

Disposition of City Real Property Policy

Proposed Amendments to be considered at July 8 City Council Hearing

Proposed amendments indicated in *italics* using underlined text (additions) and strikethrough text (deletions).

Commissioner Fritz Amendment

To allow bureaus to express interest, even when current budget constraints limit their ability to act in the near term, amend "III.B Internal notification process for excess real property" to read:

III.B. Internal notification process for excess real property

3. Each City bureau,

- a) If interest from another City bureau or office is received by the City Real Property Coordinator, the City Real Property Coordinator shall coordinate contact between the interested City party and the originating bureau. *A bureau may indicate interest even if funding is not currently available and may develop funding options as part of the budget process.* If terms and conditions are agreed upon between the City parties, an ordinance will be placed on the Council's regular agenda by the originating bureau. The ordinance will ask Council to designate and assign the property to the interested City party.

Commissioner Fish Amendment

To ensure Neighborhood Association receipt of notification and ensure that Neighborhood Associations have the opportunity to comment, amend "III.C. External notification process for excess real property" to include additional follow up to the Neighborhood Association's Neighborhood Coalition office if no response has been received within the first 30 days.

III.C. External notification process for excess real property

1. If no City bureau ...

- c) The City Real Property Coordinator shall provide written notice of the proposed disposition and the Public Comment Period to the Neighborhood Coalition, the Neighborhood Association (including the Land Use Representative of the Association, if one is identified in the Office of Neighborhood Involvement Directory) and the Business Association for the area in which the property is located, of the bureau's intent to dispose of the property. *The City Real Property Coordinator shall call the Neighborhood Coalition office if the Neighborhood Association has not responded within 30 days.*

Commissioner Saltzman Amendment

To ensure consideration, when practicable, of subsequent uses that meet City and community objectives, amend “III.D. Declaration and disposition process for surplus real property” to include consideration as the ordinance is being prepared for disposition, and require including in the ordinance any proposed conditions for how the property will be disposed of and for what uses it can be disposed of:.

III. D. Declaration and disposition process for surplus real property

1. If, after the Public Comment Period has ended, the originating bureau still wishes to declare the real property surplus, the bureau shall prepare an ordinance to be placed on the Council’s regular agenda. Whenever practicable, the bureau and Commissioner in Charge shall consider proposing conditions for disposition of the real property for affordable housing, community, or open space use. The Council hearing shall be scheduled no earlier than 15 days after the Public Comment Period has ended.
2. The bureau and the City Real Property Coordinator will coordinate to update the City’s Excess Real Property web page with notice of the scheduled Council hearing when the ordinance is finalized for submission two weeks in advance of the Council hearing date.
3. The ordinance must declare the real property as surplus and authorize the bureau to proceed with a disposition. The ordinance shall provide the following information:
 - a) A description of the real property or interest to be declared surplus, including a map of the property, the legal description, any background information that may impact how a property may be disposed of and any conditions, easements, restrictions, and reservations of rights to be recorded on the deed at the time of disposition;
 - b) Any proposed conditions for disposition of the real property for particular uses or by particular methods;
 - c) A summary of public comments received during the Public Comment Period, if applicable; and
 - d) The reasons why the property has been determined excess to the bureau’s needs and City Council is being requested to authorize disposition of the real property.

Amendments approved at July 1 City Council Hearing

Approved amendments indicated in **bold** using underlined text (additions) and strikethrough text (deletions).

Required written response from Housing Bureau

Amend III.B.3 to require the Housing Bureau to respond in writing to notice of excess property availability.

III.B. Internal notification process for excess real property

3. Each City bureau, office, and Council office may provide a written response within 21 calendar days indicating whether or not the bureau or office is interested in the property. If a written response is not received within the first 14 calendar days after notification, the City Real Property Coordinator shall send a reminder notice to all non-responding bureaus and offices and to the City Council Chiefs of Staff. The City Real Property Coordinator may also directly contact property managers of non-responsive property managing bureaus. Bureaus may request additional time for consideration. Portland Parks and Recreation, **the Portland Housing Bureau**, and the Bureaus of Environmental Services, Transportation and Water shall be required to provide a written response. Any other bureaus or offices not responding within the 21-day period shall be considered not interested.

Amend the Resolution and amend the policy to add III.C.1.e. to require OMF to create and maintain a subscription notification service on the web page to allow any community organization, individual, interested party to subscribe to receive notifications when properties are posted to the web page.

Web Page Notification Subscription Service

The following statement in the Resolution was amended as follows:

WHEREAS, the web sites established by Water and BES serve as a model for the creation of a Citywide Excess Real Property web site, which will allow for substantial information to be shared about properties on that web site, and via links to PortlandMaps, and ~~will allow for~~ **shall create** a subscription service for interested community members including automatic notification when properties are posted, and

The policy was amended as follows:

III.C. External notification process for excess real property

1. If no City bureau ...
 - e) **The City Real Property Coordinator shall maintain a subscription notification service to allow for any interested member of the public to sign up to receive notice of all properties posted to the web page.**