



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee

Meeting Notes

Thursday, May 16, 2024

DRAC Members Present:

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|--|--|--|
| <input checked="" type="checkbox"/> Sam Miller, Chair | <input type="checkbox"/> Eli Spevak | <input checked="" type="checkbox"/> Kristian McCombs |
| <input checked="" type="checkbox"/> Sean Green, Vice Chair | <input type="checkbox"/> Elizabeth Gomez | <input type="checkbox"/> Maurice Rahming |
| <input checked="" type="checkbox"/> Amy Vohs | <input type="checkbox"/> Jennifer Santhouse | <input checked="" type="checkbox"/> Peggy Moretti |
| <input checked="" type="checkbox"/> Bobby Daniels | <input checked="" type="checkbox"/> Jill Cropp | |

City Staff Present:

Beth Benton, BDS	Taylor Barnes, BDS	Gabby Bruya, BDS
David Tebeau, BDS	Zsolt Lehoczky, PP&R	Terry Kimmons, PFB
Kurt Krueger, PWD	Colleen Poole, BDS	Daniel Ramirez-Cornejo, PP&R
Doug Morgan, BDS	Phil Nameny, BPS	Casey Jogerst, PP&R
Alice Nielsen, BDS	Kyle O'Brien, BDS	Sophia Hilmeyer, BDS
Stephen Himes, BES	Kim Tallant, BDS	Donnie Olivera, DCA
Sadie Silkie, PWB	Terri Theisen, PIT	Ross Caron, BDS
Erika Lopez, PIT	Clark Goldenrod, BDS	Leesha Posey, BDS
Kris Kalvert, PWB	Matt Rozzell, BDS	
Jillian Schoene, Comm. Rubio's office		

Guests Present:

Suzannah Stanley	Krista Bailey	Preston Korst
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Handouts (all handouts are available at [Development Review Advisory Committee \(DRAC\) | Portland.gov](#))

Meeting documents

[Development Review Advisory Committee Meeting Agenda - May 16, 2024](#)

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

[FY2023-24 AP10 Cost Recovery Report by AP non-cumulative BDS](#)

[2024 04 FY2023-24 Major Workload Parameters-MONTHLY](#)

[2024 04 FY2023-24 Major Workload Parameters-CUMULATIVE](#)

[Development Services Fund Business Continuity Plan Leading Indicators - April 2024](#)

Meeting Notes

8:00 – 8:10 - DRAC Business

[Vice Chair Sean Green was asked to facilitate this meeting.]

Review 3/21/2024 DRAC Meeting Notes

[Topic was postponed due to lack of quorum at meeting start.]

DRAC Membership & Recruitment Update

Ross Caron, BDS DRAC Liaison

BDS DRAC Liaison Ross Caron provided a brief update on current vacancies and recruitment efforts.

8:10 – 8:40 - Discussion with Donnie Oliveira, Interim Deputy City Administrator for Community and Economic Development

David Kuhnhausen, BDS Interim Director

Donnie Oliveira, Interim Deputy City Administrator for Community and Economic Development

Donnie Oliveira, the city's new Interim Deputy City Administrator (DCA) for Community and Economic Development, was introduced to DRAC by BDS Interim Director David Kuhnhausen. Oliveira thanked the committee for the welcome, and explained that he will be the new Deputy Administrator for the Community and Economic Development Service Area, which is comprised of the Bureau of Planning & Sustainability (BPS), Portland Housing Bureau (PHB), Prosper Portland (PP), and Portland Permitting & Development (PP&D).

DCA Oliveira explained that his primary goal for his visit was to introduce himself and outline changes happening within the next year as the city works through the transition to a new government structure. DCAs are currently in the process of drafting their workplans and coordinating with City Council to determine how they will function in their new roles. The focus remains on creating "this new apparatus of function" and identifying how work will flow between DCAs and Commissioner's offices. He emphasized that his interim position is intended to help provide a smooth transition for the new government and acknowledged that hiring for permanent roles should begin next year.

Immediate areas of focus for DCAs during the upcoming year include:

- Creation of the new Deputy City Administrator Offices
- Defining new city government structure and interaction model between City Council + Bureaus
- Drafting 2025-26FY Budget, including providing substantial budget notes regarding PP&D funding with the hopes of fixing some of the inherent budget challenges surrounding permitting
- Supporting bureau Directors and finishing up in-flight work plans

He also acknowledged that the hiring process for future DCA positions has yet to be determined; those decisions may be made by the future City Administrator after they're hired, or there may be open recruitments. In the meantime, interim DCAs will be busy onboarding 12 new elected officials/council members in the new year.

DRAC Vice Chair Green asked if the permitting bureau's future relationship with Prosper Portland would be changing considering these organizational changes. Oliveira shared that while he has fielded that before, he sees strategic value in having Prosper Portland participate in conversations as an outside agency because they have access to resources that the city does not.

DRAC Chair Miller expressed concern about power dynamics and potential inequities within the new structure, specifically related to Prosper Portland; DCA Oliveira shared that the city has been focused on resolving inequities and disparities in contracts being awarded to emerging, POC-owned, and woman-owned businesses, and that he is hopeful new best practices are being put in place.

This portion of the meeting concluded with DCA Oliveira offering to come back for another conversation in the Fall, after his service area and office begin their work efforts.

8:40 – 8:45 - Announcements

New Permitting Agency Name: Portland Permitting & Development

David Kuhnhausen, BDS Interim Director

BDS Interim Director David Kuhnhausen stayed in attendance to announce the name of the new Portland permitting agency name, approved as part of the Single Permitting Authority work effort. He emphasized that there was great intention put into choosing the new name; both because it was vital to have a name that accurately described the work of the bureau, as well as one that staff from all integrating agencies could support.

The final name was chosen via ranked-choice voting and will be **Portland Permitting & Development (PP&D)**.

Interim Director Kuhnhausen explained that there is still a lot of work to do; the ordinance to formally establish the new bureau on 7/1/2024 is scheduled to be approved during the next City Council meeting. Once passed, there will be additional work to establish logistical details within the new bureau, prioritize work efforts, and improve current processes. Portland Permitting & Development is anticipated to go live as a new organization on July 1. DRAC meeting attendees are welcome to email Interim Director Kuhnhausen with any questions or concerns.

8:45 – 8:55 - NSFR Intake Success Project Update – DevHub Intake for NSFR & Detached ADU Permits

Ellen Weeks, Permit Improvement Team

Ellen Weeks of the Permit Improvement Team provided an update on recent improvements to the City of Portland's online permitting portal, Development Hub (DevHub). The goal of the enhancement was to digitize the New Single Family Residential (NSFR) and Accessory Dwelling Unit (ADU) permit application packets; that goal was met and new intake functionality went live on 4/25. Technology teams created an intake questionnaire and streamlined the application process; in doing so they successfully eliminated six applicant forms and the need for duplicative staff data entries.

Over 20 new applications had been submitted via the new DevHub process, and Weeks emphasized the success of the project. While the replacement of the historical application packet with an online application is expected to generate some inquiries, Development Services staff are prepared and ready to help guide customers through the new process.

8:55 – 9:10 - Web Alignment Project Update

Erika Lopez, Permit Improvement Team

Efforts to improve permitting content on city websites continues, and the Permit Improvement Team's work to refine navigation, findability, and customer satisfaction has moved into next phases. The Permit Improvement Team's Erika Lopez reported out on progress.

Since her last presentation to DRAC, the Web Alignment Project team has:

- Executed a contract with consultants at Single Mind
- Scheduled + hosted 5 user experience workshops in March and April
- Held an open house where the team showcased feedback
- Started the customer interview process
- Discussed potentially leveraging Google chatbot (more information to come)

Erika explained that the team had taken intentional efforts to ensure that customer interviews represented a diverse customer base, including a day care provider applicant.

Interim Director Kuhnhausen emphasized what a "huge win this will be for staff," since bureau staff navigate the website and use online resources to help customers daily. Stay tuned for additional updates in future meetings, where progress and future milestones will be reported out.

9:10 – 9:25 - New Water Meter Sizing Methodology Using Plumbing Code Appendix

Kris Calvert, Portland Water Bureau

Kris Calvert from the Portland Water Bureau (PWB) was in attendance to speak on new water meter sizing methodology.

Historically, residential plumbing systems have been based on an outdated measure established in the 1920s. In 2021, the Oregon Plumbing Specialty Code adopted updated guidelines and PWB has received requests to have water meter size based on those new standards, in conjunction with the IAPMO water calculator. (These changes only apply to residential units; new commercial plumbing guidelines are expected in the future.)

To support requests to adopt the new standards, PWB is introducing a new form, the “Residential Meter Request Form.” This form requires calculations from the water demand calculator and suggested water heater size is based on those calculations. The W4 form is still being used for commercial and mixed use buildings and will be renamed the “Commercial Meter Sizing Form.” Calvert emphasized that this is not just a new form, but a new orientation toward meter sizing and a way to give more control to developers and plumbing professionals.

This process is currently live for all projects currently under review, and PWB is seeking verification and feedback from applicants.

9:25 – 10:00 - Pulse of the Industry

All

- DRAC Vice Chair Green acknowledged that work for custom builders and remodelers slowed down during the Fall and Winter seasons, but has begun to pick back up. Trade partners have started to report an increase in interest, though homeowners seem to be exercising caution when moving forward with building projects.
- DRAC Member Amy Vohs shared that as an architect who works a lot in K-12 building projects, there is significant movement in Portland Public School (PPS) building work and seeking bonds. Vohs acknowledged that this year PPS appears to be mostly focused on planning, and that there are other districts starting project planning as well, though those projects are most likely at least two years out from having specifics identified and voted on.
- DRAC Member Jill Cropp works on smaller residential projects and reported that she has been consistently busy over the last nine months with a significant number of condo residential conversions and cottage cluster units. She also acknowledged that consultants seem to be a bit more available and their schedules may have opened recently.
- Cropp also called out a recent experience she had during plan review for an ADU project; despite past challenges resolving issues with prior projects, she was very impressed this time around with the efforts being made by Plan Review staff to help resolve outstanding issues on her current project. She emphasized that such experiences only increase her respect for the collaborative work done by the DRAC community and the city.
- Lastly, DRAC Liaison Caron proposed skipping the June DRAC meeting due to the Juneteenth holiday and July 1 go-live date for the new permitting entity, Portland Permitting & Development. DRAC Chair and Vice Chair agreed that sounded best considering the June meeting’s scheduling conflicts. The next DRAC meeting will be held in July.

The next DRAC meeting is scheduled for Thursday, July 18, 2024.
Meeting notes prepared by Taylor Barnes (BDS).