

**DEVELOPMENT REVIEW ADVISORY COMMITTEE SUMMARY and ANNUAL REPORT**  
**Bureau of Development Services**  
**July 2019-June 2020**

The DRAC met 10 times between July 2019 and June 2020. No meetings were held in August 2019, due to summer vacation, or in March 2020, due to the COVID-19 emergency.

DRAC developed a work plan in Spring 2019. The Work Plan established two standing sub-committees, the Policy Sub-Committee, the Technology and Process Improvement Sub-Committee and a NAIOP-BOMA Working Group. These sub-committees review ongoing BDS and other bureau's proposed and on-going initiatives that impact development work in the city. A special temporary sub-committee on Demolitions was reconvened in September 2019, to review effectiveness of past demolition process improvements, and to discuss concerns not identified in previous work. DRAC members participated on both the BDS Budget and Finance Committees.

The full DRAC reviewed City Code creating DRAC to revisit DRAC representation with a goal of broadening representation and draw more applicants to DRAC positions. Current DRAC bylaws were reviewed and modified to provide more direction on membership and responsibility. Training in public advisory board responsibilities was conducted at the December 2019 meeting.

DRAC reviewed fee increase proposals from other bureau's permit review work and approved them as part of the BDS budget process.

DRAC reviewed/provided input on-going BDS internal initiatives:

- ADU Permitting
- POPs/Electronic Plan Review project
- Service Level Review/Permit Center workload
- Construction Inspection options

BDS reviewed/provided input on Bureau of Planning and Sustainability initiatives:

- Residential Infill Plan
- Design Overlay Zone Amendments
- Better Housing by Design
- Historic Resources Code

DRAC reviewed on-going work on initiatives from other bureaus:

- Title 11 – Tree Code – Urban Forestry – Trees in development, trees in some industrial zones, full review of Title 11 within a year
- Stormwater Manual Update – Bureau of Environmental Services
- Unreinforced Masonry Buildings retrofit – Bureau of Emergency Management-BDS
- Streets 2035, driveway approaches, bicycle parking – Bureau of Transportation

**DEVELOPMENT REVIEW WORKPLAN SUMMARY**  
**July 2019-June 2020**

**3.30.030 Development Review Advisory Committee:**

"The purpose of the Committee is to foster a timely, predictable and accountable development review process that implements the City's goals for land use, transportation, housing, economic development, neighborhood livability and the environment."

Sub-Committees	Topics	Description/Goals	Committee Members	Meeting Dates	Status of Issue
<b>A. <u>Policy</u></b>	a. Overall role of DRAC in housing and development	Determine broader impacts on community of development decisions and initiatives	Chair: Jeff Bachrach Justin Wood Alex Boetzel Shea Flaherty Betin Michael Harris Claire Carder	7/11/19, 11/19, 1/30/20, 3/12/20	
	b. Code changes and initiatives (DOZA, Historic Code)	Ensuring initiatives and on-going proposals represent fair and equitable public policy			
	c. Inter-Bureau Policy Coordination	Better policy and more efficient administration of City building codes			Reviewed Inter-Bureau Code change List, suggested more detailed status,
	d. Review of annual budget, fees and SDCs	DRAC gets enough time to review budget to be confident proposed budget is clear, transparent and necessary.			Letter to Bureau Directors requesting earlier notification of development-impacting city proposals was drafted and sent after approval by full DRAC.
<b>B. <u>Technology and Process Improvements</u></b>	a. Expedited implementation for cost savings.	Realize efficiencies of electronic plan review/inspection/permit issuance ASAP	Chair: Shawn Green Jennifer Marsicek Michael Harrison Lauren Jones Holly Huntley Shawn Green	7/16/19, 9/19/19, 10/16/19, 10/17/19, 11/22/19, 12/19/19, 1/16/20, 2/20/20, 4/20, 6/18/20	Matt Wickstrom assigned to staff the sub-committee, has developed tools for tracking and resolving issues
	b. Consistency and coordination between land use review and permit review				
	c. Clear inspection information and responsive customer service				
	d. Transparency on multiple appeals processes				
	e. Explore expansion of the FPP				

	f. Consistent OBC interpretation				
	g. Staffing level assessments and triggers				
	h. Inter-Bureau Communication/Collaboration	Improve coordination between bureaus and ensure meeting review window timelines			
	i. Public Works Permitting Process	Inconsistent timeline for issuance (see Focus Issues-5-2-19) PBOT inconsistencies during permitting (4 listed)	Lauren Jones Martha Williamson Paul Delsman		
<b>C. <u>NAIOP/BOMA Working Group</u></b>	a. Issues from organizations	Overlap with Technology/Process Committee	<u>Chair:</u> Lauren Jones Martha Williamson		
<b>D. <u>Special:</u> E. <u>Demolition Review-Temporary</u></b>	a. Review of revised demo ordinance data and modifications as needed	Review of revised demolition ordinance Adjustments of ordinance per review	<u>Chair:</u> Maryhelen Kincaid Sean Green Alex Boetzel Holloway Huntley		
<b><u>DRAC Agenda and Work Plan Management</u></b>	b. Develop and manage an annual work plan for addressing permit process issues identified by development community	Increase effectiveness of DRAC in improving BDS permit processes and limiting/reducing costs	Paul Delsman Martha Williamson		Work Plan Developed-4-2019, Sub-committees established
	c. Track work on resolving issues				2019-2020 Annual Report
	d. Manage agendas more effectively to reduce unnecessary project/initiative updates				On-going

**DRAC Meeting Dates – July 2019 – July 2020**

July 18	August 15	October 17	November 21	December 12	January 16	February 20	March 19	April 16	May 21	June 18
	Cancelled		Annual	Budget	Budget Letter		Cancelled	Zoom platform	Zoom platform	Zoom platform