



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee**  
**Meeting Notes**  
**Thursday, April 18, 2024**

**DRAC Members Present:**

Jill Cropp	Sam Miller	Libby Deal
Paul Delsman	Jennifer Santhouse	Sean Green
Lauren Jones	Eli Spevak	Eric Paine
Bobby Daniels	Amy Vohs	Kristian McCombs
Maurice Rahming		

**City Staff Present:**

Beth Benton, BDS	Taylor Barnes, BDS	Gabby Bruya, BDS
David Tebeau, BDS	Mieke Keenan, PIT	Zsolt Lehoczky, PP&R
Terry Kimmons, PFB	Kurt Krueger, PWD	David Kuhnhausen, BDS
Doug Morgan, BDS	Phil Nameny, BPS	Casey Jogerst, PP&R
Alice Nielsen, BDS	Kyle O'Brien, BDS	David O'Longaigh, PWB
Ken Ray, BDS	Kim Tallant, BDS	Brenda Fahey, BDS
Sadie Silkie, PWB	Terri Theisen, PIT	Ross Caron, BDS
Will Terry, PBOT	Jeremy Patton, PBOT	Deonte Hawthorne, BES
Daniel Ramirez-Cornejo, PP&R	Bob Del Gizzi, PP&R	Stephen Himes, BES
Matt Berkow, PBOT	Claudio Campuzano, PP&R	Jacq Tjaden, Comm. Mapps' Office
Brian Landoe, PP&R	Pricilla Partch, PWP	Briana Lovell, PBOT
Tom Armstrong, BPS	Alissa Fuchs, PP&R	Wayne Close, PBOT
Sophia Hilmeyer, BDS	Clark Goldenrod, BDS	Christopher Wier, PBOT
Cynthia Castro, Comm. Mapps' Office	Morgan Tracy, BPS	Richard Eisenhauer, BDS

**Guests Present:**

Suzannah Stanley, Mackenzie	Stephanie Halverso
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**DRAC Members Absent:**

Elizabeth Gomez	Steffeni Gray	Peggy Moretti
Holloway Huntley		

**Handouts** (all handouts are available at [Development Review Advisory Committee \(DRAC\) | Portland.gov](https://www.portland.gov/development-review-advisory-committee))

## Meeting documents

[Development Review Advisory Committee Meeting Agenda - April 18, 2024](#)

[Draft Development Review Advisory Committee Meeting Notes - March 21, 2024](#)

[BDS Business Continuity Plan Report Summary - March 2024](#)

[Non-Cumulative Cost Recovery Rate Report - Fiscal Year 2023-24 AP 09](#)

[BDS Monthly Major Workload Parameters - April 18, 2024](#)

[BDS Cumulative Major Workload Parameters - April 18, 2024](#)

[Single Permitting Authority Presentation on Proposed Title 3 and 17 Amendments](#)

[BDS Fee Comparisons 2023-24 and 2024-25](#)

[PBOT Development Review Fees Update FY2024-25](#)

## Meeting Notes

### 8:00 – 8:40 - DRAC Business

#### Review and approval of 3/21/2024 DRAC Meeting Notes

*Sam Miller, DRAC Chair*

The topic of 3/21 DRAC Meeting notes was introduced at the top of the meeting; Lauren Jones raised a motion to approve the minutes, which was then seconded. No members opposed; APPROVED.

#### Departing DRAC Member Recognition

*Ross Caron, BDS DRAC Liaison*

*Sam Miller, DRAC Chair*

*David Kuhnhausen, BDS Interim Director*

BDS DRAC Liaison Ross Caron kicked off this topic by offering recognition for departing DRAC members. The April 2024 meeting was the last meeting for several retiring members; their dedication and service have been deeply appreciated by the BDS and DRAC communities.

Departing committee members include Libby Deal (Neighborhood Coalition & Land Use Committees), Eric Paine (Community Development Partners), Steffeni Gray (Environmental Conservation & Green Building), Holloway Huntley (Frequent Development Review Customers), Lauren Golden Jones (Large Developers), and past DRAC Committee Chair Paul Delsman (Large Construction Contractors). BDS Interim Director David Kuhnhausen expressed appreciation and heartfelt gratitude for departing DRAC members, recognizing their collective time and dedication throughout their terms of service.

Many DRAC members and meeting attendees specifically spoke to the contributions of Delsman, thanking him for creating such a welcoming and collaborative environment during his time as Chair. Chair Miller also emphasized Delsman's focus on strong leadership, mentorship, and deep knowledge.

## **Proposed Pilot: Email Meeting Document Links to DRAC Members**

*Ross Caron, BDS DRAC Liaison*

Caron introduced the next topic to the group, explaining a proposed administrative/process pilot. The pilot aims to improve efficiency and streamline the process used when providing access to meeting-related documents to members of DRAC. Historically, all documents and handouts for monthly DRAC meetings are sent to committee members as attachments; due to last minute requests or agenda changes, that practice results in versioning issues as well as multiple unnecessary emails to DRAC members.

This proposal recommends a 3-month pilot, which will consist of sending direct links to meeting documents instead of email attachments; this change will ensure that committee members are always accessing up-to-date meeting materials and has the added benefit of reducing size and volume of emails. PDFs will be available for members to download at the provided links.

No DRAC members expressed opposition; Sean Green, DRAC Vice Chair acknowledged that the Process Improvement and Technology DRAC subcommittee has already shifted to a similar process, which has been working well.

## **8:40 – 8:45 - Announcements**

### **Appointment of Donnie Oliveira as Deputy City Administrator**

*David Kuhnhausen, BDS Interim Director*

BDS Interim Director David Kuhnhausen was in attendance to announce the appointment of Donnie Oliveira as Interim Deputy City Administrator for the Community & Economic Development Service Area. Donnie will be supporting BDS in this new role; his interim replacement has not yet been selected, and more information about the scope and responsibilities of his new role as Deputy City Administrator will be communicated by city leadership soon. Donnie will also be supporting relevant community and interagency partners such as the Bureau of Planning and Sustainability, Prosper Portland and the Portland Housing Bureau in his service area.

DRAC Chair Sam Miller asked what role Prosper Portland would be playing in the relationship with BDS. Interim Director Kuhnhausen emphasized that while he couldn't speak for Deputy City Administrator Oliveira, the new service area collaborations will allow synergy between relevant city partners that should benefit the city and its residents. Cross-functional collaborations within the Community & Economic Development Service Area will help BDS stay more informed about partners' work efforts and allow for more holistic customer service.

Some additional questions and callouts from the conversation include:

- Q: Will the work around moving to a Single Permitting Authority be impacted now that there are additional bureaus within BDS' service area?
  - A: No, that work will not be impacted by this announcement.

- Q: Will there be clear direction coming from the bureaus and organizations within the service area, letting customers know where to go for help? (i.e. Delegation of responsibility is not always currently clear, which can be frustrating.)
  - A: Directly Kuhnhausen emphasized that is a significant goal of this new structure; closer collaboration will allow for each bureau to lean in and support city projects, as needed.
- DRAC member Maurice Rahming emphasized the importance of including small business representatives to advise on any relevant policies, as they are often excluded from policy conversations meant to impact that community.

### **Communication Updates – Plans Examiner Articles & Advisory Body Recruitments**

*Ken Ray, BDS Public Information Officer*

Information about advisory body recruitments, BDS newsletters, and changes to intake fee timelines was shared by BDS Public Information Officer Ken Ray:

- Advisory body recruitments – There are several openings on various advisory bodies; recruitments are currently open for DRAC, the Structural Engineering Advisory Committee, Plumbing Code Board of Appeal, and Noise Review Board. More details about each recruitment can be found on the [DRAC News webpage](#).
- Changes to intake fee timeline – More information about the resumption of intake fees on small project permits is located [HERE](#).
- Don't forget to sign up for BDS's monthly Plans Examiner Newsletter! Sign up [HERE](#).

### **Montgomery Park Area Plan – Proposed Draft Released**

*Phil Nameny, BPS City Planner*

The Montgomery Park Area Plan (MPAP) proposed draft has been released and the Bureau of Planning & Sustainability is in the process of gathering community testimony. This draft proposes land use and transportation changes to establish a new transit-oriented, mixed-use district in Northwest Portland west of Highway 30 between NW Vaughn and NW Nicolai streets.

The public hearing for this proposal is taking place on May 21<sup>st</sup>. To explore more information about the proposed Montgomery Park Area Plan, please visit [this website](#). To provide testimony on this proposed plan, use [this link](#).

### **8:45 – 9:00 - Review of Proposed Ordinance to Create Single Permitting Authority**

*Mieke Keenan, Permit Improvement Team*

*Mathew Berkow, PBOT Capital Project Manager*

Mieke Keenan from the Permit Improvement Team (PIT) and PBOT Capital Project Manager Mathew Berkow presented an update on the proposed Single Permitting Authority draft ordinance. The finalized ordinance will be submitted to City Council for approval and used to formally create the

future Single Permitting Authority (SPA). Keenan reviewed a PIT presentation with meeting attendants, explaining that the project team is continuing to create code infrastructure and define regulatory authority within the ordinance. She also emphasized that while the ordinance will establish the direction of future work efforts, there will be a significant amount of code work and revisions after SPA go-live.

Berkow provided an additional update on the ongoing work to revise PBOT code *17.06 – Administration of Public Works Permitting* and the appeals process outlined within it. Changes to this section of code need to reflect PBOT staff and functions moving to the new SPA, as well as remove references to PBOT and BDS. The project team will also be proposing that some information currently living in this section of code move to interagency agreements to streamline content, as appropriate.

Additionally, the team is recommending that the current Public Works Appeals Panel be dissolved, with the updated process requiring customers to appeal directly to the Public Works Appeals Board. Since the Appeals Panel process represents an administrative step that sometimes creates unnecessary barriers to an appeal hearing, is made up of inter-bureau staff that will be moving to the SPA, and is rarely convened, this recommendation is intended to streamline and improve the appeals process.

#### **9:00 – 9:50 - Development Review Fee Changes**

*Kurt Kruger, Public Works Development*

*Will Terry, PBOT*

*Deonte Hawthorne, BES*

*David O'Longaigh, PWB*

*Claudio Campuzano, Parks*

*Daniel Ramirez-Cornejo, SDC Parks*

*Kyle O'Brien, BDS*

Kurt Kruger introduced the topic of Development Review fee changes to the group, acknowledging that this year's conversation is a bit tough, but necessary. As work moves forward on standing up the new Single Permitting Authority, new funding nuances have come to light and have impacted this year's fee increases.

To provide more information, representatives from each development bureau provided updates on 2024 fee changes:

- PBOT – Financial Analyst Will Terry acknowledged that this year's PBOT increases have been impacted by the need to achieve a "full cost recovery model." The timeline for PBOT's budgetary cost recovery has been significantly impacted by the impending creation of the SPA; that timeline acceleration is largely responsible for the severity of upcoming fee increases. While prior yearly fee increases have been capped at 18%, the need to recover costs and fund programs moving to the new SPA will result in FY 2024-2025 development fees being increased by 67%.

This high increase is rooted in legal and funding nuances; PBOT cannot legally continue funding various programs moving to the SPA on July 1. ARPA funds are also sunsetting at the end of this year, which is further impacting projected budgets. Additional reductions in gas tax revenue, parking revenue, and public transit revenue have also contributed to these budgetary constraints. PBOT has been making significant efforts to reduce overall costs, including maintaining staff reductions; current staffing levels are approximately 20% below needed levels.

- BES – Financial Analyst Deonte Hawthorne provided context for BES 2024 fee increases, explaining that fees would be capped at 5% increases for the upcoming FY. Upcoming rate adjustments should provide more equitable fee rates for smaller homes/buildings; the hope is that this increase won't have significant impacts.
- PWB – The Portland Water Bureau has a similar information to share, Engineering Manager David O'Longaigh explained. PWB fee increases were identified earlier this year as part of a larger effort to create a clear "water picture" to inform necessary decision-making around water filtration plant funding. The bureau will move forward with a 5% rate increase, which was approved by City Council in March 2024. (Additional fee increases in future years will likely be necessary to improve cost recovery going forward.)
- PP&R – Finance, Property, & Technology Manager Claudio Campuzano explained that while Portland Parks & Rec is not currently at full cost recovery, current development fee rates will be frozen for FY 2024-25 until the program stabilizes and integrates into the new SPA.
- Parks SDC – SDC Program Analyst Daniel Ramirez-Cornejo provided an update on SDC fees, explaining that current code dictates SDC fee increases should be not go above 6%. While budget recommendation included a fee increase of 6.8%, increases will be capped at 6% to meet code requirements.
- BDS – Budget & Finance Manager Kyle O'Brien expressed sincere thanks to the Finance teams at other infrastructure bureaus; their help in coordinating budgets ahead of July's SPA go-live has been invaluable. He explained that BDS is 97% funded by fees and services charges; the bureau receives very little general fund, and only in support of specific programs. BDS has taken significant efforts to counteract the current lull in development and fee-related funding; the bureau made the difficult decision to lay off 73 staff members in December 2023, which has cut monthly expenditures by approximately 1 million dollars.

After ongoing community outreach and conversations with industry leaders, BDS received support from industry groups to move forward with an 8% fee increase. This increase will allow the bureau to maintain current staffing levels, which will play a vital role in maintaining service levels for future development projects and recovery.

Several DRAC Committee members had questions and feedback about the above changes. Considerable conversation centered on PBOT's need to achieve cost recovery and included suggestions for potential solutions, such as: Exploring use of AI to assist with limited resources,

moving to a spot-check methodology for inspections, reaching out to smaller local jurisdictions to learn about streamlined permitting processes, and creating a self-certification/"applicant in good standing" inspections system to reduce team workloads.

O'Brien concluded the conversation by acknowledging that additional conversations and solution-building will be necessary to fully resolve SPA funding gaps.

### **9:50 – 10:00 - Pulse of the Industry**

*All*

- DRAC Member Jill Crop acknowledged that she's heard from friends and colleagues that demand for local remodeling work has started to slow down.
- Kruger thanked all meeting participants for the respect shown during today's difficult conversations.
- Vice Chair Green asked about the group's willingness to plan an in-person meeting in the near future. Interim Director Kuhnhausen acknowledged that bureau staff will need to coordinate any in-person meetings with the facilities team, as the past DRAC meeting space is currently being used as City Council Chambers. Caron noted that Oregon State public meetings law requires in-person meetings to provide the option to attend public meetings virtually. In-person meetings will need to be hybrid meetings.
- Green also expressed excitement at the recent work being done by the Website Enhancement Team.
- Voting for the name of the new Single Permitting Authority is ending shortly; Caron will be sending out the voting link to DRAC members shortly after this meeting concludes.

**The next DRAC meeting is scheduled for Thursday, May 16, 2024.**

Meeting notes prepared by Taylor Barnes (BDS).