land use regulation, enacted after a property owner or family member became the owner, is shown to have restricted the use of the property and reduced its fair market value.

If the jurisdiction, whether it's a city, county or the state of Oregon, finds that the land use regulation reduced the property's value, it must pay the owner an amount equal to the reduction in value. Or the jurisdiction may choose to waive or modify the regulation. The measure gives jurisdictions 180 days to review a claim and decide to pay the claim, waive the regulation or modify it.

The City of Portland has created a claims form and a fact sheet describing the measure. These are now available from the City's Web site, www.portlandonline.com. The Web site also shows a log of claims that have been submitted and their current status. There are many questions about the measure and how to implement it, so information will be updated as aspects of the measure are clarified.

City staff members are compiling previous versions of the Zoning Code and historic zoning maps to create a Research Area in the Development Services Center, 1900 SW 4th Avenue, so property owners can research the zoning history and regulations for their property.

In the coming months, the City Council will consider a number of issues as they arise on how Measure 37 is implemented, including whether a fee should be charged to process a claim. Currently, there is no fee to file a claim.

The council also has expressed interest in making information available to property owners surrounding Measure 37 claim sites. Because the measure is so new and lacks precedent-setting legal challenges, the media and the general public are very interested in the outcomes as different jurisdictions implement the measure.



Proposal for Development Services Fee

The Bureau of Development Services has struggled for the past five years to fully staff the Land Use Services program in order to provide adequate service. Currently low staffing levels and high workloads are resulting in slow response times. The bureau is working on a variety of efficiency measures and other changes that should help streamline the system. However, insufficient funding will still be the primary issue.

The City Council has directed the bureau and the Development Review Advisory Committee to prepare a proposal for a new development services fee. The new fee would assist in funding the Land Use Services program and be collected at the time of issuance of building, site development, zoning, and facilities permits. It would not be collected on certain fees that are based upon hourly rates, such as the Facilities Permit fees. The fee would be a percentage of the building/project valuation. This new fee would be implemented on April 1, 2005. In concert with the implementation of the Development Services Fee, building permit fees would be reduced for several years to minimize the impact of the new fee.

If you would like more information about this proposal, please contact Denise Kleim at 503-823-7338 or email kleimd@ci.portland.or.us.

Facility Permits to unveil TRACS billing system

In December 2004, the Facility Permit Program (FPP) began using a new and much improved system to produce invoices for the 1500 to 2000 individual activities it processes each month. In the past, processing required three separate software programs and a great deal of manual work.

Some of the key advantages of the new system are improved accuracy, speedier billing, a more comprehensive statement showing past due amounts and late fees, and a better system for accounting and auditing.

"This project has been extremely complicated, and the Bureau of Development Services IT team has done an extraordinary job of building the new system to include the practices and procedures developed within FPP over the past six years," said Jim Nicks, Facility Permit Program supervisor.

The system provides bills to FPP customers at the project, building or overall client level to meet their specific needs. It calculates hourly charges, standard fees for larger projects and various review fees from other bureaus and departments, including the Bureau of Environmental Services, Department of Transportation and Planning and Zoning.

The improved system is an investment that is expected to show long-term benefits beyond its impact on the Facility Permit Program, because it is very adaptable to include new programs in the future.

Floating home stakeholders meet to talk code

Moorage owners, houseboat owners and contractors have been meeting since October to discuss clarifications to Title 28 of the City Code, which regulates floating homes, boathouses and commercial structures on floats.

The most noteworthy elements of the code to be spelled out include the permitting process for moving homes and connecting to city water, as well as the Oregon State Marine Board title and registration requirements.

The revised code will also require moorage owners to update moorage maps so emergency services and inspectors will be able to locate specific structures, particularly floating homes.

"We aren't making substantial changes to any part of the code," said Jim Harris, Code Services Division. "Our goal is to make the code easier to use." Work on the code won't be completed until April or May. At that point, the draft will be reviewed within BDS and then be made available for public comment. Harris said the bureau's goal is to hold the first public hearing in May or June.

If you have questions about Title 28 and the upcoming clarifications, contact Jim Harris, harrisj@ci.portland.or.us.

Training news

Class	Description	Date/Location	Registration/Fees
Oregon Mechanical Specialty Code change class	Phil Burkhart, Commercial Structural Mechanical Section supervisor, will lead a special in-house training with a limited number of spaces for our customers.	March 2, 2005, 8:30 to 11:30 am 1900 SW 4th Avenue, Room 2500 A March 10, 2005, 8:30 to 11:30 am 1900 SW 4th Avenue, Room 2500 A	Reserve your spot now. Fee to be determined. Call Stan Scotton, 503-823-7599, or Adrienne Edwards, 503-823-4163.
Sample list of classes	Oregon Building Officials Association Spring Institute	March 14-18, 2005 Eugene Hilton Conference Center	Registration information: 503-873-1157 or email oboa@teleport.com . Check Website for specific information and a complete list of classes offerer after February 1, 2005 at www.oboaonline.org Member rate: \$150/day; Non-member: \$175/day, includes break and lunch.
2004 Oregon Structural Speciality Code change	First opportunity for classes in the new residential code. Continuing Education and AIA credit available.		
2005 Low-Rise Residential Code (effective 04/01/05)			
2004 Oregon Electrical Speciality and Plumbing Speciality Code change			
Advanced IBC class			
ATC20 - Procedures for post-earthquake safety evaluation of buildings			

BDS updates operating plan

The Bureau of Development Services has updated its Operating Plan. This action is required by state law and happens once every four years. The new plan, which is available through the Development Services Center and from the BDS Director's Office on the 5th floor of the 1900 Building, is effective from January 1, 2005 through December 31, 2008.

The updated Operating Plan reflects the standards, policies, procedures and services which are administered by and offered through BDS' building code programs. The updated plan contains a couple of revisions worth noting.

In response to SB 711, plans for one and two family residential construction which have been designed and stamped by a registered engineer or architect, who is also a certified residential plans examiner, are no longer required to undergo life safety and structural plan reviews. A form requesting an exemption, which can be obtained on the BDS Web site, must be submitted with the plans.

To determine if the plans meet the requirements, a plan check fee is required. It will be applied towards the remaining permit fees on the project once the requirements have been verified. A Special Program processing fee of \$250 is charged for all plans submitted under the exemption.

The other significant change concerns application review turnaround goals. The goals now have been broken into three categories for residential and three more for commercial construction - alterations, additions and new construction. And within each category, each permit type has two turnaround goals - number of working days to first review and number of working days to first recheck. The more detailed goals give customers a clearer picture of when they can expect to receive their permits.

In addition, residential and commercial alterations are now included in the money back guarantee for plan review.

The exemption request form will be on the BDS Web site, www.portlandonline.com/bds, soon.

City updating emergency services plan

Portland's Bureau of Development Services already had a plan in place for assessing structures damaged during natural or man made disasters when the Department of Homeland Security recently mandated a standardized system for the entire United States. BDS is now updating its procedures to meet the new federal requirements.

The National Incident Management System (NIMS) Incident Command System (ICS) is a system of procedures developed by the U.S. Forest Service to respond to forest and wild fires and has been used when fighting forest fires in Oregon and other West Coast states since the 1970s.

In the past, the City has responded to landslides, urban wild fires and wind damage using the same procedures, which are based on NFPA 1600, the National Fire Protection Association code. The updated procedural document will contain a Business Community Plan detailing how the City will conduct business in the event of a federal terrorism alert.

In order to standardize the NIMS ICS throughout the country, the section pertaining to structural damage assessment for buildings is being moved to Annex 3 (chapter), entitled "Public Utilities Damage Assessment - Buildings." When the update is complete, the chapter will provide definitions and detail the required guidelines and descriptions for how the City will conduct structural damage assessments in the event of natural or man-made disasters, including floods, earthquakes, high winds and terrorism.

The update is expected to be complete by March 2005. If you have questions about the procedures or the update, contact Stan Scotton, BDS Training and Development officer, 503-823-7599.

Major Projects Group changes how city handles large development

In June 2003, the Bureau of Development Services created the Major Projects Group (MPG) aimed at involving the City's plan review bureaus early on with the most complex development projects. Hoffman Construction is the construction contractor that the MPG is working with on its first assignment, the OHSU Medical Office Building and The Meriwether Condominium Towers taking shape in the Central District of the South Waterfront along the Willamette River south of the Marquam Bridge.

"They really have torn down a tremendous number of barriers. This project's primary design objective for a highly efficient sustainable building really pushed the envelope. The Major Project Group's participation during design and phased approvals allows the construction to start months early. From our client's standpoint, the project isn't even viable without the MPG," said Mike Custer, Project Manager for Hoffman Construction.

The most important and unique aspect of the MPG is its emphasis on teamwork. City staff from various development bureaus are assigned to work on the MPG team and meet with the applicant's design group when the project is still in the concept and design development stages. By starting early, potential regulatory challenges are brought to light and discussed before they become obstacles in the project's timeline. Construction delays are avoided, saving the developer and contractors time and money.

"We have seen some great results," said Nora Mullane, MPG Project Manager. "Not only are we able to avoid problems before they show up in the plans, we are also building a strong working relationship due to the continuity of team members and early involvement by the city staff with the design group."

The city still requires the project to meet all aspects of the code, but the team approach brings all parties to the project together, making it easier to anticipate problems and develop the best possible solutions.

"The Major Projects Group has been extremely helpful. More than anything, it's about knowing who the players are and how they affect design considerations. No one is caught off guard, so we have been able to design the project to follow what code officials require," said Scott Holum, senior plumbing engineer for Interface Engineering. "It would be nice if other cities offered this kind of service."

Nora Mullane says the MPG is helping to change the typical stereotype of government regulators and the developer/applicant as adversaries. The extra effort to share information and develop creative solutions is producing good will and creating partnerships. "City employees are supportive of the work they are doing and are glad to be part of this innovation. Early involvement is a benefit for everyone – the city, the applicant and the contractor," she said.

The Meriwether is scheduled to be completed in early spring 2006. The OHSU Building is set to be finished in summer 2006. In the meantime two more blocks in the Central District, which will be occupied by residential high-rises, have been enrolled in the MPG program.

The city is reviewing the specific components of the MPG program to evaluate the possibility of providing additional services to other large development projects in the city. For more information about the Major Projects Group and its work, call Nora Mullane, 503-823-4281.



BDS switches Web site to Portland Online

In order to provide our customers with a one-stop approach to information, City bureaus are moving their Web sites to Portland Online. Now, you can search for information among multiple bureaus in one simple step.

Would you like to know the steps to applying for a residential building permit? Would you like to see permits issued for your property? You'll find this information on the site along with all the brochures and most of the documents available inside the Development Services Center at the 1900 Building.

The Bureau of Development Services (BDS) has converted the old site to the Portland Online Format. We would like your help. Go to the BDS home page and explore: <http://www.portlandonline.com/bds>.

Let us know what you think. Was it easy to locate the information you sought? Did you find what you expected when you clicked on a link? Did you find any errors? Do you have suggestions for items you'd like to see included on the site or ways we can improve it? Your comments can be posted at the Contact Us tab. Select the Web Site Migration Comments Button.

Your comments will help us as we begin a major redesign of the site with the goal of making it even more useful. Our goal is to complete most of the content and design changes by summer 2005. In the future, BDS will be adding online permitting. The current changes and updates are steps toward making online permitting efficient and trouble-free. Please take the time to send us your thoughts about the site.

We have changed our address to www.portlandonline.com/bds

We have migrated to Portland Online, and you will notice that we have a different look. You will see us as one agency; the City. Our content will be searchable on Portland Online and the new site will facilitate the upcoming online permitting project.

We invite you to visit our site and help us by letting us know what you think, what is good, and what could be better.

Simply go to www.portlandonline.com/bds and...

1. Select the tab "Contact Us"

2. Click on "Website Migration Comments"

3. And let us know how to serve you better

It's as easy as 1. 2. 3.

Thank you

**The Plans Examiner is a bi-monthly publication of the City of Portland - Bureau of Development Services
Commissioner Randy Leonard, 503-823-4682**

How to Reach Us

Monday thru Friday
8:00 am to 5:00 pm

(e) = electronic messaging system, please leave detailed information and your call will be returned.

On the Internet visit:

www.portlandonline.com/bds

www.portlandonline.com/planning

Development Services Center

1900 SW Fourth Avenue

Hours:
7:30 am to 3:00 pm

Thursday evenings
5:00 pm to 7:30 pm

printed on recycled paper

BDS Customer Service	503-823-7308
Building Code Information	503-823-1456 (e)
Fire Code Information	503-823-7366
Planning & Zoning, Information	503-823-7526
24-hour Inspection Request Recording	503-823-7000 (e)
Inspection Section, 1 & 2 Family Dwellings	503-823-7388
Commercial, Plumbing	503-823-7302
Building & Mechanical	503-823-7303
Electrical	503-823-7304
Development Services Center	503-823-7310 (e)
Development Services Center FAX	503-823-3018
Information, electrical, mechanical, plumbing, sewer, and sign permits	503-823-7363
Lunch & Learn Contact , Martha Shonya	503-823-7822
Newsletter Contact , Jackie Phillips	503-823-4017
Permitting Services , Fee estimate and Permit status via voice mail	503-823-7357 (e)
Permit status FAXed to you	503-823-7000 (4)
Permitting resource and records	503-823-7660
FAX requests for records	503-823-7765
Septic Tanks / Cesspools	503-823-7247

ENVIRONMENTAL SERVICES	
Development Assistance	503-823-7761
Industrial Source Control	503-823-7585

FIRE BUREAU	
Development Standards, Sprinklers, Alarms	
Rich Butcher	503-823-3802
Flammable Liquids, Tanks, Hazardous Processes	
Gerry Alvarez	503-823-3935

OFFICE OF SUSTAINABLE DEVELOPMENT	
Construction & Demolition Recycling	503-823-7102

TRANSPORTATION	
Development Requirements & Right-of-Way Policy	
Elizabeth Papadopoulos	503-823-7647
Minor Partitions, Cherrie Eudaly	503-823-7081
Local Improvement Districts, Andrew Aebi	503-823-5648
Street Permit Engineering, Linda Williams	503-823-7154
Transportation Plan Review & Systems Development Charge	
Richard Eisenhauer	503-823-7080

TREES - Urban Forestry (7:00 am - 3:30 pm) ..		503-823-4489
Pruning/Planning/Removal Permits		
NE, Luke Miller		503-823-4511
N / NW / SW, Charley Davis		503-823-4523
SE, Ned Sodja		503-823-4440
Tree Cutting Ordinance, Frank Krawczyk		503-823-4011
Transportation Improvements, Joe Hintz		503-823-4025
Commercial Planning and Development		
Frank Krawczyk		503-823-4011
Residential Development & Improvement		
Myles Black		503-823-4018
Heritage Tree Neighborhood Tree Liaison		
Rob Crouch		503-823-4443

WATER	
Water Service Information	503-823-7368
Hydrant Permits	503-823-7368
Plan Review, Mari Moore	503-823-7368
Subdivision Planning, Rick Nelson	503-823-7475
Backflow Valve Installation Requirements	
Dave Barrigan	503-823-7479

We are closed for Martin Luther King's Birthday, January 17, 2005 and for President's Day, February 21, 2005

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We want to hear from you!

If you have comments about the Plans Examiner newsletter or have suggestions for stories you'd like to see covered in the future, please call Jackie Phillips, 503-823-4017