



River Community Advisory Committee (RCAC)

MEETING NOTES

Thursday, July 15, 11:00am – 12:00pm

Virtual Meeting: Members Attending Via Zoom

ATTENDANCE:

City of Portland Staff: (BDS unless otherwise noted)

<input checked="" type="checkbox"/>	Gabby Bruya, Analyst I
<input checked="" type="checkbox"/>	Jason Buerkle, Residential Plans Examiner
<input checked="" type="checkbox"/>	Tammy Croll, Analyst II – Training & Workforce Development
<input checked="" type="checkbox"/>	Maureen McCafferty, Commercial Plans Examiner
<input checked="" type="checkbox"/>	Aaron Scott Merrion, Supervisor II – Training & Workforce Development
<input checked="" type="checkbox"/>	Ken Ray, Public Information Officer – Communications & Outreach

<input checked="" type="checkbox"/>	Dave Tebeau, Mgr. - Residential Inspections
<input checked="" type="checkbox"/>	Nancy Thorington, Analyst – Bureau Wide Projects
<input type="checkbox"/>	Sean Whalen, Fire Inspector/Specialist; Portland Fire & Rescue
<input checked="" type="checkbox"/>	Terry Whitehill, Mgr. - Bureau Wide Projects
<input checked="" type="checkbox"/>	Darren Wegener, - Analyst II – Training & Workforce Development

Current Members:

<input type="checkbox"/>	Karla Divine
<input type="checkbox"/>	Jesse Fox, Vice Chair
<input checked="" type="checkbox"/>	Terry Glenn, Chair

<input type="checkbox"/>	Tom Lisch
<input type="checkbox"/>	Bryrick Shillam

A. Welcome & Introductions

- 1) A quorum was not met. Therefore, minutes from the meeting are to be referenced for the purpose of meeting notes only. Four members will be required to meet quorum at future meetings.

B. Board Recruitment

- 1) Gabby reported that recruitment is expected to open for three (3) member seats. Of which, the following members are on their second terms, set to expire in October: Jesse Fox – *Floating Structures Contractor* and Karla Divine – *Yacht Club Member* and *Floating Home Resident*. The third opening is a result of Dan Carlson having recently submitted his resignation to Dave (*his first term would have expired early 2022*).
- 2) Nancy clarified that members may remain on committees until replaced. Expirations are not automatic.
- 3) Ken Ray and Gabby Bruya coordinate the recruitment of candidates through City Council. The recruitment is generally a three-month process. Best practice is to open recruitment for at least one month. Internal processing can take a couple of weeks once the application period closes, depending on whether or not interviews are held. Potential candidates must then be submitted to the BDS Director. Four (4) weeks are allotted for submitting to City Council for appointment recommendations.
- 4) Finding qualified applicants has been a challenge in the past. Terry G. suggested connecting with Ron Schmidt (WOO – [Waterfront Organizations of Oregon](#)) for leads. WOO meets the first Wednesday of the month normally at Portland Yacht Club (*or via Zoom*). Sean is usually in attendance and may also have good leads for applicants.
- 5) It was agreed that having a contractor on the committee is vital. Ken is interested in making contact with those involved on the building side of floating home construction. He has been trying to make contact with Jesse. (*Dave will share Jesse's cell number with Ken*). Byrick might be involved in building as well.
- 6) Nancy pointed out that the Director has the discretion to make an exception if we cannot locate anyone to fill Jesse's seat. This would require a code change. Terry W. also shared that it is acceptable for members to return to the committee after having been off for a specific period of time. Jesse might also be invited to attend the committee's public meetings and participate as long as the committee is ok with this.

C. Master Builder Program

- 1) A Master Builder program continues to remain under consideration. It was noted that the float is the most challenging portion to gain experience in for inspectors. Even with a three-hour training video it is thought this area would still pose a challenge in this regard. Terry W. stated that he doesn't see any official government restrictions on building this type of program. Terry G. emphasized that Jesse would be a natural leader for this, and having already spoken with him about it, reports that Jesse is supportive of the idea.

D. Meeting Requirement Review

- 1) The current RCAC charter specifies five (5) meetings per year. Terry G. is very in favor of reducing this requirement to twice a year. Additional meetings could be scheduled as needed.
- 2) Any alterations to Title 28 must first be run by the Commissioner's office to gain approval before deciding what is to be changed. Nancy and Terry W. and Dave would work on the update before submitting to Gabby for approval by the Director. It is recommended that changes be bundled together for efficiency.

Action Item: Add to agenda for next meeting: Committee to review Title 28 for recommended changes including any adjustments to meeting requirements, before submitting to Nancy.

E. Floating Structures Appeals Board

- 1) Dave remarked on the usefulness of having members of the Floating Structures Appeals Board serve on the RCAC. Part of this usefulness is that there is one position for an Engineer on the Appeals Board, of which there may only be two (2) qualified candidates in the entire state. Additionally, the architect position may prove a challenge to fill. Each position also has an alternate.
- 2) Having members serve on both boards may conflict with the requirements of being on the RCAC. Terry W. asked if one may be a member of both boards but brought in by a separate process?
- 3) Initially, Nancy confirmed that neither board can be made up of a subset of these members as it would be considered a conflict of interest. However, later Nancy announced that she believes the prohibition for having a member from this board serve on RCAC may have been removed during a past update to the requirements. This will require looking into.
- 4) Dave wondered if we actually need an Appeals Board. One (1) member on the Appeals Board is also on the Building Code Board as an architect/engineer and is knowledgeable of floating structures.
- 5) It was noted that board members must serve in a voluntary capacity. However, this is typically not an issue. Many past members return after a duration away as it can prove to be very educational.
- 6) To have someone assigned to RCAC from the Appeals Board, a notice would need to be sent out to determine who has availability.
- 7) Terry G. will ask Bill, a marine architect, if he will sit on Appeals Board. It is unlikely he would be involved in any case since he works commercial projects.
- 8) Terry G asked about the possibility of the Floating Structures Appeals Board being made up of general Appeals Board members and RCAC assigned at that time, with an architect or engineer consultant hired by the City. He remarked that we haven't had an appeals situation in years and normally don't need both.
- 9) Finally, Dave asked if there is any way to use the main Building Code Board for these appeals, with or without an assigned RCAC member; and to call upon experts as needed. Terry W. answered that this could work. It would first need to be run by the City Attorney's office and would require a change to Title 28.

Action Item: Add to next meeting's Agenda: Obtain City Attorney's approval to use main Building Code Board for appeals, with or without an assigned RCAC member, and to call upon experts as needed. After approval is obtained, move forward with Nancy's assistance.

F. Floating Structures Moving Fee

- 1) Brief discussion was held related to adding a fee for moving a floating structure. Dave remarked that this has not moved forward due to the technology aspect and gave an overview on some of the factors that go into creating a permit/fee. It was noted that it would be beneficial to create a permit just for this

need.

Action Item: Terry G. asked Dave to send documents relating to mobile home fees, and he will work on adjusting it for use on floating home.

G. Agenda Items for Future Meetings

- 1) Title 28 Review to include adjustment to Meeting Requirements *(and submission of all recommended changes to Nancy)*.
- 2) Request City Attorney approval for use of main Building Code Board for floating structures appeals *(with or without an assigned RCAC member, and with experts called upon as needed)*.
- 3) Please note, additional agenda topics from the January 14, 2021 RCAC meeting are as follows:
 - Demo Permit discussion
 - What constitutes 50%
 - Consider building determination
 - Floating homes and Mobile Homes

Meeting Adjourned: 12:09 pm

Next Meeting: To be announced