



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee

Meeting Minutes

Thursday, July 18, 2019

DRAC Members Present:

Alexander Boetzel
Sean Green
Jennifer Marsicek

Claire Carder
Holly Huntley
Martha Williamson

Paul Delsman
Lauren Jones

City Staff Present:

Matt Berkow, PBOT
Mark Feters, BDS
Kurt Krueger, PBOT
Doug Morgan, BDS
Elisabeth Reese-Cadigan, BES
Duane Whitehurst, BDS

Ross Caron, BDS
Tim Heron, BDS
David Kuhnhausen, BDS
Diane Parke, BDS
Kim Tallant, BDS

Rebecca Esau, BDS
Sarah Huggins, Parks
Erin Mick, Water
Andy Peterson, BDS
Dave Tebeau, BDS

Guests Present:

Ashley Fleschner, National Association of the Remodeling Industry Pacific NW
Sam Noble
Jessica Zdeb, Toole Design

DRAC Members Absent:

Jeff Bachrach
Mitch Powell

Shea Flaherty Betin
Sarah Radelet

Michael Harrison
Justin Wood

Handouts

- Draft DRAC Meeting Minutes 06-20-19
- Inter-Bureau Code Change List
- BDS Major Workload Parameters
- End of Legislative Session Report
- Draft DRAC WorkPlan
- Public Works Permit Process Improvements
- Upcoming City Council Agenda Items

Convene Meeting

DRAC Vice Chair Claire Carder convened the meeting and welcomed DRAC members, City staff, and guests.

Announcements / Updates

Community & Civic Life Code Change Update

Kim Tallant (BDS) said that the City's Office of Community & Civic Life is re-writing City Code Title 3.96 to better define roles and responsibilities. Part of the changes includes how they work with the neighborhood associations. The Code Change Committee is meeting tonight (July 18, 2019) to finalize recommendations, which City Council will hear on September 3, 2019.

DRAC Member Sean Green noted that the updated code language is on Community & Civic Life's website (see <https://www.portlandoregon.gov/civic/article/738276>).

Property Line Adjustment Process Change

Tallant said that in a recent property line adjustment case reviewed by the City Attorney, it was discovered that BDS's adjustment process didn't meet state regulations and needed to be revised. A Service Level Adjustment was issued July 17, 2019 explaining the changes (see <https://www.portlandoregon.gov/bds/51292>).

Legislative Update

BDS Director Rebecca Esau reviewed the handout **End of Legislative Session Report** and gave an overview of development-related items from the state legislature.

Portland Online Permitting System (POPS) Update

Duane Whitehurst and Corby Oliver (BDS) gave an update on the Portland Online Permitting System (POPS). Oliver reviewed the Development Hub PDX (DevHub) website (<https://www.portlandoregon.gov/bds/article/733730>) and gave an overview of DevHub functions. They are adding the ability to view TRACS documents through Portland Maps and the ability to pay fees by electronic check.

DRAC Member Lauren Jones asked whether commercial permits can be paid online. David Kuhnhausen (BDS) said that this functionality has been delayed as they are working through internal issues, but it will eventually be implemented. Kuhnhausen also noted that online inspection scheduling will be available for fully online permits only.

DRAC Member Holly Huntley asked for projected implementation dates for various services under POPS. Oliver said they will work on this.

Carder asked if there will be any Lunch & Learn sessions for customers. Oliver said that one was held two days ago, with 25 attendees and 50 people watching via livestream. An additional session was held last night; it wasn't well attended, but the livestream was recorded and will be made available on the POPS website (<https://www.portlandoregon.gov/bds/72523>).

BDS Director Rebecca Esau said the bureau has been reaching out to frequent customers, visiting them to introduce DevHub and help them get ready to make the transition.

Streets 2035

Matt Berkow (PBOT) gave a presentation on the Streets 2035 project (see <https://www.portlandoregon.gov/bds/78907>). They wanted to bring information to the DRAC early to get feedback on what outcomes DRAC members would like to see from the project.

Kurt Krueger (PBOT) said this project is huge, with multiple bureaus involved. The issue in development is that not everything fits into the right-of-way (ROW), leading to inter-bureau conflicts. Most downtown high-rises run into problems because of this. The project will inform the planning sections in the various development bureaus that not everything can fit in the ROW.

DRAC Member Paul Delsman said the project is admirable and long-overdue. Currently much of the responsibility gets shifted to private developers, who build only to minimum standards in the ROW. Carder said it will be important to have flexible standards in order to make this work and get everything that's desired in the ROW.

Green asked if the project will result in tools to help inform decisions related to transportation projects where decisions need to be made between parking and other uses. Green described a previous project where the transportation alignment was shifted at the last minute due to businesses' need for parking. Berkow said that is their intent.

Green asked about opportunities to give feedback on the project. Berkow said they will be reaching out to groups like the DRAC early in the process, and then go out for broader public review later.

DRAC Member Alexander Boetzel asked how the DRAC can specifically be involved. Krueger said more work needs to be done internally before they can seek extensive feedback; they may be several months away from sharing more information. Consultant Jessica Zdeb (Toole Design) said the project includes a policy side along with tools to implement the decision-making framework, and the DRAC can be helpful in both parts, but it will be a while before the City is ready to engage.

Delsman asked if the Oregon Department of Transportation (ODOT), public utilities, and other related organizations will be engaged; Krueger said they will be.

DRAC Member Martha Williamson asked if various City plans (for bikes, trees, etc.) will need to change when Streets 2035 is implemented. Berkow said the project has a technical advisory group composed of representatives from all the various plans. There is the potential that the reality of the limited available space in the ROW could lead to changes in other City plans.

Green advocated for City Commissioners and the community to be involved in helping to prioritize the utilization of the ROW dedicated to travel and parking once a path forward is identified. The conversation is long, requires community and policy-level involvement, and is necessary for a successful transportation planning project. Berkow said they recognize that City goals and policies need to be reflected in the process and the final product.

Carder said it will be important to put a public education process in place early in the project, so people understand the priorities and decisions.

Meeting Minutes

DRAC members reviewed draft minutes from the June 20, 2019 DRAC meeting. Green made a correction to the last sentence; Green's intent was not to limit the number of subcommittees DRAC members can join, but that the total number of subcommittees should be limited.

With that correction, DRAC members approved the minutes.

DRAC WorkPlan Discussion

Carder reviewed the handout ***Draft DRAC WorkPlan*** with DRAC members and initiated a discussion. Carder said that the purpose of the WorkPlan is to give the DRAC more ability to control its agenda and focus, use meeting time better, and make progress toward goals.

Discussion focused on the various subcommittees noted in the WorkPlan.

Public Works Permitting Process

Krueger distributed and reviewed the handout ***Public Works Permit Process Improvements***. Krueger credited Williamson for developing a memo that described key issues and problems with the Public Works (PW) process that PW staff has been working to address.

Krueger said that item #8 on the handout (Changes to Interim Reviews) is meant to address projects where more than two interim reviews are required due to items not being addressed. Erin Mick (Water) noted that project owners are not being charged for the meeting. Carder said adding the project owner meeting is a good approach that introduces accountability.

Carder asked whether PWP should remain as a subcommittee in the WorkPlan. Williamson said the PWP Subcommittee could monitor the changes the PWP staff is in the process of making, but may not need to be meeting now while staff is working on the changes. Carder suggested moving the PWP Subcommittee into the Process Improvement & Technology Subcommittee.

Process Improvement & Technology

Green noted that the Process Improvement & Technology Subcommittee met on July 16, 2019, and included DRAC members and members from the previous POPS Customer Advisory Committee. Going forward the subcommittee will meet monthly, immediately after the DRAC meeting. Matt Wickstrom (BDS) is providing staff support for the subcommittee.

At their meeting, the subcommittee discussed setting up data collection systems; tracking process improvements; and prioritizing issues in collaboration with City staff. At their next meeting, they intend to discuss how to assign process improvement responsibilities and get information back from staff.

NAIOP/BOMA Group

Green said it's important to not duplicate work between the DRAC and the NAIOP/BOMA group. Esau noted that at the June 20, 2019 DRAC meeting, DRAC Chair Justin Wood made the point that the NAIOP/BOMA group is similar to other stakeholder groups that aren't DRAC subcommittees (like the Home Builders Association). However, Esau added that NAIOP/BOMA has taken the initiative to meet with City staff about issues of interest, and there has been value to the meetings. Jones agreed that NAIOP/BOMA has been helpful in addressing issues with large commercial projects.

Jones said NAIOP/BOMA could be folded into the DRAC, but commercial development interests would need to be better represented. NAIOP/BOMA doesn't necessarily care about having their name on a subcommittee, but they want the legitimacy that the DRAC has in raising issues or going before City Council.

Green suggested the DRAC meet with NAIOP/BOMA to discuss the matter directly. Jones supported this idea, and suggested that NAIOP/BOMA members could attend meetings of the Policy and Process Improvement & Technology subcommittees to see if they can play a role in those discussions.

Delsman said that to be effective, subcommittees need people to show up and participate. The NAIOP/BOMA group is doing that, whether they have the title of subcommittee or not. Delsman added that the DRAC subcommittees are more global/policy oriented, while NAIOP/BOMA is more granular in focus.

Green said that the Process Improvement & Technology Subcommittee isn't limited to commercial issues; it has a broader scope. But most of the POPS Customer Advisory Committee members that are in the new subcommittee are from the commercial realm and will represent those interests.

Huntley said that at the Process Improvement & Technology Subcommittee meeting they discussed having a tool for members to submit issues/requests; the tool should be viewable to members in order to see progress on submitted issues. The subcommittee also wants to identify who to work with in BDS and other development bureaus to implement recommendations.

Carder noted that subcommittee updates will be included in monthly DRAC agendas.

Policy Subcommittee

Boetzel noted that the Policy Subcommittee met on July 11, 2019 and discussed the DRAC's desire to be involved earlier in discussions around policies related to development.

DRAC Membership Discussion

Huntley – discussion about stakeholder representation is part of the membership discussion. Members asked Mark Feters (BDS) to draft a letter to the development bureaus requesting information on upcoming projects for the current budget cycle, so projects of interest to the DRAC can be identified.

DRAC Membership Discussion

Carder introduced a discussion of DRAC member positions/categories. Feters (BDS) noted that member position categories are written into City Code (Title 3), and make changes to those categories would require a code change process.

Jones said that a commercial developer has applied for the Historic Preservation position; if added, that individual would increase commercial representation on the DRAC.

Delsman stressed the need to fill vacant member positions, rather than changing member categories.

The next DRAC meeting is scheduled for Thursday, August 15, 2019.

Minutes prepared by Mark Feters (BDS).