



he Plans Examiner

BDS Strategic Plan FROM CONCEPT TO CONSTRUCTION

Bureau of Development Services Launches Strategic Planning Process

The Bureau of Development Services (BDS) is starting a strategic planning process to move the organization to the next level of performance. This will be the bureau's first comprehensive strategic planning process since 2003, and will set the bureau's strategic direction and goals for the next several years, culminating in a Five-Year Strategic Plan.

The plan will be key to realizing the bureau's vision to be the best development review agency in the country. The plan will also help BDS keep pace with customers' changing needs and development processes.

Guiding Principles

- 1. Create a relevant, practical plan The ultimate goal is to create a living, relevant plan that is fully integrated with the bureau's mission, goals, and budget. BDS needs a plan that is practical and impacts the way the bureau does its daily work.
- 2. Encourage broad participation Building and implementing a successful strategic plan requires involvement from not only BDS staff, but also the bureau's stakeholders and other interested parties. The bureau will make every effort to involve all interested parties in the planning process.

Timeline of Events

The bureau's Senior Management Team began the process over the summer by drafting a Strategic Framework with five focus areas: Customer Experience, Workforce Development, Successful Partnerships, Effective Programs and Services, and Technology. Over the next several months, BDS, its stakeholders, and partners will draft a full strategic plan that fleshes out objectives and strategies for each of these five areas. BDS is looking forward to producing the final plan in early spring 2009. A calendar of events is available on the BDS Strategic Plan Web site at http://www.portlandonline.com/bds/index.cfm?c=48486.

More Information

For the most current information about the Strategic Plan and the planning process, check out the bureau's strategic planning web page located at http://www.portlandonline.com/bds/index.cfm?c=48486. The site will be regularly updated and will provide a way for interested parties to leave comments or ideas about the strategic plan. Questions and comments may also be directed to Mark Fetters, the Strategic Plan project lead, at 503-823-1028 or mark.fetters@ci.portland.or.us.

BDS Employee Wins the 2008 Youth **Champion Award**

On September 16th, Outreach Program Coordinator Tiffani Penson was presented with the 2008 Youth Champion Award in recognition of her involvement with and support of young people in the City of Portland's work. Recipients of the award are selected by participating youth through the Multnomah Youth Commission, the City's official youth policy advisory body.

For a second year BDS teamed with the Immigrant Refugee Community Organization (IRCO) and Portland Public Schools to match BDS staff and students for seven weeks in the summer through the School to Work program. The program was created with the support of Commissioner Leonard and BDS Director Paul Scarlett to enhance the bureau's outreach to youth and to further develop workplace diversity.



"Tiffani's passion and dedication to working closely with young people and acknowledging their talents and contributions is very much appreciated and through this award was recognized and it is well deserved".

BDS Director Paul Scarlett

For more information on the Summer Internship Program, contact Tiffani Penson at 503-823-1109 or penson t@ci.portland.or.us.

New Pilot Program:

Zoning Inspections

The Bureau of Development Services is developing a new Zoning Inspections Program, beginning with a pilot program to start in December. The concept is that staff planners will inspect Zoning Code requirements in the field during the construction process. Staff planners will inspect only a sub-set of the building projects inspected each week. The other building projects not covered by this new program (i.e., not inspected by a planner), will continue to be inspected by the Building Inspectors and Site Development Inspectors, using the current system.

We are currently working on which types of projects and Zoning Code requirements are the highest priority for the staff planner to inspect. Examples could include: landscaping requirements, tree planting and tree preservation requirements, design details associated with a prior Design Review decision, bike parking, pedestrian connections, etc.

The intent is that the program will be developed and refined, ultimately becoming a permanent partner alongside our other inspections programs. The program does not impose any new regulations, but it will mean that zoning requirements will be getting some additional attention during the inspections phases of a building project, and it may require additional inspections for certain projects. The program will:

Provide timely and efficient service

As with other inspections, all zoning inspection requests will be provided in a timely manner.

When additional inspections are required, whenever possible, those inspections will be conducted at the same time that other current inspections occur.

Be responsive and collaborative

Emphasize early and ongoing communication with the builder and other inspectors during the entire construction process.

Apply existing bureau policies regarding inspection protocols and performance standards to ensure a high level of customer service.

Provide fair and predictable results

Bring planner knowledge of reviewed projects and familiarity with the Zoning Code to the inspections process.

Bring greater certainty to the inspections process for both builders and community members by ensuring that development complies with conditions of approval and Zoning Code requirements.

Please direct any questions regarding the program to Mike Hayakawa at *mike.hayakawa@ci.portland.or.us* or call him at 503-823-7751.



2nd Friday of every month - 12 noon to 1:30 pm 1900 SW 4th Ave., Portland 2nd floor conference room

Bring your lunch and sit in on a free seminar.

2008 Scheduled Presentations

Friday, November 14, 2008 Sign Code

No presentation in December

Residential Inspections will begin performing inspections for single family townhouse projects that have three or more attached units, effective October 1, 2008.

This reflects a change in the Oregon Residential Specialty Code that now defines such structures as single family dwellings. These projects have commonly been referred to as rowhouses in the past. The Residential Section will be inspecting projects applied for and issued after

attached single family dwelling, including all trade permits.

These changes are designed to help consolidate and streamline permitting and inspections services for townhouse projects.

October 1, 2008. Contractors will be able

to obtain RS package permits for each

Questions about permits may be

directed to Kareen
Perkins 503-8233622 or Terry Whitehill 503-823-7639
and questions
about inspections to
Jeff Eldredge 503823-7276 or Larry
Pamer 503-823-7387.
Site Services will continue to perform site related
inspections on these projects

as in the past.



Update

Portland Plan: Launch Summary

Eight community meetings, along with a Leadership Summit and two Community Summits, made up the Portland Plan Launch. More than 600 members of the community participated. While the Launch raised awareness about this comprehensive three-year citywide effort, the Bureau of Planning laid the groundwork for public involvement and has developed a database of interested Portlanders.

Comments Available Online

Comments are posted on the Portland Plan Web site at http://www.portlandonline.com/portlandplan/index.cfm?c=48113. Additionally, a database is under development to categorize the public input into common areas of concern and themes to use during the next phase of the work program.

Members for the Community Involvement Advisory Committee Being Recruited

This committee will meet quarterly to assess the effectiveness of public engagement activities for the Plan and offer feedback and suggestions for improving the process. For more information and an application, go to http://www.portlandonline.com/portlandplan/. Readers and other members of the public are encouraged to apply.

BDS Announces Sterling Bennett's



New Customer Service Role

Your Point of Contact

Sterling is the liaison to the public on land use and zoning issues. We still encourage customers to call the Zoning Hotline at 503-823-7526, as a first step. If additional assistance is needed, please contact Sterling and he can help you. His direct phone number is 503-823-5378 and his email address is: sterling.bennett@ci.portland.or.us

He can help by:

- Getting you connected to the right staff to work through questions and issues about a project.
- Being your point of contact if you see a general development trend in the City or your neighborhood that you have questions about or that concerns you.
- Being your point of contact if a specific project is being built in your neighborhood and you have questions about it. You can also search for a project on the internet at http://www.cgis.ci.portland.or.us/maps/ bds/index.cfm?display=addr
- Assisting you if you received a Land Use Notice in the mail, and you
 want some tips on how to provide written comments on the proposal
 in the most effective way.

Building relationships

Sterling will work closely with neighborhoods, including the Citywide Neighborhood Association Land Use Chairs, and the Bureau of Planning's District Liaisons.

Public training

Sterling will implement an ongoing training program at the monthly meetings of the Neighborhood Association Land Use Chairs, as well as assist with the Customer Service Division's other training efforts.

Problem Solving

Sterling is available to assist with problem-solving on site-specific projects, as well as larger inter-agency coordination issues.

Supervising the Land Use Coordination Section

This is a small Section within the Land Use Services Division at BDS, that is primarily involved in process improvements, customer service improvements, internal and external training, public outreach, and coordination with the infrastructure bureaus and the Bureau of Planning.

CORNER

It's easy remodeling green

A green home remodel is an exciting opportunity to adapt your house in ways that result in lower energy bills, less future maintenance needs, healthier indoor air quality and reduced waste generation.

How much will it cost? Making green choices doesn't necessarily have to cost more. In fact, many green choices may cost less or save you money in time through energy savings or avoided replacement costs. Healthier paints, salvaged materials and energy efficient products are some of the green strategies that will keep the green in your pocket. Check and see if you qualify for tax credits and/or additional financing to make energy efficiency improvements.

Resources for your green remodel

Financial Incentives

EnergyTrust of Oregon cash incentives www.energytrust.org

Oregon Department of Energy tax credits www.oregon.gov/energy

Books

Green Home Remodeling Guide: Designing and Building a More Sustainable Home.

From the City of Portland Office of Sustainable Development. Free download: www.portlandonline.com/ osd/greenbuilding

Green Remodeling: Changing the World One Room at a Time David Johnston and Kim Master

Natural Remodeling for the Not-So-Green House: Bringing Your Home into Harmony with Nature Carol Venolia and Kelly Lerner

The Northwest Green Home Primer Kathleen O'Brien and Kathleen Smith

Have questions?

Call the Green Building Hotline at 503-823-5431 Set goals early so that you have a frame of reference for making decisions and setting a budget.

- Work with your architect, contractor and/ or salvage expert to identify what materials can be reused on the jobsite, donated to non-profit building material thrift stores or sold on web sites such as Craigslist.
- Select a waste hauler that will provide recycling as well, and ask the general contractor to tell specialty trades about the jobsite recycling efforts.



A small compact home economizes on energy, water and materials as well as being easy to maintain.

Reward your team for good recycling practices.

Select green materials

- Choose durable materials that will perform far into the future (like that linoleum floor at your grandparents' house).
- Assess maintenance needs of your choices.
- Buy products made from industrial cast offs or curbside recyclables (such as denim scrap insulation or soda bottles for carpet).
- Match the character of your home or add unusual features by reusing salvaged building materials, such as tubs, sinks, doors, light fixtures, marble/stone, flooring and wood trim.
- Specify wood from sustainably managed forests that have a Forest Stewardship Council (FSC) label.

Save energy

- Get a free or low cost home energy audit and check the availability of utility incentives for energy efficiency improvements or installing renewable energy systems.
- Replace older windows with high-performance, low-emissivity models or install storm windows to keep cold air out and warm air in.
- Purchase Energy Star rated appliances.
- Install solar water heaters or photovoltaic panels.
- Add formaldehyde-free insulation to exterior walls and attics. Blow insulation into cavities that you are not exposing.



Form meets function where reused and salvaged materials create texture and interest in this contemporary bathroom.

- Seal air leaks around the foundation and window openings.
- Insulate/wrap your older model water heater.

Improve indoor air quality

- Select formaldehyde-free insulation, sheathing and plywood for cabinets.
- Choose low-volatile organic compound (VOC) paints, finishes and cleaners.
- Properly ventilate your bathroom and kitchen to the outdoors with fans that remove excess moisture, odors and combustion byproducts.
- If you are disturbing old paint, test for lead and abate using the Environmental Protection Agency's recommendations.
- Clean heating and cooling air ducts and change furnace filters after the remodel to eliminate dust from construction.

Conserve water

- Fit faucets with water flow reducing aerators.
- Upgrade to dual-flush toilets.
- Collect the rainwater to water your garden.
- Specify plants that are appropriate for your climate and do not require irrigation or maintenance.

Support your community

- Buy products made locally to support Oregon businesses and reduce transportation costs.
- Select products made from regional materials (usually within five hundred miles).
- Share the green features of your remodel with visitors to inspire them to take action.

Stylish dual-pane windows
= winter warmth + cooler
summer temperatures. Here
they are juxtaposed with
reclaimed trim, counters
and backsplash.



This article first appeared in 3EStrategies' Green + Solar Building Oregon.

Getting

Sustainable Technologies into Building Faster

City Council recently passed an ordinance allowing the Bureau of Development Services (BDS) to create an Alternative Technology Advisory Committee to help evaluate innovative sustainable technologies in the context of existing building code requirements. BDS believes that this outside panel of experts will help the bureau move emerging green building products and construction practices into more development projects.

The Bureau has seen growing interest on the part of developers to use innovative building products or construction practices to increase a project's sustainability, or to comply with green building certification programs, such as LEED. At times these technologies are so new that they do not have standard testing data available to show how they perform. In addition, nationally recognized testing data is often expensive and time consuming to obtain.

To address these issues, BDS has created a new review process where an applicant can gather up all of the information available about a technology and present it to a panel of experts with backgrounds in the sustainable building industry. The panel will review the information and make a determination if there is sufficient data to support a recommendation to use the technology in building projects. In addition, the technology must offer a more sustainable option than the product or system it would likely replace. The Committee will make a recommendation to BDS that will be considered as part of a standard building code appeal using the 'Alternative Methods' section of the State Building Code.

BDS believes that this new process will open up an avenue to allow more experimentation with new building methods, which in turn will help advance green building science. It is anticipated that the applications the Committee will see will run the gamut from high-tech building products that are currently

being used in Europe to natural building methods using simple, local materials.

methods using simple, local materials.

For more information about the Alternative Technology Advisory

Committee, please contact

Debbie Cleek at 503-823-9651

or visit BDS's Web site at

http://www.portlandonline.com/



Special Inspections of Proprietary Anchors for Concrete Construction

Proprietary (patented) anchors are installed after completion of the concrete construction. This allows for more freedom in anchor placement than the use of traditional cast-in-place anchors.

Most proprietary anchors are approved for use in construction through an evaluation process performed by a third party service such as the ICC Evaluation Service, Inc. Examples of types of proprietary anchors are adhesive anchors, expansion anchors and screw anchors. Usually as a condition of approval of the evaluation report, special inspections are required. This article will provide information regarding the submittal requirements for permits and requirements for special inspections.

Approved Permit Drawings

The registered design professional (RDP) shall specify the following information on the permit drawings:

- 1. Anchor manufacturer, ER Report #, type, grade, diameter, length, embedment, edge distance, spacing
- Inspection frequency (frequency will be assumed to be continuous if not specified). If the RDP determines that the base material compressive strength and member thickness shall be verified, the RDP shall specify the methods of testing or verification.

Conditions of Use for Adhesive Anchors

Unless noted otherwise on the drawings, the following may be assumed:

- The condition of the concrete during installation is dry
- The drilling method is the hammer drill
- If used in fire-resistive construction, the registered design professional shall verify the condition of the anchor complies with the ES report
- The registered design professional shall verify the anchor will be installed for interior conditions

Special Inspections

In accordance with the permit drawings, the special inspector shall perform special inspections at the frequency specified on the permit drawings. The special inspector shall verify:

- 1. anchor manufacturer, type, grade, diameter, length, embedment, edge distance and spacing
- 2. condition of the concrete (as indicated above)
- 3. drill method (as indicated above)
- 4. installation method of the anchor in accordance with the ES report

If the RDP determines that the base material compressive strength and member thickness shall be verified, the special inspector shall perform the specified testing or verification.

The anchor as indicated on the permit documents is assumed to be approved in accordance with the appropriate OSSC and ACI provisions. If the anchor manufacturer or type is revised the special inspector shall verify approval by the RDP.

If you have questions or would like more information contact Fred Dies, Special Inspections Manager at 503-823-7543 or email: fred.dies@ci.portland.or.us.

Speakers Program Expands

The original program was launched on September 26, 2006 in an effort to broaden public education about the bureau's programs, services and development-related code information. Originally the program's topics focused more on building and zoning code information and compliance services. Based on customer feedback, we developed some new topics.

New Presentation topics include:

Accessory Dwelling Units — Learn about the Zoning and Building Code issues involved in creating a second dwelling unit on a lot with a house.

Buyers Education — How to research essential information about permit history, land use and zoning requirements.

Design Overlay Zone — Purpose, regulations and process of design review.

Environmental Overlay Zone — Purpose, regulations and process of environmental review for properties with environmental zoning.

Land Divisions — Overview of the requirements and process to divide land, including lot design, public services and tree preservation.

Lot Confirmations and Property Line
Adjustments — What are legal lots and
lots of record? Steps to confirming lots and
altering the location of property lines.

Residential Permit Process – How to successfully complete the building permit process for new homes and remodels.

Let us know what you want to hear about and we will develop a customized presentation for your group.

Scheduling a presentation for your next meeting can be done online through online at www. portlandonline.com/bds/speaker-sprogram or by contacting Tiffani Penson at 503-823-1109.

BDS Web site Hits 1.85 Million Milestone

The Bureau of Development Services' Web site is designed to provide our customers with comprehensive information about BDS, the development process and the wide range of programs and services that we offer. The Web site also provides the bureau with measurable criteria that allows us to determine which information customers access the most by the number of hits to specific pages. This data allows the bureau to see what's most important to our customers and make necessary changes and improvements to the site and the bureau's services accordingly.

For example, from November 2007 to November 2008, the bureau's Web site www.portlandonline.com/bds was viewed a whopping 1,850,426 times by external customers!

The BDS Blog, which went live in July 2007, has also proven popular and increased the bureau's exposure locally, nationally and internationally. It gives us a forum for posting the most current information pertaining to the bureau that we want customers to know about. The blog received approximately 160,449 hits from November 2007 to November 2008.

Other notable figures include:

Top 10 Categories (excluding Home Pages)

Category Name

- 1 BDS Blog http://www.portlandonline.com/bds/blog
- 2 Check Permit Status http://www.portlandonline.com/bds/index.cfm?c=34194
- 3 Permits Information http://www.portlandonline.com/bds/index.cfm?c=35883
- 4 Residential Permits http://www.portlandonline.com/bds/index.cfm?c=36658
- 5 Applications/Handouts Residential http://www.portlandonline.com/bds/index.cfm?c=45062
- 6 Public Notices Neighbors West/Northwest http://www.portlandonline.com/bds/index.cfm?c=42259
- 7 Public Notices SE Uplift Neighborhood http://www.portlandonline.com/bds/index.cfm?c=42262
- 8 Online Reporting Violations http://www.portlandonline.com/bds/index.cfm?c=42240
- 9 Development Services Center http://www.portlandonline.com/bds/index.cfm?c=37988
- 10 Neighborhood Inspections Program http://www.portlandonline.com/bds/index.cfm?c=28397

Top 5 Contents

Content Name

- 1 Brochure #3 Fences, Decks and Outdoor Projects http://www.portlandonline.com/shared/cfm/image.cfm?id=93020
- 2 Stormwater Retrofits http://www.portlandonline.com/shared/cfm/image.cfm?id=166420
- 3 Brochure #4 Wood Stoves, Fireplace Inserts and Chimneys http://www.portlandonline.com/shared/cfm/image.cfm?id=93026
- 4 Brochure #9 Converting Attics, Basements and Garages to Living Space http://www.portlandonline.com/shared/cfm/image.cfm?id=93019
- 5 Building Permit Application http://www.portlandonline.com/shared/cfm/image.cfm?id=71706

If you have any thoughts or ideas about the Web site, please contact Andy Truong at 503-823-7361.

Strategic Plan.....

Zoning Inspections

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How to Reach Us

Monday thru Friday 8:00 am to 5:00 pm

(e) = electronic messaging system, please leave detailed information and your call will be returned.

On the Internet visit: www.portlandonline. com/bds

www.portlandonline.com/planning

Development Services Center

1900 SW 4th Avenue Hours: 7:30 am to 3:00 pm

Thursday evenings 5:00 pm to 7:30 pm

printed on recycled paper

BDS Customer Service	503-823-7308
Building Code Information	503-823-1456 (e)
Fire Code Information	
Planning & Zoning Information	
24-hour Inspection Request Recording	503-823-7000 (e)
Inspection Section, 1 & 2 Family Dwellings	
Commercial, Plumbing	
Building & Mechanical	503-823-7303
Electrical	
Development Services Center	, ,
Development Services Center FAX	503-823-3018
Information, electrical, mechanical, plumbing,	
sewer, and sign permits	
Lunch & Learn Contact, Tiffani Penson	
Newsletter Contact, Alisa Cour	503-823-4017
Permitting Services, Fee estimate and	
Permit status via voice mail	503-823-7357 (e)
Permit status FAXed to you	503-823-7000 (4)
Permitting resource and records	
FAX requests for records	
Septic Tanks / Cesspools	503-823-7247
ENVIRONMENTAL SERVICES	
Development Assistance	503-823-7761
Industrial Source Control	
FIRE BUREAU	
Development Standards, Sprinklers, Alarms	
Rich Butcher	503-823-3802

Flammable Liquids, Tanks, Hazardous Processes

Bob Happel 503-823-3934

OFFICE OF SUSTAINABLE DEVELOPMENT Regional Green Building Hotline 503-823-5431
TRANSPORTATION
Development Requirements, Right-of-Way Policy,
Land Divisions and Transportation Plan Review
Kurt Krueger 503-823-6964
Local Improvement Districts, Andrew Aebi 503-823-5648
Street Permit Engineering, Chon Wong 503-823-7050
Systems Development Charge
Richard Eisenhauer
TREES - Urban Forestry (7:00 am - 3:30 pm) 503-823-4489
Pruning/Planning/Removal Permits
N, Luke Miller 503-823-4511
N, Jim Field 503-823-4011
S, Ned Sodja 503-823-4440
S, Dave Kahler503-823-1691
Tree Cutting Ordinance and Commercial Planning
and Development, Charley Davis 503-823-4523
Transportation Improvements, Joe Hintz 503-823-4025
Residential Development & Improvement
Myles Black 503-823-4018
WATER
Water Service Information 503-823-7368
Hydrant Permits 503-823-7368
Plan Review, Mari Moore 503-823-7368
Subdivision Planning, Rick Nelson 503-823-7475
Backflow Valve Installation Requirements
Dave Barrigan 503-823-7479
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BDS offices and the DSC are closed Veterans Day, Tuesday, November 11, 2008; Thanksgiving Day, Thursday, November 27, 2008; Christmas Day, Thursday, December 25, 2008 and New Year's Day, Thursday, January 1, 2009. Permitting Services and the DSC are closed Friday, November 28, 2008.