



## **River Community Advisory Committee (RCAC)**

### **MEETING MINUTES**

**Thursday, May 26, 11:00am – 12:00pm**

**Virtual Meeting: Members Attending Via MS Teams**

#### **ATTENDANCE:**

##### **City of Portland Staff:** *(BDS unless otherwise noted)*

<input type="checkbox"/>	<b>Gabby Bruya, Analyst I</b>
<input checked="" type="checkbox"/>	<b>Jason Buerkle, Residential Plans Examiner</b>
<input type="checkbox"/>	<b>Maureen McCafferty, Commercial Plans Examiner</b>
<input checked="" type="checkbox"/>	<b>Ken Ray, Public Information Officer – Communications &amp; Outreach</b>

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

##### **Current Members:**

<input type="checkbox"/>	<b>Bruce Broussard</b>
<input checked="" type="checkbox"/>	<b>Terry Glenn, Chair</b>
<input checked="" type="checkbox"/>	<b>Kelly Holtz</b>

<input checked="" type="checkbox"/>	<b>Tim Larson</b>
<input checked="" type="checkbox"/>	<b>Tom Lisch</b>
<input type="checkbox"/>	<b>Bryrick Shillam</b>

#### **A. Welcome & Introductions**

- 1) Dave initiated City staff introductions, explaining the past training of inspectors on the float program. Terry Whitehill is the City Building Official. Jason Buerkle, is a licensed architect and BDS Residential Plans Examiner. Does Title 28 reviews, and Maureen McCafferty handles the Commercial side of things. Ken Ray is Public Information Officer. Nancy Thorington, Policy Analyst, reviews changes to Title 28.
- 2) Kelly and Tim introduced themselves to the group, sharing their backgrounds as they relate to floating home communities.  
Kelly's father designed several floating homes, and she has held the position of Yacht Club Commodore. She is very interested in floating home structure, as well as all aspects of floating home living.  
Tim participates in Multnomah Channel clean-up projects and is anxious to have the County adopt building codes for floating homes. He is also an unofficial liaison with WOO.  
Terry Glenn shared that he manages a moorage, and is a member of the Moorage Committee at Columbia River Yacht Club.

#### **B. Meeting Minutes**

- 1) Due to lack of quorum at the meeting held July 15, 2021, the meeting minutes should be revised to serve only as meeting notes.

#### **C. Meeting Frequency**

- 1) All members present agreed that virtual meetings were most convenient. An occasional onsite meeting would be beneficial as well.
- 2) Meeting Frequency was reviewed and discussed. Nancy recommended creating ByLaws for procedural details, as these may be directly amended by the committee. Currently meetings are scheduled informally and as needed.

**Motion:** Tim made a motion to reduce the requirement of minimum meetings held per year from (5) to (2), allowing any member of the committee to call for a meeting in the interim whenever they have a significant issue to present. Terry seconded the motion. A vote was held. The motion was unanimously approved.

- 3) Terry suggested that a meeting be scheduled for July or August. This might give Nancy time to review Title 28 changes, and perhaps committee members might also conduct a review. Additionally, an October meeting could be scheduled to review other business.

**Action Items:** a) Dave will work to set 2 future meeting dates.  
b) Additional reminders to be sent ahead of future meetings.

#### **D. Title 28**

- 1) The question was raised as to when Title 28 will go to council. Nancy explained that it depends on what changes are made to Title 28. Code revisions go through the Office of Community & Civic Life, ahead of Council. All new codes take affect only twice per year (*around March and October*).

**Action Items:** a) Dave will email committee members a web link to Title 28 document.  
b) Nancy requested a meeting to be set with Terry and Dave to review past meeting minutes relating to Title 28 changes.  
c) Nancy will email a Word document version of Title 28 to committee members so that they may review and opt to use the Track Changes feature, if desired.  
d) *Re: Review of Title 28 mentioned in item c (above)*, both Jason and Maureen's input is also requested.

#### **E. Floating Home Appeals Board**

- 1) The Floating Structures Appeals Board has had a single item arise since 2008. In that time, issues that have arisen have been met with solutions before getting to the point of bringing to appeals. The suggestion is to combine this board with the main Appeals Board, which consists of expert level decision makers, motivated to look for solutions. Those with experience in this process have been pleased with past results. Taken into additional consideration is the fact that maintaining a separate Floating Home Appeals Board requires engaged members, to fill specific positions, such as Engineer, etc.  
If floating structures appeal items could be handled at the administrative level before being presented to the main Appeals Board, this would prove more efficient. Managing appeals this way would still allow someone from the community to have a voice when presented.

**Motion:** A motion was made by Terry Glenn to discontinue maintaining a separate Floating Structures Appeals Board, and instead have floating structures appeals be reviewed at the administrative level before being addressed by the main Appeals Board.

A member of this committee will sit in on and provide advice to the main Appeals Board regarding floating property issues.

Tim seconded the motion. A vote was taken. The motion was unanimously approved.

**Action Item:** Nancy to draft language to Title 28 related to the above motion.

**Meeting Adjourned:** 12:08 pm

**Next Meeting:** To be announced