



**Bureau of Planning and Sustainability**  
Innovation. Collaboration. Practical Solutions.

## Portland Planning and Sustainability Commission

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Date: January 9, 2017  
To: Planning and Sustainability Commission  
From: Katherine Schultz, Chair  
RE: Design Overlay Zone Assessment (DOZA) Subcommittee

The purpose of this memorandum is to establish a subcommittee of the Planning and Sustainability Commission (PSC) for the purposes of the Design Overlay Zone Assessment (DOZA). The authority for the creation of subcommittees is described in 33.710.040.C.2 of the Zoning Code, which states:

*The Planning and Sustainability Commission may divide its membership into special subcommittees which are authorized to act on behalf of the Commission for an assigned purpose. Three members of the Commission constitute a quorum on such subcommittees. Subcommittee actions require the affirmative vote of at least three members.*

In addition, the PSC bylaws state:

*Such subcommittees are appointed by the Chair. The Chair specifies each subcommittee's charge, reporting schedule, and its date of termination. The Chair may also appoint a Subcommittee Chair.*

### Charge:

- To provide feedback to the Bureau of Planning and Sustainability's consultant, Walker Macy, on the preliminary recommendations for the Design Overlay Zone Assessment (DOZA).
- To represent the PSC at public meeting related to this charge.

**Members:** Mike Houck, Gary Oxman, Katherine Schultz, Eli Spevak and Teresa St. Martin.

**Subcommittee Chair:** Katherine Schultz

**Reporting schedule:** Report back to the PSC during the Items of Interest portion of each PSC meeting.

**Duration:** January 10, 2017 – June 30, 2017

### Anticipated work schedule:

- January – Subcommittee work session
- February 9 – Joint briefing with the Design Commission
- April 25 – PSC Briefing on DOZA by Walker Macy (regular PSC meeting)
- April 26 – Walker Macy presentation to City Council (subcommittee members represent the PSC)



City of Portland, Oregon | Bureau of Planning and Sustainability | [www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)  
1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

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