



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
Meeting Notes
Thursday, March 21, 2024

DRAC Members Present:

Jill Cropp	Sam Miller	Libby Deal
Paul Delsman	Jennifer Santhouse	Sean Green
Lauren Jones	Eli Spevak	Eric Paine
Holloway Huntley		

City Staff Present:

Beth Benton, BDS	Taylor Barnes, BDS	Elshad Hajiyev, BDS
Megan Beyer, Comm. Rubio's Office	Gabby Bruya, BDS	Ross Caron, BDS
Mike Jordan, OMF CAO	Mieke Keenan, PIT	Zsolt Lehoczky, PP&R
Terry Kimmons, PFB	Kurt Krueger, PBOT	David Kuhnhausen, BDS
Doug Morgan, BDS	Phil Nameny, BPS	Casey Jogerst, PP&R
Alice Nielsen, BDS	Kyle O'Brien, BDS	David O'Longaigh, PWB
Leesha Posey, BDS	Ken Ray, BDS	Matt Rozzell, BDS
Kim Tallant, BDS	Dave Tebeau, BDS	Peter Hulseman, CBO
Terri Theisen, PIT	Brenda Fahey, BDS	Matt Rozzell, BDS
Teresa Montalvo, BDS	Sadie Silkie, PWB	

Guests Present:

Krista Bailey, Urban Renaissance Group	Ashley Fleschner, Fleschner Construction	Bryon Carlson Suzannah Stanley, Mackenzie
Mark Fetters	Andrew Mulick	Keith Johnson, PGE

DRAC Members Absent:

Elizabeth Gomez	Bobby Daniels	Peggy Moretti
Maurice Rahming	Steffeni Gray	

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 - March 21, 2024](#)
- [Draft Development Review Advisory Committee meeting notes - Feb. 15, 2024](#)
- [DRAC Recommendations on Single Permitting Authority \(SPA\) Organizational Structure - Feb. 16, 2024](#)

- [Non-Cumulative Cost Recovery Rate Report - Fiscal Year 2023-24 AP 08](#)
- [Development Services Monthly Major Workload Parameters - March 21, 2024](#)
- [Development Services Cumulative Major Workload Parameters - March 21, 2024](#)
- [BDS Business Continuity Plan Report Summary - February 2024](#)
- [BES Administrative Rule Updates Affecting Connection Charges](#)
- [Development Services Racial Equity Implementation Plan Progress Tracking and Reporting Overview](#)
- [Permit First Review Results Presentation](#)

Meeting Notes

8:00 – 8:20 - DRAC Business

Review 2/15/2024 DRAC Meeting Notes

Sam Miller, DRAC Chair

The topic of 2/15 DRAC Meeting notes was introduced at the top of the meeting; motion was raised to approve the minutes, then seconded. No members opposed; APPROVED.

Welcome, New DRAC Members!

Ross Caron, BDS DRAC Liaison

Amy Vohs

Kristian McCombs

BDS DRAC Liaison Ross Caron announced that two open DRAC seats have been filled and introduced new members to the group. Amy Vohs, Architect at Sage Architecture, is filling the Land Use Planning Professions Seat, and Kristian McCombs, Sr. Associate at Humbert Design Group, is filling the Public Works Permit Customer Seat. DRAC Chair Sam Miller welcomed the new committee members and enthusiastically thanked them for their time and service to the community.

New Sustainability and Climate Commissions Update

Phil Nameny, BPS

BPS City Planner Phil Namey provided an update on the New Sustainability and Climate Commission. Historically, the Planning & Sustainability Commissions existed as separate entities; those were eventually combined to the single Planning & Sustainability Commission. Over the years there was continued interest in re-separating the Commission into two entities; consequently, last year the Planning Commission was re-established and directed to create a new Sustainability & Climate

Commission. A draft proposal will be going to City Council that will establish the new commission and outlines details such as member numbers and purpose.

The new commission will at times have an advisory role to City Council, will address their own policies/projects, and may review existing/proposed policies. The proposal will be heard by City Council on April 24th; there is still time to provide comments on the project website. For more information, please see this news item about the Sustainability and Climate Commission:

<https://www.portland.gov/bps/scc/news/2024/2/28/sustainability-climate-commission-proposal-draft-review>

BDS Advisory Bodies/Committee Recruitments

Ken Ray, BDS Public Information Officer

There are a number of recruitments currently open on various BDS committees. BDS PIO Ken Ray asked DRAC members to pass this information on to any colleagues who may be qualified and interested in participating. Information about all four of the most recent advisory body recruitments can be found in the new section of the DRAC website here: <https://www.portland.gov/bds/drac/news>.

Current openings include seats on DRAC, the Structural Engineer Advisory Committee, Plumbing Code Board of Appeals, and Noise Review Board; application deadlines vary from April 21 to June 2.

8:20 – 8:40 – BES SDC Policy Changes

Adrienne Aiona, BES Engineering Supervisor

BES Engineering Supervisor Adrienne Aiona was in attendance to present an update on the upcoming BES SDC Policy changes; the presentation provided a high-level overview of proposed rate changes, updated charge policy, summary of proposed changes, and information about the public comment period. Aiona emphasized that the changes will be affecting Residential Fixture Drainage Units more than commercial units.

Additional context around proposed changes to the ENB 4.18 Mandatory Sewer Connection and ENB 4.06 Sanitary Sewer Line & Branch Charges Programs was presented by BES Analyst Glen Laube. Both programs were derived in the early '80s after the enactment of the Oregon Drinking Water Act. Over time, the work of both programs has reached completion and the cost associated with maintaining both programs is not sustainable in light of the low volume of work being done. The individuals charged with leading these programs have proposed retiring both groups.

Next Steps:

- For more information on proposed changes, please see the webpage below - <https://www.portland.gov/bes/news/2024/3/25/environmental-services-requests-public-comment-proposed-changes-administrative>
- Public information sessions are being held on 4/17 & 4/23/2024
- Comments can also be sent to bescoderule@portlandoregon.gov.

8:40 – 9:10 – BDS Racial Equity Implementation Plan (REIP) Overview

Leesha Posey, BDS Equity & Policy Development Manager

David Kuhnhausen, BDS Interim Director

BDS Division Managers

Tsuyoshi Onda, BDS Equity Analyst

BDS is launching a new 2023-2025 Racial Equity Plan; BDS Equity & Policy Development Manager Leesha Posey and bureau Division Managers provided a high-level overview of the overall plan, as well as an introduction to proposed and in-flight equity projects by Division.

The new equity plan will act as a roadmap across bureau divisions, coordinating actions across teams while supporting bureau-level equity goals. The new plan was informed by the results of a recent Results-Based Accountability analysis and created in collaboration with bureau subject matter experts. This strategy is intended to allow for a nimbler approach to bureau equity work and create clear connections for staff between the work of each division and stated equity goals.

It was acknowledged that significant recent bureau layoffs will continue to impact staff resources, however BDS Deputy Director Elshad Hajiyevev strongly emphasized the commitment of BDS and its staff to carry this work forward.

2023-2025 BDS Equity Plan Focus by Division:

- *Business Operations & Finance – Elshad Hajiyevev, BDS Deputy Director & BOFS Manager;*
 - BDS Employee Handbook updates
 - Equitable Developer Incentive/Award
 - Equity Program education for staff + customers
 - Questions? Email Elshad at elshad.hajiyevev@portlandoregon.gov
- *Plan Review Services – Douglas Morgan, BDS Engineering Manager Plan Review;*
 - Develop Pre-Approved Permit plans for small projects
 - Educate Staff on history of racist planning practices within the city
 - Questions? Email Doug at douglas.morgan@portlandoregon.gov
- *Inspections – David Tebeau, Residential & Commercial Inspections Manager*
 - Inspections Staff training on history of discrimination in the region
 - Re-evaluating communication methods and lines of inquiry
 - Potential to implement “Exit Polling” for customers to capture real-time service satisfaction data
 - Questions? Email Dave at david.tebeau@portlandoregon.gov
- *Permitting Services – Rochelle Hunter-James, BDS Residential Permitting Services Supervisor (on behalf of Alice Nielson, Permitting Services Manager)*
 - Focus on direct Community engagement; already attending community events; answering questions, sharing resources, building trust with diverse customer base
 - Teams are currently narrowing down what neighborhoods have greatest need
 - Questions? Email Alice at alice.nielson@portlandoregon.gov

- *Property Compliance – Beth Benton, Property Compliance Manager*
 - As enforcement arm of the bureau, wholistic focus is on current impact to BIPOC communities and making incremental changes by reviewing + improving language in violation and other notice letters
 - Long term project of developing Rental Unit Inspections Program
 - Questions? Email Beth at elizabeth.benton@portlandoregon.gov
- *Technology, Training, & Continuous Improvement – Brenda Fahey, TCI Manager*
 - Increase BIPOC community engagement during technology implementation
 - Reduce unintentional barriers that can arise with growing technology infrastructure + transition to online resources
 - Next steps: Action items and specific projects still to be identified, cohort working on action plan
 - Questions? Email Brenda at brenda.fahey@portlandoregon.gov
- *Land Use – Kim Tallant, Land Use Manager*
 - Land Use Training Videos for the public
 - Expanding service hours outside usual business hours/locations to expand accessibility
 - Improve language in notices/communications
 - Questions? Email Kim at kimberly.tallant@portlandoregon.gov

BDS Equity Analyst Tsuyoshi Onda provided additional context regarding the support being provided by members of the BDS Equity & Policy Development Team. Bureau-wide project tracking will be taking place at the Division level via quarterly progress tracking forms, with the goal to capture both qualitative and quantitative data for analysis. Progress reports will be shared back with BDS staff after quarterly analysis concludes.

9:10 – 9:30 – First Review Goal; Data Shows Improvement

Terri Theisen, Permit Improvement Team Strategy Manager

Kurt Abe, BDS Performance Analytics & Continuous Improvement (PACI) Analyst

An update on the Permit Improvement Project was provided by Terri Theisen of the Permit Improvement Team and BDS PACI Analyst Kurt Abe. They were excited to share that data is showing improvement in First Review timeframes; the first batch of Year over Year data was recently received, and it shows that cross-functional staff efforts to improve permit processing times are paying off.

These positive results are related specifically to building permits (i.e. results omit simple permits and permitting programs such as FIR, FPP, etc.), and improvements are attributed to staff problem-solving, process improvement, and embracing a data-driven continuous improvement culture. For additional details, please see the [Permit First Review Results Presentation](#).

9:30 – 9:40 – BDS Financial Status Update & Fee Changes

David Kuhnhausen, BDS Interim Director

Elshad Hajiyev, BDS Deputy Director & BOFS Manager
Kyle O'Brien, BDS Budget & Finance Manager

Hajiyev introduced the topic of the BDS Financial Status Update to the group; he shared that BDS leaders have been in conversation with the Portland Chamber of Commerce and other organizations, discussing funding solutions and how BDS might avoid additional layoffs. Unfortunately, the bureau does need additional funding to continue current service levels and avoid delays and/or layoffs.

Solutions being explored include a Portland General Fund request, seeking State funding from Oregon, and fee raises potentially above the standard 5% increase. Hajiyev and BDS Budget & Finance Manager Kyle O'Brien expressed a desire to hear from the DRAC community, gauge how committee members feel about potential fee increases, and learn if there's Committee and industry support for increasing fees as part of a long-term bureau funding solution.

Several organizations including the Home Building Association of Greater Portland have signed a letter expressing support for "modest bureau-wide fee increases" and General Fund funding for BDS if it helps maintain business continuity. Economists continue to be consulted to advise on economic recovery; this economic downturn is expected to continue for approximately 18 more months.

9:40 – 10:00 - Pulse of the Industry

All

[Topic postponed; over time on planned agenda topics]

The next DRAC meeting is scheduled for Thursday, April 18, 2024.

Meeting notes prepared by Taylor Barnes (BDS).