



River Community Advisory Committee (RCAC)
MEETING MINUTES

Thursday, December 7th, 2023 / 10:30am – 11:30am

Virtual Meeting: Members Attending Via Zoom

ATTENDANCE:

City of Portland Staff: (BDS unless otherwise noted)

Table with 2 columns: Attendance status (checkbox) and Name/Title. Includes Gabby Bruya, Jason Buerkle, Jason Butler-Brown, and Jeff Gauba.

Table with 2 columns: Attendance status (checkbox) and Name/Title. Includes Maureen McCafferty, Matt Rozzell, Dave Tebeau, and Sean Whalen.

Current Members:

Table with 2 columns: Attendance status (checkbox) and Name/Title. Includes Bruce Broussard, Terry Glenn, and Kelly Holtz.

Table with 2 columns: Attendance status (checkbox) and Name/Title. Includes Tim Larson, Tom Lisch, and Bryrick Shillam.

A. Welcome and Introductions

- 1) A motion was made by Kelly to approve minutes from the November 2, 2023 meeting with correction to item C.6, removing an incorrect comment (related to Terry's mention of bonding and floatwork). The incorrect sentence was removed. Bruce seconded. A vote was taken. The motion was unanimously approved.

B. Floating Structures Brochure

- 1) Kelly shared BDS brochure #2: "Do you need a permit for your RS project?". Kelly pointed out that there are separate rules for Moorages and floating homeowners. However, since there is overlap, Kelly wondered if it might be helpful to have a single brochure. She would like to include Maureen's drawings.
2) Dave pointed out that the brochure can go beyond one page, perhaps listing different sections for Moorages vs. Floating Homes.
3) Jason Buerkle shared that in 2021, Kati Robb was developing an Inspector Training program and had compiled many of the things discussed for this brochure. Jason believes much of the material from her PowerPoint presentation could be borrowed, and shared the file for review.
4) Jason would also like to include a direct link to Title 28. Additional suggestions were:
- Links to ORSC and OSSC
- Links to City Code
- BDS single-point of contacts for RS and CO reviewers
5) Jason also wondered if any brochures can be linked to FIR or the preferred floating home builders.
6) Jason encouraged the group to come up with additional topics which floating homeowners may be aware of, also include a FAQ and case studies.
7) Jeff shared that he has plenty of photos of what not to do.
8) Dave agreed that the group's suggestions are valuable since BDS staff often are more aware of Code guidelines that are not common knowledge for the average homeowner.
9) Sean mentioned that the moving of floating homes could be another brochure topic.

- 10) Terry has looked into moving guidelines for his marina and the information to advise homeowners on what to do doesn't exist.
- 11) Electrical and Sewer are minimum requirements. While trade permits can be obtained, the building piece is missing. Space connections and setback requirements would also be helpful.
- 12) Kelly shared that each marina has a preferred contractor to recommend for sewer work.
- 13) Oregon State Marine Board plate information / requirements could also be included in brochure.
- 14) Dave mentioned that the permit for moving mobile homes incorporates all trade permits and other items combined in a single permit. Dave and Jason added that it would be similar to an MI, MP or FP.
- 15) Terry mentioned hand-delivering the brochure as well as a possible mailing. He suggested that maybe the first brochure could be an overview, with future brochures covering more detail.
- 16) Sean has current contact info for all the marinas in Portland, which he updates every year or so.
- 17) Discussion was held on the challenges of inspecting a float. While BDS cannot make recommendations on specific contractors, a certification or similar might help. Dave added that we have alternative inspection options, such as video calls.
- 18) Terry shared that for now this piece should be kicked down the road.
- 19) Jeff shared ideas on what to consider adding to the brochure.
  - Where it applies (*within City vs unincorporated Mult. Co.*)
  - When CO (*commercial*) vs RS (*residential*) permits are required
  - Moorage owner vs floating structure owner responsibilities
  - Pleasure boat-only marinas vs floating structure marinas
  - Moving in and out of slip requirements
    - Approved connections and safe disconnections
    - Water (*vacuum breaker*), sewer, gas, electrical (*permit*)
    - Spacing
    - Legal slip
    - Permit requirements
  - 15-minute appointments
    - When/why to contact Planning and Zoning
    - When/why to contact Plans Examiner
  - Where to find a copy of the digital Title 28
  - Harbor Master contact info
  - Code Compliance contact info
  - A combo structural permit would be great for moving into a new slip
- 20) Jeff shared a link to a list of certified deconstruction contractors. There is a disclaimer about not being an endorsement. <https://www.portland.gov/bps/climate-action/decon/certified-deconstruction-contractors>
- 21) BDS Communications Team would develop brochure; may join a future meeting if needed.
- 22) Access and records for marina maps, plans and other records, including plates and slip numbers were discussed.
- 23) Jason mentioned that the struggle to keep these records makes it difficult to review sites. His team would normally hire a PCC student to aggregate all marina plans. Would like a central place similar to Portland maps for marinas.
- 24) Kelly shared a map from her marina.
- 25) Terry's marina has a blueprint with every measurement but it changes constantly.
- 26) Marine Board may have data tied to slip numbers.
- 27) Terry suggests we reach out to the Marina board. County assessor might be another good place to ask and has a dedicated staff person who manages this data.
- 28) If we're creating a permit, it would be valuable to be able to verify what is being reviewed.
- 29) Permit costs for manufactured home move permits are \$1500-2150 per permit, which includes building, mechanical, electrical and plumbing permit fees.
- 30) Sean suggested that a BD folder for the moorage would be a good place for the most recent moorage map.

**Action Items:**

- 1) RCAC members and BDS staff to review all information shared, consider key points, and make additional suggestions.
- 2) RCAC members and BDS staff to review excerpts from Title 28 to include in brochure. Consider information for topic idea: *What do you need a permit for?*
- 3) Terry plans to get ahold of Marine Board, and find contact info for County Assessor's Office.

**Meeting adjourned:** 11:40am

**Next meeting:** Thursday, January 25, 10:30 am – 11:30 am