

# Residential Infill Project

## Stakeholder Advisory Committee Roles & Responsibilities

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### Introduction

The City will convene a Stakeholder Advisory Committee (SAC) early on in the Residential Infill Project. The advisory committee will be just one part of an inclusive public engagement effort — including regular project updates, online surveys, public events and hearings — to seek input and help formulate policy recommendations. The Bureau of Planning and Sustainability (BPS) is seeking dedicated and knowledgeable representatives to reflect and contribute a variety of viewpoints to serve on the committee.

### Role of the Stakeholder Advisory Committee

The SAC will comprise approximately 25 members representing those involved in the construction of single-dwelling homes (builders, architects, property owners) as well as others interested in how residential infill affects or contributes to the surrounding area (residents, homeowners, neighbors). The SAC will advise BPS staff as they identify issues, develop concepts to address them, refine concepts into recommendations and craft code language. Members will be expected to make an 18-month commitment to the process.

Committee members must be good communicators (both listening and contributing). They will be expected to share their advice, insight and expertise with the SAC as well as their broader communities and the general public. Ideally, members can think beyond their professions and individual neighborhoods to discuss citywide impacts of various ideas. Although the SAC is an advisory group and is not expected to come to a consensus on all matters, members will be expected to be fair-minded and listen respectfully as others express their opinions and perspectives.

Staff will also consult technical advisors from other City bureaus involved with construction and permitting, particularly the Bureau of Development Services. These discussions will be shared with the SAC.

The SAC will advise and make recommendations to project staff, who are committed to ensuring SAC discussions and proposals are accurately recorded and made available to the community on the project website. Staff will ultimately formulate policy proposals using SAC input, feedback from the broader community, as well as direction from the Comprehensive Plan and other adopted City policies and plans. The Planning and Sustainability Commission, through a public hearings process, will review the proposals and make a formal recommendation to City Council, which will make the final decisions on recommendations and code language. Final reports will include information about the SAC meetings and discussions as well as the reasoning behind alternatives that are discussed at the meetings.

### SAC Member Responsibilities

Ideally, committee members should both share their expertise and serve as conduits of information to and from their organizations and networks. Members should be connected to and well respected by the communities they represent. In addition to acting as conduits to larger communities of stakeholders, SAC members will need to participate in the following activities during this 18-month project:

- **SAC meetings.** After a kick-off meeting in mid-September, the SAC will meet roughly twice a month through December 2015, then monthly through April 2016, with several project status meetings in late summer/early fall of that year. (See SAC Tentative Meeting Schedule below for more details.) Beyond attending these meetings, members may be asked to review materials prior to meetings.

Meetings will be held on Tuesday evenings from 6 to 8 p.m. at the Bureau of Planning and Sustainability office at 1900 SW 4<sup>th</sup> Avenue. A light meal will be provided. The City is committed to providing equal access to information and meetings, through special accommodation, translation or interpretation services.

- **SAC workshop.** SAC members are expected to participate in a full-day workshop in December 2015.
- **Public events.** Project staff will be running a parallel public involvement process to gather broad community feedback with public events and discussions scheduled at key milestones over the course of the project. SAC members will be expected to attend these events to help share conversations the SAC has had and to listen to input from event attendees.
- **Planning and Sustainability Commission (PSC)/City Council.** SAC members will be encouraged to attend the City Council briefing this winter and the PSC and City Council hearings scheduled for fall 2016.

### SAC Schedule (Tentative)

Activity	Timeframe
Establish Stakeholder Advisory Committee (SAC)	July – August 2015
SAC Meetings (2 hours, twice a month)	September – December 2015
1. Kick Off	
2. Intro and Issues: Scale of Houses	
3. Intro and Issues: Narrow and Substandard lots	
4. Intro and Issues: Alternative Housing Options	
5. Wrap up conversations (if needed)	
6. SAC Workshop (full day): Develop a wide range of options	December 2015
City Council Work Session	December 2015
SAC Meetings (2 hours, once a month)	January – March 2016
7. Develop evaluation criteria	
8. Evaluate the options	
9. Wrap up evaluations (if needed)	
Public Event (share results, solicit input)	April 2016
SAC Meetings (2 hours)	
10. Debrief open house	April 2016
11. Review Discussion Draft	July 2016
Public Review of Discussion Draft	July – September 2016
Public Event (share code proposals, get feedback)	September 2016
SAC Meeting (2 hours)	
12. Debrief public event (open house)	September 2016
Publish Proposed Draft to the Planning and Sustainability Commission	October 2016
Planning and Sustainability Commission Public Hearing	November 2016
City Council Review	December 2016

## **SAC Selection Process**

### **Committee Composition**

Members of the SAC will include individuals with specific interests or expertise, representatives of organizations that may be affected by the project outcome, and at-large members. To establish this committee in a timely manner, project staff will ask organizations with broad member bases interested in residential infill development and well-established networks to nominate a SAC member. These organizations include, but are not limited to, Neighborhood District Coalitions, Oregon Home Builders Association, United Neighborhoods for Reform, East Portland Action Plan, and the Diversity and Civic Leadership partners.

In addition to these nominations, 10 at-large positions will be available to ensure a wider variety of perspectives and citywide representation. The SAC discussions will benefit from members with interests, skills, knowledge and expertise in the areas of affordable housing, architecture, urban design, historic preservation, real estate and financing, alternative forms of housing, social and housing services, and sustainable development.

Interested parties are encouraged to contact one of their representative organizations or apply for one of the at-large positions. Mayor Charlie Hales will review applicants for final selection of SAC members.

### **Recruitment (July 1 – August 7, 2015)**

The SAC recruitment will be advertised through the media, BPS e-news, the City's webpage and social media sites like NextDoor, Facebook and Twitter. Anyone interested in being considered for a position on the SAC (including organization nominees) must submit a Statement of Interest to the project staff by Friday, August 7 at 5:00 pm.

The Statement of Interest Form is available on the project website: [www.portlandoregon.gov/bps/infill](http://www.portlandoregon.gov/bps/infill)

Send completed forms by:

**Email:** [Morgan.Tracy@portlandoregon.gov](mailto:Morgan.Tracy@portlandoregon.gov)  
**U.S. Mail:** Bureau of Planning and Sustainability  
c/o Residential Infill SAC  
1900 SW 4<sup>th</sup> Avenue, Suite 7100  
Portland, OR 97201

### **Statement of Interest Review and Committee Selection (August 10 – 14, 2015)**

Project staff will review all applications and select candidates who represent a variety of roles or interests, while being mindful to maintain a balance of viewpoints.

### **Appointments (August 28, 2015)**

Mayor Hales will review candidates for final selection of committee members. The Mayor will give priority to individuals who bring particular expertise and insight to infill issues, have been nominated by organizations that represent important and relevant communities or perspectives, and/or have a proven track record of working effectively and constructively in this kind of group process. Staff will then send out letters to selected members (and those not selected) by August 28, 2015.

### **First SAC Meeting (September 15, 2015)**

The SAC meetings will be held on Tuesdays from 6 – 8 p.m. at the Planning and Sustainability office at 1900 SW 4<sup>th</sup> Avenue. The first meeting is scheduled for Tuesday, September 15, 2015. Light dinner will be provided. The City of Portland will also provide translation, reasonably modify policies/procedures and provide auxiliary aids/services/alternative formats to persons with disabilities.

Transportation options: MAX, the Portland Streetcar and many buses serve this building. Call Tri-Met at 503-238-7433 or visit their website at [www.trimet.org](http://www.trimet.org) for routes and times. Bike parking is provided by the building entrance. On-street parking is metered until 7 p.m.

### **Questions?**

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- Sandra Wood, Supervising Planner, BPS, 503-823-7949, [sandra.wood@portlandoregon.gov](mailto:sandra.wood@portlandoregon.gov)

Or visit the project website for more information and updates: [www.portlandoregon.gov.bps/infill](http://www.portlandoregon.gov.bps/infill)