



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee**

**Meeting Notes**

**Thursday, October 21, 2021**

**DRAC Members Present:**

Jeff Bachrach  
Paul Delsman  
Michael Harrison  
Steve Lee  
Maurice Rahming

Bobby Daniels  
Steffeni Gray  
Holloway Huntley  
Sam Miller  
Martha Williamson

Libby Deal  
Sean Green  
Lauren Golden Jones  
Eric Paine

**City Staff Present:**

Hilary Adam, BDS  
Brenda Fahey, BDS  
Douglas Imaralu, Budget Office  
Terry Kimmons, Fire  
Glen Laube, BES  
Teresa Montalvo, PBOT  
Kyle O'Brien, BDS  
Leesha Posey, BDS  
Elisabeth Reese Cadigan, BES  
Michael Silva, Fire  
Dave Tebeau, BDS  
Nancy Thorington, BDS  
Sandra Wood, BPS

Beth Benton, BDS  
Karen Guillen-Chapman, Comm. Ryan's Office  
Casey Jogerst, Forestry  
Kurt Krueger, PBOT  
Peter Maris, BDS  
Doug Morgan, BDS  
David O'Longaigh, Water  
Daniel Ramirez-Cornejo, Parks  
Jessica Ruch, BDS  
Brandon Spencer-Hartle, BPS  
Terri Theisen, Comm. Ryan's Office  
Pete Walter, Forestry

Rebecca Esau, BDS  
Mieke Keenan, BDS  
David Kuhnhausen, BDS  
Erin Mick, Water  
Phil Nameny, BPS  
Andy Peterson, BDS  
Ken Ray, BDS  
Margaret Russell, BES  
Kim Tallant, BDS  
Gwen Thompson, Housing  
Duane Whitehurst, BDS

**Guests Present:**

Krista Bailey, Urban Renaissance Group  
Janet Baker  
Ashley Fleschner, NARI  
Suzannah Stanley, Mackenzie

**DRAC Members Absent:**

None

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

- Draft DRAC Meeting Notes 09/16/2021
- Inter-Bureau Code Change List
- Non-Cumulative Cost Recovery Report
- BDS Major Workload Parameters
- BDS Business Continuity Report Summary
- BES Memo re: Administrative Updates
- BDS 5-Year Racial Equity Plan
- Historic Resources Code Project
- Residential Infill Project – Part 2

**Convene Meeting**

DRAC Chair Paul Delsman convened the online meeting and welcomed DRAC members, City staff, and guests.

**DRAC Business**

September 16, 2021 DRAC Meeting Notes

DRAC Members reviewed and approved notes from the September 16, 2021 DRAC meeting.

DRAC Member Recruitment Update

BDS Director Rebecca Esau reminded DRAC members and attendees that the DRAC member recruitment has been extended to October 29, 2021 for four DRAC member positions:

- Historic Preservation
- Home Builders
- Home Remodelers
- Major Facilities Landowners

Director Esau said there have been some good applicants, and asked for continued assistance in getting the word out. Director Esau encouraged attendees to direct interested parties to the DRAC recruitment webpage (<https://www.portland.gov/bds/news/2021/7/30/deadline-extended-help-guide-development-review-portland-apply-oct-29>) for more information.

Delsman (DRAC) asked if the positions will be filled by the end of this year. Director Esau said positions will be filled as soon as possible, hopefully by the end of the year.

**City Bureau Updates**

BDS Budget Preparation

BDS Finance Manager Kyle O'Brien gave a brief overview of BDS's budget preparation process for fiscal year (FY) 2022-23. The budget and 5-year financial plan take 2-3 months to complete and involve input from a number of internal and external stakeholders.

O'Brien said that DRAC members can participate on two BDS committees related to the budget:

- **Budget Advisory Committee (BAC):** The BAC will meet three times between November 2021 and January 2022 and involves external stakeholders along with BDS staff. The BAC helps set the bureau's priorities for the coming year.

- **Financial Advisory Committee (FAC):** The FAC advises the bureau on its economic projections and the overall economic outlook. The FAC will meet twice, in November 2021 and January 2022.

O'Brien encouraged any interested DRAC members to reach out by next Tuesday (October 26, 2021). Delsman (DRAC) and DRAC Member Sean Green encouraged other DRAC members to participate. DRAC Member Michael Harrison expressed interest, and DRAC Member Sam Miller volunteered for the FAC.

#### BES Administrative Rule Updates

Glen Laube and Margaret Russell (BES) shared updates to BDS administrative rules ENB-4.15, ENB-4.17, and ENB-4.33, related to permitting for sewer connections and lateral repairs in the right-of-way or sewer easements (see [Policy Updates Proposed for Sewer Connections and Lateral Repair Permitting | Portland.gov](#)). Laube reviewed the handout **BES Memo re: Administrative Updates** and summarized the updates:

1. Sewer connection and lateral repair: Applies to sewer connections in the public right-of-way, not on private property. Laube said the update formalizes existing policies and puts them in the same place. The changes include clean-up and making the rules more user-friendly.
2. In-place pipeline repair: The update provides guidance on the permit needed. Laube said the existing rule is too restrictive and does not allow for new technology; the update expands the type of products that can be used.
3. The enforcement administrative rule is being cleaned up, and decision-making criteria for how BES enforces these rules is being added.

Douglas Imaralu (Budget Office) asked how the changes are being communicated with the public. Ken Ray (BDS) said that information on the updates will be included in BDS's Plans Examiner newsletter that will go out tomorrow (Oct. 22). BES will also be providing more information on [Portland.gov](#) when the public comment period opens Nov. 1.

DRAC Member Steve Lee asked if there will be savings for property owners with the new products. Delsman (DRAC) said that it is a budget savings item.

Laube (BES) noted that the changes will be open for public comment from November 1 – December 6, 2021. More information is available at [Policy Updates Proposed for Sewer Connections and Lateral Repair Permitting | Portland.gov](#).

#### **BDS Equity Program**

BDS Equity & Policy Manager Leesha Posey and Peter Maris (BDS) gave an overview of the BDS Equity Program. Posey stressed that BDS Equity Program staff is here for the DRAC as a resource.

Posey (BDS) reviewed the handout **BDS 5-Year Racial Equity Plan**. Posey focused on the work of the Equity and Diversity Committee, led by Hakim Callier, and monthly Equity in Motion events for BDS employees. Equity in Motion attendance has increased from 20 to 140 per month on average.

Delsman (DRAC) asked if the survey results showed how BDS is performing. Maris (BDS) said it was helpful to get individual feedback, but it was an initial assessment and there were a lot of “I don’t know” responses.

Lee (DRAC) asked if the survey was about the delivery of services to the public; Maris said it did not address services to the public.

DRAC Member Lauren Jones noted that the Plan shows projections through year 2, but it is now year 5. Maris (BDS) said the metrics needed to be updated, and they changed when the pandemic hit.

DRAC Member Sam Miller asked how much of the metrics are generated by end users, versus internal customers. Maris (BDS) said the Equity Program doesn’t have a robust community engagement program, so this is primarily internal. Miller expressed interest in giving data to the equity group to make sure services are getting to the community.

Posey (BDS) noted that this is BDS’s first 5-year equity plan, and they’re evaluating if a 5-year period is the correct metric. Posey said the lack of community engagement in the first round was a missed opportunity, and they will look to do that more in the next plan. Posey agreed there are gaps in the data.

DRAC Member Steffeni Gray said that these are systemic problems, and the substance of this work will take time. Gray asked what has taken place to give power and voice to those communities that are most impacted. Posey said that equity managers share the same thoughts on how deep and broad in scope this work is. Posey met with other bureau equity leaders yesterday and they agreed they cannot do everything. The City has changed its evaluation process, to hold employees accountable for equity metrics in their performance evaluations. Posey has been working on community engagement for a while at BPS and BDS.

Miller (DRAC) said that Mercy Corps NW asked about communities’ engagement with BPS and with the City, and the response was that it is very opaque; it seemed intentional to create a wall around the city. There is, currently, a sense that this is starting to shift. Miller acknowledged that BDS does not have the bandwidth to do this. Miller joined DRAC to bring more equity to people of color.

DRAC Member Sean Green said the NE Coalition of Neighborhoods will support this effort.

Lee (DRAC) asked for follow-up on any BDS-specific workforce-related issues that the program is trying to address, including efforts to measure potential bias in the performance system.

Director Esau said that BDS will be recruiting for a Community Engagement position in the coming months, and would love to have a DRAC member on the interview panel for the selection process. Gray (DRAC) expressed interest in participating on the interview panel.

### **Historic Resource Code Project**

Brandon Spencer-Hartle (BPS) reviewed the handout *Historic Resources Code Project* and gave an update on the project. Spencer-Hartle (BPS) noted that state law limits what they can review. There will be a public hearing on November 3, 2021 where folks can come and testify. The HRCP webpage, with links to testify, is at <https://www.portland.gov/bps/hrcp/hrcp-recommended-draft-overview>.

DRAC Member Libby Deal said that folks in historic districts may not appreciate the demolition waiver, given the difficulty of getting the designation in the first place.

DRAC Member Michael Harrison asked if under current code the City Council can protect a building that is not on the national historic register (landmark) demolition. Spencer-Hartle (BPS) said it could be protected. Public property needs demolition review.

### **Residential Infill Project 2.0**

Sandra Wood and Phil Nameny (BPS) reviewed the handout *Residential Infill Project – Part 2* and reviewed highlights from the first Residential Infill Project (RIP) and the proposal for RIP 2.

Lee (DRAC) asked about the Oregon Department of Land Conservation and Development process; Nameny (BPS) said that it will start in the spring.

Pete Walter (Forestry) asked if there are any projections about how many additional units this might create. Wood (BPS) said the 16,000 lots include R10 and R20 lots. Many of them are in landslide hazards, environmental hazards, wildfire areas, etc., reducing the buildable lots to about 4,000. BPS is not counting on these lots to increase the housing stock; maybe 20 or 30 more units in the planning period. For these reasons, they will not be procuring an economic evaluation (as they did for RIP 1). The lots would need to be large and are expensive to develop, so they are not expecting this to have a significant impact.

Andy Peterson (BDS) asked if duplex lots can be sold separately. Nameny (BPS) said they can be sold separately, but lot coverage applies to the whole site, not just the individual site (like with a fee simple lot, not through an expedited land division). It would also stay a duplex, not an attached house. Kim Tallant (BDS) added that it cannot be part of the duplex; it must be separate.

Green (DRAC) asked how this will impact utilities. Wood (BPS) said it's messy and complicated. BPS is working with the utility bureaus, and there are going to have to be changes to their policies. Erin Mick (Water) said that developers will need to have utility plans ahead of time.

Wood (BPS) noted that the Planning & Sustainability Commission will receive a briefing on RIP 2 on November 30, 2021, and will hold a hearing on December 14, 2021.

### **Other Discussion/Updates**

Ray (BDS) mentioned that public comments are due by October 31, 2021 on the initial draft of the updated Erosion and Sediment Control Manual. More information is available at <https://bit.ly/ESCM21>.

Ray (BDS) added that BDS is recruiting for two other committees in addition to the DRAC:

- Building Code Board of Appeals, applications due Oct. 29: <https://bit.ly/BldgCodeAppeals21>
- River Community Advisory Committee, applications due Nov. 10: <https://bit.ly/PDXRCAC21>

**The next DRAC meeting is scheduled for Thursday, November 18, 2021.**

Meeting notes prepared by Mieke Keenan & Mark Fetters (BDS).