



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
Meeting Notes
Thursday, February 15, 2024

DRAC Members Present:

Jill Cropp	Sam Miller	Bobby Daniels
Paul Delsman	Jennifer Santhouse	Sean Green
Lauren Jones	Eli Spevak	Eric Paine
Holloway Huntley	Maurice Rahming	

City Staff Present:

Beth Benton, BDS	Taylor Barnes, BDS	Ross Caron, BDS
Megan Beyer, Comm. Rubio's Office	Gabby Bruya, BDS	Stephen Himes, BES
Zsolt Lehoczky, PP&R	Kurt Krueger, PBOT	David Kuhnhausen, BDS
Phil Nameny, BPS	Alice Nielsen, BDS	Kyle O'Brien, BDS
David O'Longaigh, PWB	Ken Ray, BDS	Diane Parke, BDS
Kim Tallant, BDS	Dave Tebeau, BDS	Tom Armstrong, BPS
Terri Theisen, PIT	Matt Rozzell, BDS	JP McNeil, BPS
Sadie Silkie, PWB	Ellen Weeks	Alissa Fuchs, PP&R
Ariel Kane, BPS	Erika Lopez, PIT	Leesha Posey, BDS
Kevin Bond, BPS		

Guests Present:

Krista Bailey, Urban Renaissance Group	Suzannah Stanley, Mackenzie	Dianne Clay	Dianne Clay
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DRAC Members Absent:

Elizabeth Gomez	Steffeni Gray	Peggy Moretti
Libby Deal		

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

- DRAC Meeting Agenda 2-15-2024
- Draft DRAC Meeting Notes 1-18-2024
- BDS Non-Cumulative Cost Recovery Report
- BDS Business Continuity Plan Summary
- Housing Production Strategy Presentation
- RICAP 10 Presentation

8:00 – 8:30 - DRAC Business

In January we welcomed new Chair + Vice Chair - thank you Sam Miller and Sean Green!

Review 1/18/2024 DRAC Meeting Notes

The topic of 1/18 DRAC Meeting notes was introduced at the top of the meeting; motion was raised to approve the minutes, then seconded. No members opposed; APPROVED.

PITSC Recommendations to Process Improvement Team on the Proposed Single Permitting Authority (SPA) Organizational Chart

Vice Chair Sean Green reviewed the proposed organizational chart with the group. He shared that finalized DRAC feedback recommends prioritizing the continuous improvement work in SPA by maintaining the continuous improvement team within the Technology division. This would be done by continuing to include Technology, Training, and Continuous Improvement within a single Division.

Recommendations state that Continuous Improvement is most closely linked to technology. They also express concern about the amount of change currently occurring within the bureau. As the current division structure seems to be having success, concerns exist that removing the Continuous Improvement team from Technology would reduce its long-term alignment with tech-related projects (instead of expanding its scope throughout the bureau as intended).

DRAC member Paul Delsman moved to authorize the Vice Chair to refine and submit the finalized feedback, informed by the group's collective input. Seconded and APPROVED.

8:30 – 8:40 - Website Alignment Project

Erika Lopez, Permit Improvement Team

Erika Lopez from the Permit Improvement Team (PIT) provided an update on the Website Alignment Project. During the last update the project team had been in procurement for a vendor; since that time they identified a vendor and executed the contract (on 2/6). The project team will be working with the vendor Singlemind for user experience (UX) improvement, and will also be exploring Google's AI (artificial intelligence) chatbot functionality.

Next Steps include:

- Project kickoff is scheduled to take place on 2/21
- Discovery workshops, interviews, and research will be taking place March – April, 2024
- UX design prototyping will be taking place April – May, 2024

The project team is especially excited about the potential of the AI Chatbot, as it could help the city provide real-time support for customers. The main goal of chatbot functionality would be to help customers navigate our current website structure as it currently is, while the project team works in parallel to improve the UX experience site-wide. As the chatbot also has a built-in translator, there could also be some very positive equity impacts with this tool.

DRAC member Jill Crop asked Erika for more information about the scope of the Website Improvement Project; the bulk of the scope is focused on website wayfinding and customer experience. As of right now, customers and staff find it difficult to find what they are looking for on Portland.gov. By using an iterative process of testing and continuous improvement, the project team should be able to refine the structure of the website for the better.

Erika also acknowledged that while the scope of the project doesn't specifically include a content overhaul, the project team is looking to remove duplicative and/or contradictory information from the website as part of the UX overhaul.

8:40 – 8:55 - Updated New Single Family Residential (NSFR) Sample Site Plan

Ellen Weeks, Permit Improvement Team

Ellen Weeks from the Permit Improvement Team was in attendance to address discussion that took place during the January 2024 meeting. The PIT team wanted to provide a response to questions brought forward by DRAC members, namely around the updated New Single Family Residential sample site plan and the new requirement for a "utilities locate" at the beginning of NSFR projects.

Q: Why is a utilities locate required at the beginning of a project?

A: It is anticipated that this requirement will greatly reduce unwanted surprises later in the project, as well as contribute to a much-needed reduction in checksheets over time. It's also anticipated that this requirement will benefit the city and homeowners by providing increased understanding of potential complications.

DRAC member Eli Spevak also emphasized that the utility locate/check is a free service; applicants only need make a phone call to secure this information, and there is no cost to the city to adopt this requirement. While there is no anticipated cost to this new requirement, not implementing it could continue costing applicants additional money related to site plan changes later in the development process.

Weeks also emphasized the importance of "avoiding unpleasant surprises," acknowledging that the city doesn't always have visibility into everything below-ground due to a variety of reasons, from Homeland Security to various utility programs. As more residential infill projects and higher-density development is occurring in the city, it's anticipated that there will be a growing number of situations where conflicts/surprises may continue to show up in the right-of-way. She acknowledged that all infrastructure bureaus are in support of the early locate process.

After some additional discussion, it was suggested that more thorough communication to the public could be helpful to socialize this new requirement, specifically resources directed towards infill project focused developers and architects. Weeks welcomed feedback from the DRAC community if they have any suggestions to improve current messaging content and communication materials.

Q: Why are the requirements for ADUs the same as NSFRs?

A: The Urban Forestry threshold; requirements dictate that ADU applications are treated/reviewed based on valuation, as any other application would be. The Portland Water Bureau also needs to complete thorough site reviews for ADU applications any time there is a new service being added.

8:55 – 9:10 - RICAP 10 Amendments

JP McNeil, BPS - Project Manager
Kevin Bond, BPS - City Planner

BPS Project Manager JP McNeil and BPS City Planner Kevin Bond were in attendance to provide an update on the Regulatory Improvement Code Amendment Package (RICAP). These packages act as a zoning code clean-up. Historically RICAP packages were created semi-regularly; they were temporarily put on hold in 2016 due to budget constraints and the practice has been reprioritized by the Permit Improvement Team.

This RICAP is the largest package the city has ever assembled, made up of 83 zoning code amendments including 29 minor policy changes and 54 technical fixes.

High level themes within this amendment package include:

- Ground Floor
- Economic Development
- Regulatory Reduction

Additional RICAP details and a copy of the presentation draft can be found at <https://www.portland.gov/ricap10>.

9:10 – 9:40 - Housing Production Strategy (HPS)

Tom Armstrong, BPS
Ariel Kane, BPS

BPS Planners Tom Armstrong and Ariel Kan presented a high-level introduction to the Housing Production Strategy (HPS). The discussion draft of this strategy is currently out for public comment, and is anticipated to go to City Council this Spring/Summer. This strategic effort is a follow-up/action item coming out of an economic housing analysis that was completed.

The strategy that has been sketched out is based on the economic forecast and accounts for economic growth, national housing production averages, and the current homeless population. The strategy recommends that approximately 417,000 new units be constructed by 2045. However, it was acknowledged that due to the current decline in permitting and housing production, that number represents a stretch goal at this time.

The HPS is rooted in new requirements from the state; these requirements ask Cities to build out a housing production strategic plan, outlining what actions the municipality will take to support housing production more proactively. BPS is working closely with the Portland Housing Bureau, Prosper Portland, and other local entities to collaboratively identify strategies and carry this work

forward. The state is asking for increased accountability, which will take the form of a 3-year progress report; at the end of 6 years this planning process will begin again and a new 5-year strategy will be drafted.

The project team is looking for DRAC feedback; they feel very strongly that this group has valuable perspective and ideas. They are specifically interested in DRAC feedback on the following questions:

- What's the most important housing issue in Portland?
- What is missing from the draft strategies?
- What existing programs should be expanded?

DRAC member Peggy Moretti acknowledged how rarely re-using existing structures is addressed when discussing housing production. Using existing structures can help reduce carbon emissions from development, help the city maintain culture heritage, and allow for production to take place efficiently within existing infrastructure.

A funding analysis is still needed to identify budgetary requirements to support these strategies; additional coordination with state and federal entities is needed to complete that work.

DRAC members are encouraged to provide feedback at this link:

<https://www.portland.gov/bps/planning/housing-production>.

9:40 – 10:00 - Pulse of the Industry

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- BDS Public Information Officer Ken Ray shared that information is being collected on property damage caused by January storms. This information helps the city pursue state and federal disaster recovery resources; please share the below link widely and report damage at this link: <https://www.portland.gov/report-storm-damage>.
- Sign up for BDS' monthly Plans Examiner newsletter here: <http://www.portland.gov/plansexaminer>

The next DRAC meeting is scheduled for Thursday, March 21, 2024.

Meeting notes prepared by Taylor Barnes (BDS).