



600 NE Grand Ave.
Portland, OR 97232-2736
oregonmetro.gov

June 21, 2017

Mr. Bill Cunningham
City Planner
City of Portland
1900 SW 4th Avenue, Suite 7100
Portland, OR 97201

RE: *Amendment #4 to City of Portland: Contract No. 934070*

Dear Bill,

I received your letter dated June 20, 2017 in which you requested an amendment to the IGA milestones 4, 5 and 6 of the Improved Multi-Dwelling Development Project. One of the provisions in the IGA is that the IGA may be amended by mutual agreement between Metro and the City of Portland. The footnote of Exhibit A of the IGA provides a process for the city to revise milestones, deliverables and due dates.

The City is requesting a proposed shift of the economic analysis component from milestone 4 to milestone 5, and a proposed change to the due dates for milestones 5 and 6. I understand that your request for an amendment to the due date will allow the city sufficient time to achieve the milestones and allow for planning commission approval and council approval. It is also my understanding that this amendment will not extend the project completion date beyond April 30, 2018.

This response and your request letter fulfill the provisions in the IGA between Metro and the City of Portland as shown in the enclosed revised Exhibit A.

If you have any questions about this letter or the Community Planning and Development Grant program, please contact Lisa Miles at 503-797-1877 or lisa.miles@oregonmetro.gov

Sincerely,


Martha Bennett
Chief Operating Officer

Enclosures

cc: Councilor Kathryn Harrington, Metro District No. 4
 Jodi Wacenske, Legal Assistant, Office of Metro Attorney
 Lisa Miles, CPDG Project Manager, Urban Development
 Ted Reid, planner, Planning and Development
 Sherrie Blackledge, Senior Management Analyst, Planning & Development
 Tim Collier, Director of Finance & Regulatory Services



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

June 20, 2017

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

RE: Metro Project # 934070
CET Grant for the Improving Multi-Dwelling Development Project

Dear Martha:

Metro and the City of Portland finalized an IGA for a CET grant for Portland's Improving Multi-Dwelling Development Project in 2016. In accordance with the IGA "Milestone and Deliverables Schedule for Release of Funds," (Exhibit A), the City of Portland is requesting amendments to Exhibit A (see attached). The proposed amendments do not affect the upcoming Milestone 4 deadline of June 30, 2017 (for delivery of the project Concept Report). The amendments involve shifting one item from Milestone 4 to Milestone 5, and changing the dates for Milestones 5 and 6 to reflect a more accurate timeline for code development and the legislative process for adoption. The proposed amendments are outlined below:

- Proposed shift of the economic analysis component from Milestone 4 to Milestone 5. We request to move the economic feasibility analysis from the Concept Plan deliverable (Milestone 4) to the Code Amendments Discussion Draft deliverable (Milestone 5). This change is needed to reflect the fact that, as part of the code development phase of the project, project staff and consultants will be undertaking detailed code modeling of development parameters (such as floor-to-area ratios and development bonuses), and economic analysis of development feasibility will be an integral part of this modeling. Staff determined that the concept development phase of the project (Milestone 4) was not best suited to the economic analysis, as the Concept Report proposals are conceptual and do not get to the level of detailed code parameters that are necessary for an economic feasibility analysis. We propose corresponding changes to the grant payment amounts for these milestones to reflect this shift.
- Proposed change to the due dates for Milestones 5 and 6. We request to change the due date of Milestone 5 (Code Amendments Discussion Draft) to November 3, 2017 (from August 31, 2017). We also request to change the due date of Milestone 6 (Planning and Sustainability Commission and City Council Hearing and Adoption) to April 30, 2018 (from December 30, 2017). These changes follow from an updated assessment of the time needed for drafting the code amendments and the timeline for the legislative process involved in bringing the code amendments proposal to Portland's Planning and Sustainability Commission through to City Council hearings and final adoption.

I would also like to bring to your attention that the Portland Bureau of Transportation (PBOT) has adjusted the staffing of their contribution to the project. Instead of the original allocation of a Senior Planner, PBOT staffing now consists of a higher level Supervising Planner (Denver Igarta), assisted by a Community Services Aide (Daniel Soebbing).

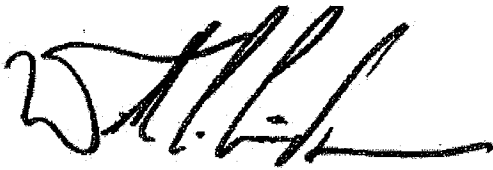


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A copy of the proposed revised IGA Exhibit A is attached. Please let me know if you have questions or need additional information to process this request.

Thank you,

A handwritten signature in black ink, appearing to read 'Bill Cunningham', with a stylized, flowing script.

Bill Cunningham, City Planner

Cc: Ted Reid, Lisa Miles, Metro
Eric Engstrom, Tom Armstrong, City of Portland



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Exhibit A

IGA for Community Planning and Development Grants funded with CET Portland – Improving Multi-Dwelling Development Project

REVISED Milestones and Deliverables Schedule for Release of Funds June 20, 2017

Milestone	Deliverable	Date Due*	Grant Payment
1	Execution of CET Grant IGA. a) Signed IGA document	March 31, 2016	\$0
2	Project Initiation and Preliminary Existing Conditions a) Preliminary progress report. b) Public Involvement Plan, addressing topics such as: <ul style="list-style-type: none"> • Project and advisory groups, including roles and meeting frequency; • Identification of key stakeholder groups and corresponding outreach approaches; and • Public outreach and involvement strategies. c) Detailed work plan and schedule (refining grant application scope of work). d) Initial draft of Existing Conditions Assessment, including: <ul style="list-style-type: none"> • <u>Analysis of policy objectives</u> for multi-dwelling housing to inform refinement of project goals and objectives; • <u>Process assessment</u> of existing regulatory and non-regulatory tools, amenity bonus system; • <u>Review of recent development outcomes</u> and assessment in relationship to growth, design, residential livability and other policy objectives; and • <u>Review of block patterns and street connectivity</u>, focusing on East Portland. e) Initial draft of performance measures for monitoring success of project goals and outcomes. f) Consultant selection, including potential RFP for project consultants, for design, economic analysis, and facilitation services identified in project grant request.	September 30, 2016	\$28,000

3	Completion of Existing Conditions Assessment a) Progress report b) Final Existing Conditions Assessment, including: <ul style="list-style-type: none"> • <u>Analysis of policy objectives</u> for multi-dwelling housing to inform project goals and objectives. • <u>Process assessment</u> of existing regulatory and non-regulatory tools, amenity bonus system. • <u>Review of recent development outcomes</u> and assessment in relationship to growth, design, residential livability and other policy objectives. • <u>Review of block patterns and street connectivity</u>, focusing on East Portland. • <u>Best practices research</u>, with focus on approaches to transitioning from suburban to more pedestrian-oriented street and block patterns. c) Neighborhood walks to obtain community feedback on existing multi-dwelling development.	December 30, 2016	\$92,000
4	Concept Plan a) Mid-point progress report b) <u>Concept Plan Report</u> - components include: <ul style="list-style-type: none"> • <u>Concepts for development standards and site design</u>, to serve as a basis for development regulations and other implementation tools. • <u>Preferred block structure and street system outcomes</u>, meeting multi-modal connectivity and urban design objectives. • <u>Development prototypes</u>, integrating objectives for housing design and street system outcomes. • Analysis of economic feasibility of development prototypes and code concepts. • <u>Performance measures refinement.</u> c) Stakeholder sessions (builders, developers, designers, community groups, etc.). d) Initial public workshop, on design priorities and code concepts. e) Stakeholder working group meetings, providing input on area-specific design and development issues to inform Concept Plan. f) Community meetings on Concept Plan	June 30, 2017	\$154,980 <u>\$134,980</u>
5	Code Amendments Discussion Draft a) Progress report <u>b) Code Amendments Discussion Draft Report</u> b)c) <u>Code modeling and economic feasibility</u>	August 31 <u>November 3,</u> 2017	\$20,000 <u>\$40,000</u>

	<u>analysis</u> e)d) Community meeting on Code Amendments Discussion Draft Report d)e) Stakeholder working group meetings and review of draft code amendments. e)f) Planning and Sustainability Commission briefing		
6	Planning and Sustainability Commission and City Council Hearings and Adoption a) Final progress report (with identification of performance measures and how City will share best practices) b) <u>Proposed Draft Code Amendments Report</u> c) <u>Recommended Draft Code Amendments Report</u> d) Public hearings e) City Council adoption of Code Amendments	December 30, 2017 <u>April 30, 2018</u>	\$15,520
TOTAL REIMBURSABLE AMOUNT			\$310,500

*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates. Conditions related to financing and transportation choices shall be met in Milestones 4 & 5 respectively.

* 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.

Match: City of Portland in-kind match \$188,750 (38% of total project cost)