

ACTION ITEMS from 12.1.15 GATR Session, Streamline Affordable Housing Development

On December 1, 2015, Mayor Hales and Commissioner Saltzman led a GATR Session on immediate strategies to streamline the affordable housing development process. Participating bureaus included lead bureaus PHB, BDS, as well as PBOT, BPS, OMF, and CBO. Listed below are **action items** that were agreed upon during the session and the bureau responsible for completion.

The timelines proposed below allow for allow for information to be incorporated with FY 2016-17 budget requests. The City Budget Office will facilitate a follow-up meeting to report on progress in January 2016, to review the various proposals and determine next steps.

Portland Housing Bureau (PHB)

1. Provide policy proposal (with implementation milestones and timelines) on how PHB might link funding stipulations to milestones in the public works permitting process. Explore whether milestone should be reached earlier in the development process for affordable projects.
Proposed timeline: January 15, 2016 (Strategy #15)
2. Raise expectations of construction coordinators to provide closer project management and communication with BDS staff as projects approach and advance through land use/design review and permitting.
 - a. PHB to require that all affordable housing development firms (1) take full advantage of early assistance meetings and (2) submit full application packages (in contracts? As a change to management practice?). **(Strategy #1,2)** *Proposed timeline: January 15, 2016*
 - b. PHB to submit “pipeline” report or otherwise communicate with BDS on status of affordable housing projects. **(Strategy #3)** *Proposed timeline: January 15, 2016*
3. Provide a policy proposal (with implementation milestones and timelines) on creation of framework/system to track affordable housing development firm (i.e. architect, engineer, and design review team) performance. Goal to help firms better navigate development process by anticipating likely issues. **(Strategy #9)** *Proposed timeline: January 15, 2016*
4. Provide a policy proposal (with implementation milestones and timelines) on what would be needed to establish an “ombudsman” for affordable housing projects. Who would staff – BDS or PHB? Perhaps the role formalizes communication between the two bureaus. *Proposed timeline: January 15, 2016*

Bureau of Development Services (BDS)

1. In collaboration with BPS, provide a policy proposal (with implementation milestones and timelines) on potential next steps for the Mayor’s Office to amend Title 33 to channel affordable housing projects currently subject to Type III review to a Type IIX review (including pros and cons). **(Strategy #5a)** *Proposed timeline: January 15, 2016*
2. Work with the Mayor’s Office to convene a meeting of developers to discuss ideas for how to increase supply of affordable housing in the city. *Proposed timeline: January 15, 2016*
3. Report back on the design commission guidance document (clarifying design expectations and preferred building materials, etc). **(Strategy #6)** *Proposed timeline: February 1, 2016*

4. Provide a recommendation of whether PHB contract management (2a/2b above) should include establishing mandatory preliminary meetings for affordable housing project with Life Safety, Fire and Structural as necessary, and pre-submittal review and acceptance by staff prior to intake for permit. **(Strategy #4)** *Proposed timeline: January 15, 2016*
5. Provide a policy proposal for next steps, administrative changes required, and recommended sunset provision for prioritizing “City-funded affordable housing” in BDS permit/design review process. **(Strategy #7)** *Proposed timeline: January 15, 2016*

Bureau of Planning & Sustainability (BPS)

1. Report back on review/recommendations regarding design review committee governance. *Proposed timeline: provide project status at January 2015 follow-up meeting.*

City Budget Office

1. Reconvene GATR session workshop to discuss a data collection and reporting process to demonstrate the impact of action item implementation (e.g., reductions in cycle time for key steps: project selection; standards for land use/design review; and permitting practice). *Proposed timeline: February 1, 2016*