



MEMORANDUM

DATE December 26, 2018
TO Portland Project Management Team
FROM Cathy Corliss, APG
RE **Oregon Housing Planning Project – City of Portland Update to Zoning Code Provisions Regulating Group Living, Single Room Occupancy Living, Short Term Living, and Mass Shelters - Summary of Major Tasks and Action Items (Task 1.1)**

The tasks in Part A, which is the Code Audit / Update (Tasks A.1 -A.3) are sequential. However, the Gap Analysis (Part B) can proceed concurrently. Both elements will conclude at the same time in order to provide an opportunity to address final changes and new information in both.

	Task Description	Timing
A.	Code Audit/Update (Tasks 1 - 3).	
1	Project Kick-Off	
A1.1	Summary of Major Tasks and Action Items dated 12/26/18	Complete
A1.2	Project Schedule dated 12/26/18	Complete
A1.3	Meeting Materials - Materials for the kick-off meeting include the Summary of Major Tasks and Action Items and the schedule as well as any questions that can be provided to staff in advance of the meeting.	Complete
A1.4	Kick-off Meeting held 12/4. See summary dated 12/26/18	Complete
2	Code Audit	
A.2.1	Draft #1 Code Audit - APG will review comprehensive plan and land use regulations and identify impediments to the provision of group living, single room occupancy living, short term living, and mass shelters. APG will also review “best practices” land use regulations of 3 or 4 cities comparable to Portland and identify how these uses are classified and accommodated in other zoning codes.	Due - week of 1/21
A.2.2	Meetings or teleconference with City staff (2) - These two conference calls with City staff will help guide preparation of Draft #1 of the Code Audit.	Call 1 - week of 12/31 Call 2 - week of 1/21
A.2.3	TAC Meetings #1 and #2 materials & summaries –	Mtg 1 - week of 1/7

	Task Description	Timing
	<p>TAC meeting #1 shall at a minimum be to discuss APG & JE's preliminary questions related to the Draft Code Audit and Gap Analysis.</p> <p>**JE to attend TAC meeting #1 (Task B.1.1)</p> <p>TAC meeting #2 - Draft #1 Code Audit will be sent to the TAC one week in advance of this meeting. This meeting will provide the TAC with an opportunity to review and comment on the draft audit as well as to provide direction to the draft Gap Analysis (Task B.3.1) which will be underway, but not complete.</p>	Mtg 2 - week of 2/4
A.2.4	Final Code Audit Report - The final Code Audit Report will reflect input received from the TAC at meeting #2. The code audit document will state that it is not a final Agency determination and the City is not required to act upon the recommendations of the audit.	Due - week of 2/11
3	Code Update	
A.3.1	Draft Code Update Report - Based on comments received in Task 2, from the TAC and Agency, APG will draft code updates (recommended code update language) needed to overcome any identified impediments. These updates will be more than conceptual and will observe the organization and structure of the city zoning code but will not be presented in exact "strikethrough or italics as deleted" and "underlined or bold as added" language.	Due -week of 3/18
A.3.2	Meetings or teleconference with City staff (2) - These two conference calls with City staff will help guide preparation of Draft #1 of the Code Update Report.	Call 1 - week of 2/18 Call 2 - week of 3/11
A.3.3	TAC Meeting #3, materials & summaries - Draft #1 Code Update Report will be sent to the TAC one week in advance of this meeting. This meeting will provide the TAC with an opportunity to review and comment on the draft update report as well as to discuss the building prototypes which the City will be developing in April.	Mtg 3 - week of 4/1
A.3.4	Final Code Update Report - The final Code Update Report will be informed by the building prototypes (City task) and the Gap Analysis. It will reflect input received from the TAC at meetings #3 and 4. The code update document will clearly state that the updated code language is a recommendation that resulted from	Due - week of 6/10

	Task Description	Timing
	Agency technical assistance for Zoning Code provisions regulating Group Living, Single Room Occupancy Living, Short Term Living, and Mass Shelters; that the recommended update is not a final Agency determination, legal opinion or evaluation of the City code; that the recommendation has not been adopted by and is not a final decision of the City; and that the City is not obligated to initiate legislative action to adopt the recommended updates.	
B.	GAP ANALYSIS (TASK 4)	
B.1.1	Attend TAC Meeting #1 (NOTE: JE to attend all 4 TAC meetings)	
B.2.1	Provision of building prototypes (City task)	Due - week of 4/22
B.3.1	Draft Economic Gap Analysis Report - JE will draft an Economic Gap Analysis document that identifies the public subsidy necessary to bridge the difference between the costs of market rate group living units and what Portlanders of various incomes can afford. JE will begin work on the gap analysis methodology following TAC meeting #1 and may prepare analyses of one or more of the known building types; however, the draft Gap Analysis will not be concluded until after the City has had an opportunity to provide building prototypes for missing building forms.	Due - week of 5/13
B.3.2	Meetings or teleconference with City staff (2) - The first conference call with City staff will help guide preparation of Draft Economic Gap Analysis Report. The second call will provide an opportunity for the City staff to share the results of the building prototype effort so that JE can incorporate those building types into the Draft Gap Analysis.	Call 1 - week of 1/14 Call 2 - week of 4/22
B.3.3	TAC Meeting #4 - Draft Economic Gap Analysis Report will be sent to the TAC one week in advance of this meeting. This meeting will provide the TAC with an opportunity to review and comment on the draft Gap Analysis which includes the building prototypes which the City will be developing in April.	Mtg 4 - week of 5/27
B.3.4	Final Economic Gap Analysis Report. The final Economic Gap Analysis Report will be informed by the building prototypes (City task) and the final Code Update Report. It will reflect input received from the TAC at meeting #4.	Due - week of 6/10