

**2040 PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT
Metro – City of Portland
Rossi Farms Development Plan**

This 2040 Planning and Development Grant Intergovernmental Agreement (this “Agreement”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Portland, a municipal corporation, located at 1900 SW 4th Ave., Suite 7100, Portland, OR 97201 (the “City”). Metro and the City may be jointly referred to herein as the “Parties” or each, individually as a “Party”.

RECITALS

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, and is remitted to Metro pursuant to Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a 2040 Planning and Development Grant Request attached hereto as Exhibit A and incorporated herein (the “Grant Request”) for the Rossi Farms Development Plan (the “Project”); and

WHEREAS, Metro has agreed to provide 2040 Planning and Development Grant Funds to the City for the Project in the amount of \$112,500 subject to the terms and conditions set forth herein (the “Grant Funds”), and the Parties wish to set forth the timing, procedures and conditions for receiving the Grant Funds from existing CET funds for the Project.

AGREEMENT

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide the Grant Funds to the City for the Project as described in the Grant Request, subject to the terms and conditions specified in this Agreement and subject to any specific funding conditions recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 17-4846.
2. Project Management and Coordination. The Parties have appointed the staff identified below to act as their respective Project Managers with the authority and responsibility described in this Agreement:

For the City: Barry Manning
 Senior Planner
 Bureau of Planning and Sustainability
 City of Portland
 1900 SW 4th Avenue, Suite 7100
 Portland OR 97201
 Barry.Manning@Portlandoregon.gov
 503-823-7965

For Metro: Ted Reid
Principal Regional Planner
Metro
600 NE Grand Avenue
Portland, OR 97232
Ted.Reid@oregonmetro.gov
503-797-1768

In the event the City needs to assign a new Project Manager other than the individual named above, the City will present in writing to Metro the qualifications and experience of the proposed new Project Manager. Metro shall have the opportunity to review the qualifications and may reject a proposed Project Manager who Metro deems unqualified.

3. Mutual Obligations of both the City and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

(a) Selection of Consultants. The Project Managers will work together to identify consultants best qualified to perform the scope of work described in the Grant Request and the Draft Consultant Scopes, attached hereto as Exhibit B. Metro shall have the opportunity to review and approve any Requests for Proposals (RFPs) prior to the City issuing RFPs for consultants for the Project. The Project Managers and any additional reviewers selected by the Parties will jointly review proposals from consultants and select a mutually agreeable consultant team to perform the work required to successfully complete the Project.

(b) Schedule of Milestones. The Parties have agreed to a preliminary schedule of milestones for completion of the Project, which are attached hereto as Exhibit C (the "Milestones"). After the Project Managers have selected a consultant team as described in subsection 3(a), the Parties expressly delegate authority to the Project Managers to prepare a revised schedule of Milestones that will provide more detailed performance timelines for the Project ("Revised Milestones"), including specific consultant and/or City deliverables for each Revised Milestone, and establishing the amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Revised Milestone. The Parties agree that the Revised Milestones will replace the Milestones, and will become the final and binding Exhibit C to this Agreement ("Revised Exhibit C"), unless and until it is later amended as allowed under paragraph 9 of this Agreement. The Revised Milestones will be incorporated into the contract between the City and the consultants hired for the Project.

(c) Project Committee(s). The Project Managers will jointly determine the role of the project steering/technical/advisory committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. City Responsibilities. The City shall perform the Work on the Project described in the Grant Request, attached as Exhibit A, and as specified in the Revised Milestones, subject to the terms and conditions specified in this Agreement and subject to any funding conditions recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 17-4846. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project.

(a) Use of Grant Funds. The City shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Revised Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Work, approach, or schedule, the City shall obtain Metro's prior written approval before implementing any revisions to the Project.

(b) Consultant Contract(s). After the Project Managers have selected the consultant team and completed a schedule of Revised Milestones as described above in section 3, the City shall enter into a contract(s) with the selected consultant team to complete the Work as described in the Revised Milestones. The contract(s) entered into by the City shall reference this Agreement, including the schedule of Revised Milestones set forth in Revised Exhibit C.

(c) Submittal of Grant Deliverables. Within 30 days after completing each Revised Milestone, the City shall submit to Metro all required deliverables for the Revised Milestone, accompanied by an invoice describing in detail its expenditures as needed to satisfy fiscal requirements.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

(a) Review and Approval of Grant Deliverables. Within 15 days after receiving the City's submittal of deliverables as set forth in Revised Exhibit C, Metro's Project Manager shall review the deliverables and either approve the submittal, or reply with comments and/or requests for further documentation or revisions that may be necessary. Metro shall have sole discretion in determining whether the deliverables submitted are satisfactory.

(b) Payment Procedures. Upon Project Manager's approval of deliverables, invoices and supporting documents, subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Revised Exhibit C within 30 days.

6. Project Records. The City shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement, as well as records and documentation relating to the \$50,000 financial match being provided by the City for the Project. The City shall provide Metro with such information and documentation as Metro requires for implementation of the grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the Grant Funds were expended, including records demonstrating how City matching funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the Grant Funds provided hereunder, or the Project for the purpose of making audits and examinations.

7. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement. The representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by the City and all of their contractors for three years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. This Agreement shall be effective on the last date it is executed by the Parties below, and shall be in effect until all Revised Milestones and deliverables have been completed, all required documentation has been delivered, and all payments have been made as set forth in Revised Exhibit C.

9. Amendment. Except as provided in subparagraph 3(b), this Agreement may be amended only by mutual written agreement of the Parties.

10. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.

11. Waiver. The Parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the Grant Funds.

12. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the person signing this Agreement has full power and authority to sign for the City and Metro, respectively.

Metro

City of Portland

By: _____
Martha Bennett

By: _____

Ted Wheeler

Title: Metro Chief Operating Officer

Title: Mayor

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By: _____
Alison R. Kean

By: _____

Title: Metro Attorney

Title: City Attorney

Date: _____

Date: _____

Attachments:

Exhibit A – City’s Grant Request
Exhibit B – Draft Scopes of Work
Exhibit C – Schedule of Milestones

Project narrative

Project Name: *The Rossi Farms Development Assessment*

Note to applicants: All questions and headings are to remain in their current locations in this document. In the space provided after each question, you may use text, bullet lists, tables or other formatting as desired or appropriate to improve the clarity and legibility of your response. Please be succinct; is not necessary to use all of the space provided. Please use 11 point black text, and limit your response to the space allotted for each question. Refer to the evaluation criteria on page 4 of the Handbook, also in ZoomGrants in the "Library" tab.

Clear development outcomes

1. Clearly describe the proposed project and the specific goals to help facilitate development in your community. *(Limit your response to page 1.)*

This grant application is proposed by the City of Portland Bureau of Planning and Sustainability (BPS) in partnership with the Rossi/Giusto/Garre Family and Parkrose School District. The Rossi Farms Development Assessment is a pre-development feasibility analysis that will lead to:

- A concept plan for a walkable, affordable, family-friendly, complete neighborhood, with development focused mainly on the privately-owned 30+ acres in the Rossi/Giusto/Garre family ownership and potentially including smaller adjacent parcels owned by the Parkrose School District.
- A permit, development, and financing roadmap that identifies each phase of development and projects costs.
- Coordination with parks and transit improvements planned by City of Portland and TriMet.
- Coordination with the School District and the community on development of a beloved landmark in East Portland.
- A market analysis for a potential grocery store development.
- Exploration of possible relationship to future redevelopment opportunities for the Post Office site across the street from the larger Rossi farms parcel, and a large future employment site at NE 122/Sandy (the K-Mart site).

Metro Contract 935015 - Exhibit A

2. Provide a high-level description of the scope of work and general timeframe to complete the project. What are the project elements, the deliverables you envision, and the outcomes you seek to achieve? (*Limit your response to page 2.*)

Task 1. Initial Research: The following tasks will be undertaken by the City of Portland. The goal of this task is to establish timing of infrastructure and development improvements.

- Meet with property owners to determine development and financial goals, possible timing of development, phased approaches.
- Clarify near term and long term transit and infrastructure improvements for 122nd Ave with TriMet, Portland Parks, and the Bureau of Environmental Services.
- Develop a draft roadmap for the permit process, possible land use reviews and housing concepts.
- Project Team meetings

Milestone #1 Deliverable: draft roadmap for development/permit process; draft infrastructure and transit improvement timelines

Task 2. Site Analysis, Development Program, Design Concepts: The following task will be jointly undertaken by the City of Portland and the Rossi/Giusto/Garre Family. The goal of this task is to develop baseline information about the sites, and conduct a market analysis.

- Conduct appraisals and surveys for the development sites.
- Market Study. Conduct a market study for the Rossi Farms and the Parkrose School District sites. The scope for the market study is to identify value, preferred uses, unit size, and anticipated rent rates.
- Determine relationship of project to school capacity in the adjacent elementary, middle, and high schools.
- Project Team meetings

Milestone #2 Deliverable: appraisal report and surveys for the development sites, market study, school analysis

Task 3. Conceptual Design and Cost Estimates: The following task will be jointly undertaken by the City of Portland and the Rossi Family. The goal of this task is to develop concept site plans and potential barriers to development.

- Develop conceptual site plans based on the results of the market study. The site plans will identify general building placement, distribution of uses, number of housing units, square footage of commercial development, parking locations, stormwater approaches, and open space locations.
- Identify development code barriers to desired development.
- Identify infrastructure needs.
- Develop planning level cost estimates.
- Project team meetings

Milestone #3 Deliverable: Design plans and preliminary cost estimates.

Task 4. Pro-forma Analysis: The following task will be jointly undertaken by the City of Portland and the Rossi Family. The goal of this task is to develop a pro-forma analysis of the concept plan.

- Prepare a pro-forma analysis of the concept plan
- Project team meetings

Milestone #4 Deliverable: Pro-forma analysis

Task 5. Private Financing Strategies and Developer Recruitment: The following task will be undertaken by the Rossi/Giusto/Garre Family. This task is optional but recommended.

- Evaluate private financing and identify financing gaps. A financial consultant will assist with the analysis.
- Develop recommended financing strategies
- Develop draft implementation strategy
- Identify and solicit interest from qualified developers
- Select developer partner

Project team meetings

Milestone #5 Deliverable: Financing and implementation strategy

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3. Describe the measures would you use to evaluate the project's success. *(Limit your response to top half of page 3)*

This project would be considered successful if residential and mixed use development building permits were approved and the projects were to break ground during the first business cycle after completing the grant-funded work.

Advances and complements regional goals and policies

4. Describe how this project will help to facilitate development while advancing established regional development goals and outcomes. Consider how the project will help to implement the 2040 Growth Concept, its alignment with the Urban Growth Management Functional Plan, and how it will achieve each of the Six Desired Outcomes stated in the Regional Framework Plan. *(Limit your response to bottom half of page 3 and top half of page 4.)*

Rossi Farm is a landmark in East Portland, one of the City's largest undeveloped sites, and well located adjacent to schools and a new park. A partnership between Parkrose School District, the Rossi/Giusto/Garre family, and the City of Portland would help support a realization of public goals, such as encouraging a more holistic master plan, integration of the site design with abutting parks, inclusion of family-friendly affordable housing, and development of more transit-supportive and walkable designs.

People live and work in vibrant communities where their everyday needs are easily accessible

This is an opportunity to develop a mix of commercial uses and medium density housing on a site that directly abuts Parkrose High and Middle Schools (on the west side of 122nd Ave.) and a new large park (on the east side of 122nd Ave.), and is served by frequent transit service. By developing housing and commercial services in close proximity to parks and schools, we are creating conditions for people to live active healthy lifestyles.

Current and future residents benefit from the region's sustained economic competitiveness and prosperity

This project will help align private investment with public improvements while stimulating new development in an area of the city that has seen very little recent public or private investment.

People have safe and reliable transportation choices that enhance their quality of life

The location is well served by transit and has Safe Routes to School programs in place. With envisioned development, walkability will be improved by placing housing and commercial services in close proximity to parks and schools, and transit. The project leverages recent investments by the City of Portland in pedestrian safety and access to transit along the 122nd Ave corridor. The City's investment is in partnership with Trimet, and is part of a coordinated effort to increase bus service along 122nd Ave, bringing it up to frequent service levels. Rossi Farm development will improve the viability of more frequent transit service.

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The region is a leader in minimizing contributions to climate change.

The project integrates housing and mixed use development in an area with good transit, K-12 school access, and parks, which will decrease the need to drive and can lead to reduced greenhouse gases. The mixed use zoning on this site also facilitates denser common wall or vertical housing types with lower building energy costs.

Current and future generations enjoy clean air, clean water, and healthy ecosystems

The project focus is a “complete community” where residents can easily walk or bike to meet most of their daily needs, which will reduce air and water pollution.

The benefits and burdens of growth and change are distributed equitably

Rossi Farm development will facilitate growth in the northern neighborhoods of East Portland (Argay and Parkrose). Over the past twenty years, the majority of East Portland Growth has occurred in lower income areas farther south, such as Powelhurst-Gilbert and Lents. Those areas are served by the David Douglas School District, which has struggled to invest in new school capacity to keep up with growth. The Parkrose School District has successfully added school capacity and modernized its facilities in recent decades, and is now positioned to serve expected growth. Investments that facilitate growth in Parkrose and Argay will help achieve a more equitable alignment of growth and services in East Portland.

Aligns with local goals/maximizes community assets

5. How will the project create opportunities to accommodate your jurisdiction’s expected population and employment growth? (Limit your response to the bottom half of page 4.)

Portland is expecting roughly 123,000 new households by 2035. Of that, East Portland is expected to accommodate approximately 24,000 units. 122nd Avenue is a 2040 Corridor, and functions as East Portland’s primary north-south street. The Rossi Farm site plays an important role in the growth strategy for East Portland because it has capacity for more than 850 new dwelling units, as well as commercial development. The surrounding area is predominantly zoned for single-dwelling development except along 122nd and Sandy Boulevard, which is a mix of commercial (mixed use) and multi-dwelling zoning. Directly north along 122nd several large sites have been changed from commercial to employment zoning to accommodate projected employment growth through 2035.

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6. Describe why you propose to take on this particular project at this time. How does the project relate to previous actions, goals, policies or strategies already identified or implemented by your jurisdiction or other project partners? *(Limit your response to top half of page 5.)*

Several factors contributed to the City's interest in this project:

- The recently adopted 2035 Comprehensive Plan includes new Goals and Policies that will help guide future development that responds to and enhances the distinctive physical, historic, and cultural qualities of its location. One theme within the recently adopted plan is a stated intent for closer coordination with school districts in growth management matters.
- New zoning for the area was adopted in late 2016, and will take effect in 2018. This creates an opportunity to carry out more detailed planning to shape development.
- Market forces are expanding the geography of where denser mixed use or medium density development is viable, creating the possibility of more rapid change in wider areas of the City.
- There are improvements to transit and development of a new park planned in 2017 that create an opportunity for coordination.
- Parkrose School District has informed the City that they have capacity for additional students.
- The site has significant capacity for housing. The City is experiencing a housing supply crisis and is exploring a variety of different planning actions that could help increase housing supply, or reduce housing costs.

7. How would the project leverage aspects of the existing community fabric such as key development sites or urban form? How would it complement existing assets, facilities, or amenities such as historic districts, employment centers, natural features, parks or transit? *(Limit your response to bottom half of page 5.)*

The 30+ acre site is owned and controlled by one well-known family with a history of civic engagement and commitment. The site is book-ended by schools and parks with the Columbia Corridor quickly accessible directly to the north. This is an ideal location for new housing and additional mixed use development, and if any aspect of the Rossi Farm – such as the barn – can be identified as suitable for re-use, there is high expectation for success.

Metro Contract 935015 - Exhibit A

Team roles and capacity

8. Complete the table to clearly describe the roles and responsibilities of the applicant and each of the key project partners to accomplish the goals of the project. Also include consultant expertise needed. *(Add or adjust rows as needed but please limit table to page 6.)*

Jurisdiction or partner (include lead staff names)	Project role and responsibilities
Bureau of Planning and Sustainability	Project management Consultant management Communications and outreach, language translation
Consultants	Concept plans and economic feasibility analysis Urban design coordination and land use planning
Parkrose School District	Property owner Site planning and concept participation
Rossi/Giusto/Garre Family	Property owner Site planning and concept participation Development partner selection
Portland Housing Bureau Bureau of Development Services Bureau of Environmental Services Bureau of Transportation Portland Parks	Coordination of affordable housing strategy Permitting roadmap Review of stormwater concepts Transportation impact analysis Site Planning and concept participation
TriMet	Coordination of transit integration on 122 nd Ave
EPAP and/or Parkrose Neighborhood Association	Community consultation, outreach

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9. Describe the skills, experience and availability of the lead staff person who will manage all aspects of the grant project and oversee the project team's collaboration and consultant work. (Limit your response to top half of page 7.)

The lead staff person from BPS for the Rossi Farms Site Specific Development Plan will be John Cole, a Senior Planner currently assigned to the Bureau's Urban Design / Policy Research Section. Mr. Cole has experience in East Portland having led the SE 122nd Avenue Rezone Project (2012) and the East Portland Single Family Down-Zoning component of the Comprehensive Plan Mapping update (2016) as well as administering the Land Division regulations in East Portland for six years during his assignment with the Bureau of Development Services.

Mr. Cole has additional experience working with neighborhood associations, interest groups and project advisory groups through his work as the (interim) SE Neighborhood District Liaison and Project Manager for the Campus Institutional Zoning Update.

Mr. Cole also has contract administrative experience most recently preparing the Bureau's on-call consultant service contracts for urban design, land use planning and facilitation services. Mr. Cole retains administrative authority for the Bureau's on call Facilitation Services and Annexation Services contracts.

Likelihood of implementation

10. What governing bodies or private parties will have to act to ultimately implement the project, and what is the extent of their authority to make policy or commit investments? Describe the roles the key project partners will have to play over time in order to fully and successfully implement the project in order to realize the envisioned development benefits in your community. (Limit your response to bottom half of page 7.)

City of Portland: The City has land use planning authority, and ultimately must issue permits for development. Infrastructure needs must be identified and integrated with City capital plans, as appropriate. The proposed concept plan would provide a vehicle to understand and map the expected entitlement process. The City has sometimes used development agreements to create more certainty on roles and expectations. The implementation strategy portion of this work could explore feasibility of a future development agreement.

Parkrose School District: The school district is one of the property owners within the study area. Parkrose is governed by a school board, which would need to decide on what level of participation in the development they are comfortable with. The proposed concept plan helps set a vision for how the school district property might be developed in the future, in coordination with abutting private land.

Rossi/Guisto/Garre family: The extended family includes several sub-ownerships. The master planning exercise is an opportunity to facilitate coordination within the family. The individual property owners would need to decide when and how they wish to participate in implementation of the concept. The concept plan and associated analysis will provide information to property owners, to inform their development decision. The inclusion of an implementation plan creates a framework for them to make those decisions.

Metro Contract 935015 - Exhibit A

11. Identify and describe the potential opportunities and threats that could affect the successful implementation of this project. *(Limit your response to top half of page 8.)*

The loss of the farm land will be a factor for the community, but there is general recognition that farming is not a long-term, sustainable practice within the city limits.

One risk is the size of the site and complexity/phasing/expense of development. The large Rossi/Guisto/Garre family will need to identify internal agreements so they can move as one entity to implement a cohesive development plan. The scope of work for this project aims to provide a vehicle to overcome that possible barrier.

The market analysis will help identify what is feasible. There is no guarantee that the community and stakeholder vision will be economically feasible. This planning exercise will help the stakeholders and community understand those possible parameters.

While public involvement has the potential to build community buy-in for a development vision, there is always a risk that there will not be consensus. The process outlined in this scope attempts to mitigate that risk by involving people early.

Public involvement

12. What community members or stakeholders will be most affected by the implementation of the project's development outcomes? *(Limit your response to bottom half of page 8.)*

The project may create additional housing supply in East Portland, which impacts community affordability and housing choice for a variety of community stakeholders. Because the project abuts several schools, it provides an opportunity for more children to live within walking distance of schools. In addition, the site is relatively close to a large pool of living wage jobs in the Airport Way area, so it could impact commute times.

Adjacent residential property owners and renters south or north of the farm on the east side of 122nd Ave would be impacted by the eventual commercial development - which may provide more services to the community (such as a grocery store).

If the project develops, it will also have an impact on the school district (additional children enrolled), the job market (potential for more than 800 new households), and infrastructure.

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13. Discuss how the public (including neighbors to the project, businesses, property owners and other key stakeholders) and historically marginalized communities (including low-income and minority populations) will be involved in the project. Please be specific about the practices or methods you intend to use. *(Limit your response to top half of page 9.)*

The project team will develop a community outreach plan to involve interested community members and stakeholders, including the business associations, local businesses, property owners, renters, the school district, and neighborhood associations.

The project team will do all of the following:

- The city will develop a project web page to provide updated information and solicit feedback
- Several public events such as open houses, workshop, will be held on-site or at one of the Parkrose schools. For example, the Concept Planning phase may include some design charrettes.
- Mailers will go to nearby property owners and renters to inform them of the project.
- Small participation stipends will be used to involve community organizations, such as (for example) the East Portland Action Plan, Community Alliance of Tenants, or the Immigrant and Refugee Coalition.

14. Describe how public input will be used to strengthen the project outcomes and increase likelihood of implementation. *(Limit your response to bottom half of page 9.)*

Although the project outcomes would result in private development on private property, the Rossi/Giusto/Garre family has stated a commitment to the community to take their input into consideration when planning the development. The desire is to create a development that is designed well, utilizes the space and integrates with the schools and the park. Community input would be used to inform site plans and development programs. Providing an opportunity for early community input at the master planning stage can result in a smoother process during the formal entitlement process later.

Jurisdiction track record

15. Describe any similar planning and development projects (CET/CPDG or other) that have been implemented in your jurisdiction in the last 5 years and how that experience will be applied to this project. How successful have these projects been in delivering the proposed outcomes? *(Limit your response to top half of page 10.)*

Over the past five years the BPS has been either the lead or partner agency in seven CET/CPDG Grant supported planning projects. During this time BPS has refined its grant administration procedures and working relationship with Metro staff to ensure project deliverables are defined in the IGA; progress is documented according to a regular schedule; financial controls are adhered to and resulting outcomes are aligned with both regional planning goals and local planning needs.

Bureau experience administering consultant contracts will carry over to the current projects as well, increasing the likelihood that outside expertise is effectively coordinated with project timelines and public involvement protocols.

Bureau expertise in public outreach and involvement has also been developed through previous grant supported projects as well as other bureau activities providing best practice examples for engaging marginalized communities including communities of color.

16. What project management lessons learned or best practices will be applied to this project? *(Limit your response to bottom half of page 10.)*

BPS acknowledges the importance of the intergovernmental agreement and other written documentation to establish clear timelines, deliverables and accounting practices regarding the grant. These same principles apply to the administration of consultant contracts undertaken by the Bureau in support of the grant projects. Standardized performance measurement and reporting can provide an ongoing assurance that progress is being made according to an established calendar towards the project deliverables and goals.

Where public involvement is being sought best practices regarding outreach, translation services childcare and other innovative strategies acquired through previous efforts will be used to engage community organizations otherwise overlooked in public participation efforts.

Lastly, maintaining regular communication between Metro and BPS project managers during the course of the project allows for early identification of risks and responses that ensure the successful completion of a project.

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17. If implementation of any prior CET/CPDG grant projects has not been successfully completed, please describe why. If your organization has never received a CET or CPDG grant, please state "not applicable." *(Limit your response to top half of page 11.)*

Not Applicable: All of the Bureau of Planning and Sustainability led projects have either been successfully completed or are on track to be completed in full compliance with the pertinent City of Portland - Metro intergovernmental agreements.

Replicable best practices

18. Consideration will be given to applications that demonstrate best practices that can be easily replicated elsewhere. Discuss how lessons learned from the project could be applied to other projects in your community or in other parts of the region. *(Limit your response to bottom half of page 11.)*

This project can demonstrate how public/private partnerships can further the city's goals of developing more complete walkable communities. The project will create site planning approaches to integrate schools, parks, housing, and commercial development. The site is in a relatively suburban location, in East Portland, on a 2040 corridor. Other cities in the region may have similar sites, with similar conditions.

Metro Contract 935015 - Exhibit A

Grant leverage and project budget

Budget templates

Use the two Excel spreadsheet templates provided to outline the estimated project costs and committed matching funds for the project. Indicate estimated costs for hours of work directly related to your project for applicant personnel, consultants, and personnel of any key project partners. Also indicate other direct project expenses and overhead/indirect project costs. You may leave blank any rows that do not apply, and add more specific line item descriptors as needed.

Budget narrative

For each category of personnel costs, explain the tasks each is expected to complete (i.e. design development, construction estimates, public involvement, technical research, code analysis). Use actual salaries for staff. Use market averages or bid estimates for consultant services. Clearly describe methodologies used for estimating all other costs.

(If necessary, applicants may use up to three pages for the budget narrative, for a total of 14 pages overall. Depending on the complexity of the project and level of staffing, most applicants will likely be able to provide the requested information regarding the budget methodology in just a page or two.)

Overview

The City of Portland (Bureau of Planning and Sustainability) is requesting \$112,500 for this project. The City is offering \$30,000 of in-kind match (BPS staff time), and the property owners (the Rossi/Giusto/Garre families) are offering \$20,000 in match, to contribute toward consultant costs.

Applicant Staff

The lead agency, BPS, is not requesting any resources to support staff, but will continue staff time as match (at least \$30,000). BPS will be responsible for grant management, and contracting.

This will be accomplished by a Sr. Planner, with assistance from a Sr. Economic Planner, City Planner II, a Management Analyst, and Community Service Aid. Costs include 40% overhead for benefits and overhead. Responsibilities and anticipated hours would be approximately as follows.

Staff	Role	Cost (w. overhead)	Hours (Approx.)
Sr. Planner	Project management, consultant management	\$17,500	300
Sr. Economic Planner	Advising on economic analysis	\$2,500	40
City Planner II (District Liaison)	Outreach assistance, community and stakeholder relationships	\$2,500	50
Community Outreach and Information Representative	Public involvement plan	\$2,500	40
Management Analyst	Housing needs analysis	\$2,500	50
Community Service Aid	General project assistance, meeting logistics	\$2,500	125
		\$30,000	

Partner Staff

Funding for partner staff will provide technical support, specific to the agency involved, as well as provide additional resources for community outreach. Roles and requested amounts are listed below.

Metro Contract 935015 - Exhibit A

For City partners, these are small stipends intended to reimburse staff costs for early participation of development review staff, who typically are fee supported. The amounts are approximately equivalent to pre-application conference fees.

City Partners

Portland Housing Bureau (\$1,500). Advice on housing needs analysis and inclusionary housing program coordination.

Bureau of Environmental Services (\$1,500). Advice on stormwater management and sanitary requirements.

Bureau of Development Services (\$1,500). General information about land use and development review process (development review roadmap).

Bureau of Transportation (\$1500). Transportation impact advice.

Portland Parks and Recreation (\$1,500). Coordination with adjacent parks improvements and site design.

Other Partners

Parkrose School District (\$10,000). Facility planning staff time, site planning coordination, school capacity analysis.

Community organizations (\$5,000). These funds are intended to support small participatory stipends to facilitate broader community outreach. Final identification of the participating organization(s) would occur during the project, but could include one or more organizations such as the East Portland Action Plan (EPAP), Community Alliance of Tenants (CAT), Immigrant and Refugee Coalition (IRCO), etc.

Consultants

Consultant services are anticipated for the following work. The total consultant budget is \$105,000, including \$20,000 in matching funds from the property owners. The anticipated amounts are based on recent contracts for similar work.

- Site Surveys and Appraisals - \$15,000
- Market Study - \$20,000
- Concept Planning - \$50,000
- Cost Estimates, Pro-forma analysis - \$20,000

Direct Costs

A small \$5,000 budget is requested for printing, translation services, local transportation needs, room rental, event supplies.

Metro Contract 935015 - Exhibit A

Project budget summary				
PERSONNEL COSTS	Financial match	In kind match	2040 Grant funds	TOTAL
Consultants	\$20,000		\$85,000	\$105,000
Applicant staff (BPS)		\$30,000	\$0	\$30,000
Partner staff				
Portland Housing Bureau			\$1,500	\$1,500
Bureau of Environmental Services			\$1,500	\$1,500
Bureau of Development Services			\$1,500	\$1,500
Bureau of Transportation			\$1,500	\$1,500
Portland Parks and Rec			\$1,500	\$1,500
Parkrose School District			\$10,000	\$10,000
Other community outreach partners			\$5,000	\$5,000
Total for planning services	\$20,000	\$30,000	\$107,500	\$157,500
OTHER PROJECT COSTS				
Supplies, printing, room rental, etc.			\$5,000	\$5,000
Overhead/indirect costs: (40% overhead is built into above personell costs)			\$0	\$0
Total for other costs			\$5,000	\$5,000
TOTAL PROJECT COSTS			\$112,500	\$162,500

Metro Contract 935015 - Exhibit A

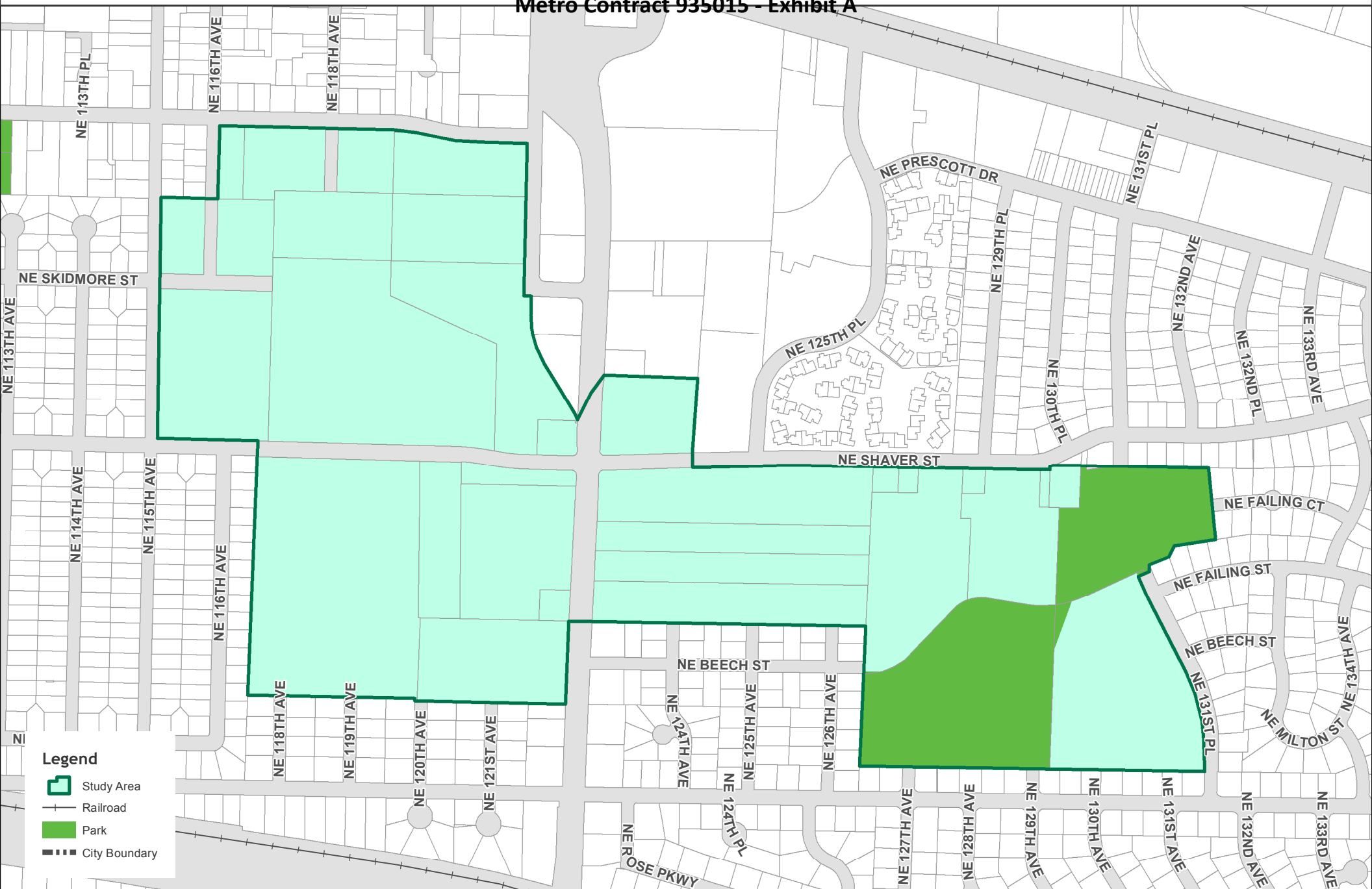
Breakdown of costs by project milestones					
PROJECT MILESTONE (Phase, element, deliverable, etc.)	Grant applicant personnel costs	Partner(s) personnel costs	Consultant fees	Other project costs	TOTAL
Task 1 - Initial research	\$7,500	\$7,500	\$0	\$500	\$15,500
Task 2 - Site analysis, development program, design concepts	\$7,500	\$2,500	\$35,000	\$1,500	\$46,500
Task 3 - Conceptual design and cost estimates	\$7,500	\$10,000	\$50,000	\$1,500	\$69,000
Task 4: Pro-forma analysis	\$7,500	\$2,500	\$20,000	\$1,500	\$31,500
Task 5: private financing strategies, developer recruitment (optional)	\$0	\$0	\$0	\$0	\$0
					\$0
TOTAL COSTS	\$30,000	\$22,500	\$105,000	\$5,000	\$162,500

Metro Contract 935015 - Exhibit A

Breakdown of applicant and partner(s) matching contributions

Complete this table only if lead applicant has other key partners contributing matching resources.

Applicant jurisdiction or partner organization	In kind contributions: personnel costs	Financial Contributions personnel costs	In kind contributions: other costs	Financial Contributions other costs	TOTAL
Bureau of Planning and Sustainability (BPS)	\$30,000				\$30,000
Rossi family (toward consultant fees)				\$20,000	\$20,000
TOTAL MATCH COMMITTED					\$50,000

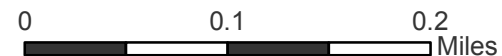


June 7, 2017

Metro 2040 Planning and Development Grant Application

City of Portland, Oregon || Bureau of Planning and Sustainability || Geographic Information Systems

The information on this map was derived from City of Portland GIS databases. Care was taken in the creation of this map but it is provided "as is". The City of Portland cannot accept any responsibility for error, omissions or positional accuracy.



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



City of Portland, Oregon
Ted Wheeler Mayor • Susan Anderson, Director

Metro Contract 935015 - Exhibit A



Office of Mayor Ted Wheeler
City of Portland

June 30, 2017

Martha Bennett
Chief Operating Officer
600 NE Grand Avenue
Portland, OR 97232-2736

Dear Ms. Bennett,

Thank you for this opportunity to compete for Metro 2040 Planning and Development Grant funding. The City of Portland and Metro have successfully partnered under seven prior Community Planning and Development (CPDG) and Equitable Housing Planning and Development Grant Programs to provide over \$3 million of planning projects across Portland to better prepare neighborhoods and corridors for growth and remove barriers to development.

The City shares Metro's concerns regarding the shortage of equitable housing in the region and our current grant application package includes a suite of anti-displacement projects that will address these concerns with our community partners.

On June 21, 2017 City Council formally authorized (Ordinance # 188470) the application to Metro for one million dollars in grant funding to support four planning and pre-development projects, ranked from highest priority:

1. Prosper Portland - Anti-Displacement Strategies and Tools for Community Led Development	\$250,000
2. BPS - Community Based Anti-Displacement Strategies	\$537,500
• Infill Housing Without Displacement: Sustainable NE Portland Strategy (\$155,000)	
• Expanding Opportunities for Affordable Housing in Faith Communities (\$125,000)	
• St. Johns Community Stability Project (\$102,500)	
• Brentwood/Darlington Complete Community Strategy (155,000)	
3. PHB/BES - Maximizing Equitable Housing Outcomes Using Climate Resilience Strategies in the Johnson Creek Floodplain	\$100,000
4. BPS - Rossi Farms Site Specific Development Plan	<u>\$112,500</u>
TOTAL:	\$1,000,000

Metro Contract 935015 - Exhibit A

Thank you for your consideration of these proposals.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ted Wheeler', followed by a long horizontal line.

Ted Wheeler
Mayor, City of Portland

CC: Susan Anderson, Director, Bureau of Planning and Sustainability
Kimberly Branam, Executive Director, Prosper Portland
Kurt Creager, Director, Portland Housing Bureau
Michael Jordan, Director, Bureau of Environmental Services



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

To: Martha Bennett
Chief Operating Officer
METRO
600 NE Grand Ave
Portland, OR 97232

June 30, 2017

Dear Martha,

I am writing on behalf of Portland Parks & Recreation to express strong support for the Rossi Farms Grant request proposed by the Portland Bureau of Planning and Sustainability. The project leverages the City's significant investment in Luuwit View Park (formerly Beech Park) which is adjacent to the eastern edge of the Rossi Farm and also adjacent to Shaver Elementary School. A partnership between the city and the Rossi family will help ensure a comprehensive development plan that links new development with schools, parks, and transit improvements and help create a true walkable and healthy community.

I hope you will support the Bureau of Planning and Sustainability grant proposal.

Thank you.

Mike Abbate
Director
Portland Parks & Recreation

Administration
1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

www.PortlandParks.org
Amanda Fritz, Commissioner
Mike Abbate, Director



Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.

Metro Contract 935015 - Exhibit A

Martha Bennett
Chief Operating Officer
METRO
600 NE Grand Ave
Portland, Oregon 97232

June 27, 2017

Dear Ms. Bennett:

I am writing on behalf of the joint Rossi/Giusto/Garre Families. We express strong support of the proposed development assessment project and to indicate our intention to contribute to the grant request proposed by the Portland Bureau of Planning and Sustainability.

Members of our joint families have farming roots in Portland going back to the 1880's, and in Parkrose going back to 1900. The Parkrose school district has a grade, middle and high school campus, all on our former farmland. Aldo Rossi had an especially close relationship with the Parkrose School District and has the high school field house named after him. The big red original Rossi farm barn, built in 1936, still hosts community events for the Parkrose neighborhoods.

We, the current members of the joint families, understand the importance and desirability of complete community. We support the concept of a walkable community with housing and services near employment opportunities. We recognize there are few large undeveloped sites left in Portland that offer the opportunity for a handful of owners, working together in coordination with city infrastructure bureaus, to develop a conceptual plan. This is why we are hopeful that Metro will appreciate the merits of this specific site and support this grant request. Historically, East Portland has received relatively little interest and investment compared to other city neighborhoods; but recently it appears that City interest and infrastructure is increasing. One example is the soon to be completed Loowit View Park that abuts the east boundary of this site. Both that park and the neighboring Parkrose Shaver Grade School occupy former Garre Family farmland.

Our joint family members include: Dominic Giusto, Al Garre, Paulette Rossi, Angela Schilleriff, Nick Rossi and myself, Joe Rossi. As a landowner group, we are willing to contribute \$20,000 towards sharing the cost of this development study project which is expected to have a total cost of approximately \$140,000. We strongly feel that this investment will provide lasting dividends to our community. The information produced will be foundational toward developing a complete walking community plan.

Thank you for your consideration of this project.

Sincerely,

Joe Rossi and all the above listed family members.

June 30, 2017

Martha Bennett
 Chief Operating Officer
 Metro
 600 NE Grand Ave
 Portland, Oregon 97232

Dear Ms. Bennett,

I am writing on behalf of TriMet to express strong support for the 2040 Planning and Development Grant request proposed by the City of Portland's Bureau of Planning and Sustainability for the Rossi Farms Development Plan.

We are supportive of the project because it aims to enable the development of a more complete community in an area that already features schools and a park. By aiming to create a more transit-supportive, mixed-use walkable environment with more housing and commercial services, the project provides good synergy with the TriMet Eastside Service Enhancement Plan that was recently completed.

Our planned service enhancements in the area include an upgrade to Frequent Service for Line 71 on NE 122nd (in concert with City of Portland continued improvements to sidewalks, crossings, and transit priority) to improve connections and access to essential services, and more coverage and frequency on Lines 22 and 23 on NE Shaver, which will improve access to Parkrose High School and the University of Western States. By creating a more complete community in this area, we anticipate higher ridership demand, reflective of a greater set of travel choices and activities in the neighborhood.

We look forward to building on our partnership with the City of Portland to improve pedestrian amenities and transit service in the area, which would be directly bolstered by the mixed-use development of the Rossi Farms site. I encourage you to support the Bureau of Planning and Sustainability 2040 Planning and Development Grant proposal.

Sincerely,



Alan Lehto
 Director, Planning & Policy Development

Metro Contract 935015 - Exhibit A



10636 NE Prescott Street
Portland, Oregon 97220
t: 503.408.2100
f: 503.408.2140
www.parkrose.k12.or.us

Dr. Karen Fischer Gray,
Superintendent

*Parkrose School District is an equal
opportunity educator and employer.*

Martha Bennett
Chief Operating Officer
METRO
600 NE Grand Ave
Portland, Oregon 97232

June 20, 2017

Dear Ms. Bennett:

I am writing on behalf of the Parkrose School District to express strong support for the Rossi Farms Grant request proposed by the Portland Bureau of Planning and Sustainability.

The grant will provide a much-needed market feasibility analysis of an area in East Portland that has capacity for growth, three schools serving kindergarten through 12th grade within walking distance of the Rossi Farms, a new park about to be developed, and proximity to jobs in the Columbia Corridor. A partnership with the city could help ensure a comprehensive development plan for the future.

The Parkrose School District has capacity for growth, and in fact recommended increased residential density within the school district boundary during the recent 2035 Comprehensive Plan project.

We support the concept of a walkable complete neighborhood – many of our school children walk to school now. We worked with Portland Bureau of Transportation to establish Safe Routes to School for Parkrose Middle School and Shaver Elementary School. Having these plans in place makes it safer and easier for new children to establish healthy practices early in life.

Luwit View Park (formerly Beech Park) has funding for improvements and will be completed this year. The park is adjacent to Shaver Elementary and will bring much-needed park service to this part of East Portland.

I encourage you to support the Bureau of Planning and Sustainability grant proposal as I do.

Thank you,

A handwritten signature in black ink that reads "Karen F. Gray".

Dr. Karen Fischer Gray
Superintendent

ONE TEAM ONE DREAM



*Every child reads, thinks critically, and graduates ready for
college and career.*

Metro Contract 935015 - Exhibit A

June 26, 2017

Martha Bennett
Chief Operating Officer
METRO
600 NE Grand Ave
Portland, Oregon 97232

Dear Ms. Bennett at Metro:

I am writing on behalf of the Parkrose Neighborhood Association to express strong support for the Rossi Four Corners Grant request proposed by the Portland Bureau of Planning and Sustainability.

The grant will provide a much-needed, market feasibility analysis of an area in East Portland that has capacity for growth, three schools serving kindergarten through 12th grade within walking distance (and 2 additional elementary schools in the same school district), a new park about to be developed, and proximity to jobs in the Columbia Corridor. A partnership with the city could help ensure a comprehensive development plan for the future.

We support the concept of a walkable complete neighborhood – many of our school children walk to school now. We worked with Portland Bureau of Transportation and the school district to establish Safe Routes to School for Parkrose Middle School, and know that the same was done for Shaver Elementary School in the Argay neighborhood.

Luwit View Park (formerly Beech Park) has funding for improvements and will be completed this year. Portland Parks and Rec estimates that approximately 965 new households will be served by this park. In addition, the nearby Argay Tennis Court will be renovated this year.

TriMet's East Side Service Enhancement Plan will bring improved service to 122nd Ave and into the Columbia Corridor, and improvements to a combined lines 22 and 23 on Shaver between 102nd and 122nd.

Thank you for considering the Bureau of Planning and Sustainability grant proposal, we hope you find it as compelling as we do!

Sincerely,

Annette Stanhope
Chair, Parkrose Neighborhood Association

ROSSI FARMS SITE MASTER PLAN

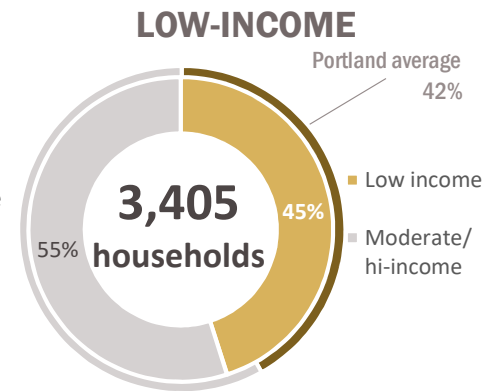
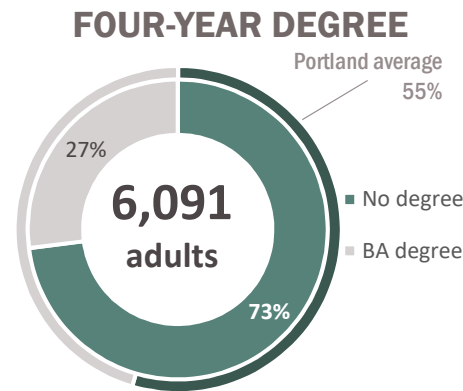
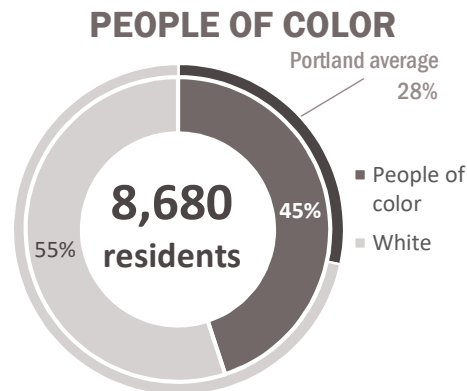
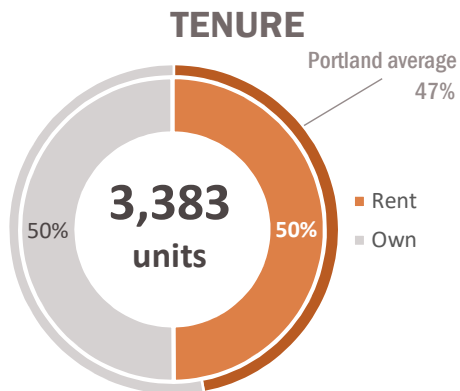
DEMOGRAPHIC SNAPSHOT

The Rossi Farms Site Master Plan will partner with Rossi Farms and Parkrose School District to develop a concept plan for a walkable, affordable, family-friendly and complete neighborhood. The focal point is the 30+ acre Rossi Farms, one of the largest undeveloped sites in the city of Portland.

Sizeable and diverse youth in neighborhoods.

22% of the population is under 18 years of age
compared to 18% citywide

66% of Parkrose school enrollment are children of color
compared to 47% in local school districts



Racially and ethnically diverse community.

2 in 9 people were born in another country
double the citywide average



10% of households have limited English proficiency
compared to 4% citywide

28% of homeowners are persons of color
compared to 15% citywide



Many people in these communities lack a four-year degree, which increases their vulnerability to displacement and decreases their economic resiliency.

ORDINANCE NO. 188470

* Authorize application to METRO Regional Government for grants in the amount of \$1,000,000 for a package of seven projects as part of the Cycle 5, 2040 Planning and Development Grant Program (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Portland City Council shares the Metro Council's goals for smart planning that readies land for development, removes barriers to private investment and improves the livability of the region.
2. Staff in the Bureau of Planning and Sustainability (BPS) has reviewed the grant programs, coordinated with other City bureaus and agencies, submitted initial letters of intent to METRO on May 25, 2017, and received feedback from METRO regarding the proposals on May 31st.
3. The Bureau of Planning and Sustainability seeks a grant of \$155,000 for the Infill Housing Without Displacement: Sustainable NE Portland Strategy. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
4. The Bureau of Planning and Sustainability seeks a grant of \$102,500 for the St. Johns Community Stability Project. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
5. The Bureau of Planning and Sustainability BPS seeks a grant of \$155,000 for the Brentwood-Darlington Complete Community Strategy. Local match in the amount of \$40,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
6. The Portland Housing Bureau and the Bureau of Environmental Services seek a grant of \$100,000 for the Maximizing Equitable Housing Outcomes Using Climate Resilience Strategies in the Johnson Creek Floodplain Project. Local match in the amount of \$20,000 each (\$40,000 total) will be provided by both bureaus in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of their respective agencies.
7. The Bureau of Planning and Sustainability seeks a grant of \$125,000 for the Expanding Opportunities for Affordable Housing in Faith Communities. Local match in the amount of \$40,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.

8. The Bureau of Planning and Sustainability (BPS) seeks a grant of \$112,500 for the Rossi Farms Site Specific Development Plan. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS. The Rossi family will supplement these funds with a \$20,000 contribution.
9. Prosper Portland seeks a grant of \$250,000 for the Anti-Displacement Strategies and Tools for Community Led Development. Local match in the amount of \$250,000 will be provided by Prosper Portland and various Neighborhood Prosperity Initiatives in the form of salary, benefits, and materials and services in their FY 2017/18 and 2018/19 budgets.

NOW THEREFORE, The Council directs:

- a. The Mayor is hereby authorized to make application to the METRO Regional Government for the above referenced grant(s) in the total amount of \$1,000,000
- b. The Mayor is authorized to provide such information and assurances as are required for the grant period.
- c. The Office of Management & Finance Grants Management Division is authorized to perform all administrative matters in relation to the grant application, grant agreement or amendments, requests for reimbursement from the grantor, and to submit required online grant documents on the Mayor's behalf.

Section 2. The Council declares that an emergency exists because since the grant application must be submitted no later than June 30, 2017. Therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: JUN 21 2017

Mayor Ted Wheeler
Prepared by: John Cole
Date Prepared: May 30, 2017

Mary Hull Caballero

Auditor of the City of Portland

By


Deputy

712
Metro Contract 935015 - Exhibit A

Agenda No. 188470
ORDINANCE NO. 188470
Title

*Authorize application to METRO Regional Government for grants in the amount of \$1,000,000 for a package of seven projects as part of the Cycle 5, 2040 Planning and Development Grant Program (Ordinance)

<p>INTRODUCED BY Commissioner/Auditor: Ted Wheeler</p>	<p>CLERK USE: DATE FILED <u>JUN 13 2017</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Wheeler <i>WD</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>Mary Hull Caballero</i></u> Deputy</p> <p>ACTION TAKEN:</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Planning and Sustainability Bureau Head: Susan Anderson <i>Susan Anderson</i></p>	
<p>Prepared by: John Cole Date Prepared: May 30, 2017</p>	
<p>Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>GA</i></p>	
<p>Council Meeting Date June 21, 2017</p>	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>		YEAS	NAYS
<p>CONSENT <input checked="" type="checkbox"/></p>	1. Fritz	✓	
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>	2. Fish	✓	
	3. Saltzman	✓	
	4. Eudaly	✓	
	Wheeler	✓	

**Rossi Farms Development Plan
Draft Consultant Scopes**

Site Survey

Not to exceed: \$12,000

Timeline: Summer or Fall 2018

Services needed: Surveyor

Scope: A survey of the subject site. The site is the Focus Area, shown on Exhibit B map.

1. The survey should include the following:
 - a. Legal Meets and Bounds: Provide narrative meets and bounds description on survey. Reference a fixed monument or GPS monument. Also provide plat number, lot and block number or other applicable tax identification information. Provide legal description.
 - b. Closure: Check survey and legal description for closure. Assure both are in agreement.
 - c. Site Area: Provide area of site in square feet and acres.
 - d. Location Map: Provide a location map showing the site and its relationship to surrounding areas.
 - e. Encroachment: Show all encroachment including overhead utility wires, easements, and rights-of-way of record.
 - f. Setbacks: Show setbacks, yard and landscape buffer requirements. Note setbacks for canopy, and pump islands, if different from building
 - g. Certification: Certify survey
 - h. Address of site: Provide full address of site.
 - i. Must be an ALTA survey.
 - j. Show elevation of property
 - k. Provide map of contour lines
2. Note all site improvements including fences, buildings, signs, parking lots.
3. Locations in proximity, including streets and driveways
4. Locate the following:
 - a. Utility poles
 - b. Underground utilities
 - c. Names of companies providing utilities to site
 - d. Sanitary/sewer lines
 - e. Septic (if applicable)
 - f. Water mains
 - g. Well (if applicable)
 - h. Storm water management
 - i. Catch basins
 - j. Headwalls
5. Photograph site and provide photographs to City

Deliverable: Site survey map and associated meets and bounds narrative.

Metro Contract 935015 - Exhibit B

School District IGA

Budget: \$10,000

Timeline: Summer 2018 through Spring 2019

Scope: An intergovernmental agreement to provide resources to the school district for general coordination, school enrollment capacity analysis as to relates to the development of the Rossi Farm site, and to engage in facility planning of school property. The purpose of the facilities planning work is to determine if there are any opportunities for redevelopment of un-used portions of the school property, or if there are changes to facilities that should be made to better connect the school with the anticipated Rossi development (pedestrian circulation patterns, for example).

Grant to Community Organization

Budget: \$5,000

Timeline: Summer 2018 through Spring 2019

Scope: A request for proposals will be publicized to community organizations working in east Portland. Examples of such organizations include East Portland Action Plan, Community Alliance of Tenants, or the Immigrant and Refugee Coalition. The request will solicit proposals for community engagement activities to better involve under-represented communities of color, or renters in the master plan development. Involvement activities could include, for example, focus groups, workshops, discussions, or needs assessments.

Appraisal Report, Market Study, Appraisal, Cost Estimates, Pro-forma, Financial Feasibility Gaps

Not to exceed: \$33,000

Timeline:

- Phase 1 - Fall 2018
- Phase 2 - Spring 2019

Services needed: Real estate economics, commercial property appraisal

Scope: This scope will occur in two phases. The first phase is a market study and appraisal. Through a separate contract, the City will obtain a site survey. A separate consultant will also be hired to develop concept plans for the development of the site. The site is the Focus Area, shown on the Exhibit B map. The second phase will be a pro-forma and financial gaps analysis, based on the concept plan developed by others. Depending on proposer capacity, subcontractors may be appropriate for some elements of the scope.

Phase One – Market Study and Appraisal

Produce a commercial property appraisal to establish market value of subject parcels, consistent with standard professional appraisal methodology. The appraisal will take into consideration any known title

Metro Contract 935015 - Exhibit B

defects or encumbrances of record, known environmental conditions, and the cost of removing structures. The report should show the value of the entire site, including structures; the value of land without structures; value of improvements to land; and the estimated amount to demolish structures.

Evaluate market conditions of the Rossi Farm site, to determine achievable rents, and supportable development types. One objective of the market study is to determine what kinds of housing types (or mixes of housing types) are economically feasible on the site. Are mixed use buildings financially viable in the foreseeable future, or is a lower density more likely? Another objective is to evaluate the type and intensity of commercial uses that could be viable. What level of retail development is supportable? Is there a market for office uses? The market study will also evaluate grocery store feasibility.

Phase Two - Pro-forma, Financial feasibility Gaps

This phase will build on concept plans and rough cost estimates provided by the master plan consultant. The task is to use that information to develop a development pro-forma. The pro-forma should include calculations of the financial return that a proposed real estate development is likely to create. It describes the proposed project in quantifiable terms, estimates revenues that are likely to be obtained, the costs that will have to be incurred, and the net financial return that a developer could achieve.

An adjunct to that deliverable would be an analysis of any financial feasibility gaps identified in the project, and identification of mechanisms to close those gaps. This is important because the preferred master plan concept may strive to achieve both public and private goals, and some elements of the plan may not be feasible through private investment alone. A central question to resolve in this work is making recommendations for project phasing/sequencing and examining any opportunity for public-private partnerships (development agreements, etc.). The City and property owner would like to use the information from this work to develop and refine an implementation strategy. In combination with the separate concept plan, this work will provide a basis for the property owner to solicit proposals from specific developer teams, or develop more specific public-private agreements.

Deliverables:

- Market study report
- Appraisal report
- Pro-forma analysis and brief adjunct report covering feasibility gaps, and any recommendations

Concept Plan

Not to exceed: \$60,000

Timeline: Fall 2018 through Spring 2019

Services needed: Urban Design, Land Planning, Engineering, Master Planning, Architecture

Scope: Develop a conceptual master plan for the development of the 20-acre Rossi property. The site is the focus area shown on the Exhibit B map. The plan should consider and respond to a market study (provided by a separate consultant), property owner objectives, community objectives, and City objectives. The plan should include:

Metro Contract 935015 - Exhibit B

- Street and pedestrian circulation,
- Future parcel or phasing boundaries,
- Location of any open spaces,
- General location of residential and commercial buildings
- The number and type of dwelling units,
- Square footage of commercial uses
- Amount of parking

The plan should identify general infrastructure needs sufficient for planning-level cost estimates. Key design considerations include orienting the site to the adjacent park and schools in a way that will create a coherent “complete community”, providing a logical development sequence that accounts for the needs of the property owners, and taking advantage of improved transit frequency on 122nd Ave.

The successful proposer will work in tandem with City project staff to develop a series of design charrettes to involve stakeholders and the interested public at appropriate steps in the design process. The consultant will be responsible for designing and implementing up to 3 charrettes including any design drawings being reviewed, or presentations. There is an expectation that several preliminary design concepts be developed and explored, with a process to narrow down to a preferred plan. The consultant will reserve budget to be able to accompany City staff at public presentations before the City’s Planning and Sustainability Commission, and the City Council (one to each).

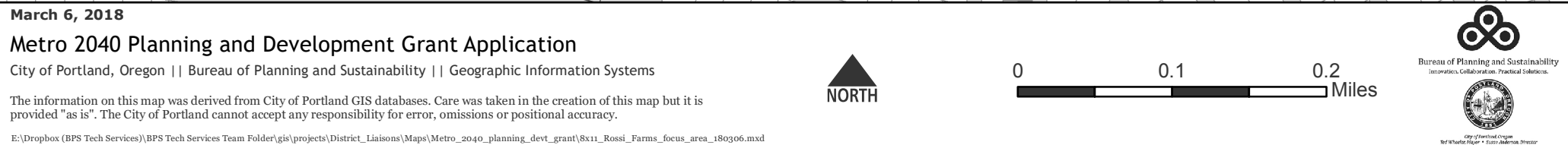
The City will be responsible for providing a separate \$5,000 grant to a community organization to involve traditionally-under-represented groups, such as communities of color, or renters. The City will also manage a project website, organize a project advisory committee, provide staff support to develop and execute community outreach plans, and directly pay for outreach-related materials, including room rentals, and report printing. City staff will also organize and manage a series of meetings to solicit and compile early design advice and information from city development review agencies including BDS, BES, PBOT, Portland Parks, BDS, Water Bureau, Fire Bureau, Police Bureau and the Housing Bureau.

Through separate contracts, the City will obtain a site survey, appraisal report, and market study in the fall of 2018. The emphasis of the market study will be to determine which housing types are feasible, and what types of commercial uses would be viable. The market study will also evaluate grocery store feasibility.

Deliverables:

- Concept plan report and drawings
- Charrettes and related materials

Location Map



Metro Contract 935015 – Exhibit C

IGA for 2040 Planning and Development Grant Rossi Farms Development Plan

Milestones, Deliverables and Release of Grant Funds

Project milestone and specified grant deliverables		Date due*	Matching contributions	Grant payment
1	Negotiation of Grant IGA. a) IGA document preparation and negotiations b) Signed IGA document	4/30/18		
2	Initial Research a) Project goal statement b) Draft development project timeline and permitting roadmap, with infrastructure and transit improvement assumptions c) Preparation of RFPs for project technical consultants d) Public involvement plan and RFP proposals to community organizations	9/15/18	Project staff: \$ 6,000	Partner staff: \$ 2,500 Other: \$ 1,000
2	Selection of Consultants and Project Team a) Release of RFP's b) Selection of consultants c) Draft contracts for all project consultants	10/31/18	Project staff: \$ 3,000	Partner staff: \$ 2,500
3	Site Analysis, Development Program, Design Concepts a) Appraisal report (consultant) b) Site survey (consultant) c) Market study (consultant) d) School capacity analysis (w. Parkrose SD) e) Grant to community organization partner for outreach (\$5,000)	12/31/18	Project staff: \$ 6,000 Consultants: \$ 20,000 (matching funds for consultants paid by Rossi family)	Partner staff: \$ 15,000 Consultants: \$ 15,000 Other: \$ 1,000

Exhibit C

Continued

4	Conceptual Design and Cost Estimates a) Concept plan (consultant) b) Cost Estimates (consultant)	4/15/19	Project staff: \$ 9,000	Partner staff: \$ 2,500 Consultants: \$ 54,375 Other: \$ 2,000
5	Financing and Implementation Strategies a) Pro-forma and analysis of financial feasibility gaps (consultant) b) Implementation strategy and draft request for developer proposals c) Draft City regulatory changes (if needed)	5/31/19	Project staff: \$ 6,000	Consultants: \$ 10,000 Other: \$ 1,000
6	Commission and Council Hearings & Action a) PSC briefing or hearing (as appropriate) b) Report to Council (or adoption of regulatory changes if needed)	6/30/19	Project staff: \$ 1,500	Consultants: \$ 5,625
GRANT PROJECT COMPLETION <ul style="list-style-type: none"> All grant project deliverables submitted by grantee and approved by Metro All required fiscal documentation submitted or retained on file as appropriate Final reporting on grant performance measures submitted and approved by Metro 			Total Grantee Match	Total Grant Funding
			Project staff: \$ 30,000 Consultants: \$ 20,000 TOTAL: \$ 50,000	Partner staff: \$ 22,500 Consultants: \$ 85,000 Other: \$ 5,000 TOTAL: \$ 112,500

NOTE: Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.