

HILLSIDE COMMUNITY CENTER
653 NW Culpepper Terrace, Portland, Oregon 97210



Portland Parks & Recreation (PP&R) invites interest from individuals, for-profit and non-profit organizations and businesses to submit proposals for a leasing opportunity at the Hillside Community Center.

This Request for Interest (RFI) is encouraging and creating the competitive environment for a new lease agreement and to give all who may be interested an opportunity to suggest public-private partnerships resulting in a long-term relationship.

The leased area will be for the Community Center Building only consisting of the first-floor totaling 7,023 square feet and the basement totaling 3,281 square feet. Floor plans of both these areas are attached to this RFI. The selected operator will also have the non-exclusive use of the outdoor playground, athletic/courts and public parking lot.

About the Hillside Community Center

Designed in the mid-1940s by noted local architect Pietro Belluschi, the community center originated as the Catlin Gabel School. After the school moved, the Portland Art Association purchased the land and buildings in 1968 for use as an artists' cooperative. In 1972, finding the property too costly to maintain, the Art Association decided to sell, and word spread throughout the community that the most likely buyer was a condominium developer. Since many of the homes in the area are situated on steep lots with no backyards, residents felt that the site would be better used as a park and community center. The problem, of course, was money.

A citizen's organization, Citizens for Hillside Community & Recreation Center, Inc. (CHCRC), was formed for the purpose of preserving the property for a public park and community center. The CHCRC entered into an agreement with the Oregon Parks Foundation to help with the property acquisition and negotiated with the Art Association for a one-year option to purchase the land and buildings for \$106,500.

In early 1973, the option was secured with a down payment of money raised by the neighborhood. After an exhaustive neighborhood fundraising effort generated additional monies, including contributions from private

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foundations and City Council, the community was still \$25,000 short. To make up the difference, twelve families, sometimes referred to as the ‘Trembling Twelve,’ took out second mortgages on their homes to guarantee a loan of \$25,000 from the Bank of California that finalized the purchase of the property. Over the next several years, the community continued to hold fundraising events to help the families pay off the second mortgages.

In spring of 1974, the CHCRC, through the Oregon Parks Foundation, transferred the property over to the City of Portland, which accepted it as a public park and agreed to maintain the property and staff a community center. To create more open space, PP&R razed three of the four buildings on the property, keeping the gymnasium. Tennis courts, a soccer field, and a children’s play area were constructed to provide outdoor play spaces, and the gymnasium was remodeled with care taken to preserve the building’s exterior beauty.

The center was awarded a \$75,000 grant in 2002 and a \$75,000 grant in 2003 from the Northwest Neighborhoods Parks and Recreation Fund (I-405 Fund) of The Oregon Community Foundation. The grants were to be used to design and build a 580 sq ft multi-purpose room adjacent to the main building. However, in October 2003, the center experienced a fire that destroyed the kitchen and caused severe smoke damage throughout the rest of the building. Construction of the multi-purpose room was delayed until 2004, to coordinate that project with the repairs and clean-up needed on the main building.

PP&R Goals for a Community Center Lease

- To lease the entire building to a single entity.
- Bring daily positive activity and energy to the Hillside Community Center.
- Support a vibrant and inclusive community open space.
- Maintain the Community Center in a clean and safe condition.
- Act as a good neighbor.
- Support activities that are responsive to critical community needs.
- Support activities that strengthen networks and encourage creative partnerships between the City, nonprofits, community-based organizations and residents.

What will be the type of lease agreement

As a result of the fiscal year 2019-20 budget approved by Portland City Council, PP&R has no financial resources available for the operation of the Hillside Community Center. The form of the new lease agreement will be an “absolute triple-net” wherein the operator will be responsible for all costs or expenses, general and special, ordinary and extraordinary, foreseen and unforeseen and of every kind and nature whatsoever that may be directly related to the use and operation of the Hillside Community Center during the entire lease term or any extensions. Such costs and expenses include, but are not limited to, repairs, improvements, alterations, replacements, sidewalks, roof, exterior walls, gutters or downspouts, plumbing, mechanical equipment including heating or air conditioning, real property taxes, personal property taxes, any other governmental assessments, property damage/general liability insurance, utilities, snow and ice removal, janitorial, trash/recycling removal, security alarms/monitoring and all contracted services.

What other lease terms will be required

The selected operator will be required to permit the use of the Hillside Community Center for the continued public recreational purposes such as athletic activities and community events. The permit fees to be charged by

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the operator to the general public must remain affordable. The operator will also have the right to sub-lease areas to a third-party and, ***as an example, the operator could elect to permit the recreational component and sub-lease the basement areas for educational purposes.***

What will be the monthly rent charge under the lease

Based on the proposals received, PP&R will negotiate a monthly rental amount.

What have been the historical revenues and expenses

Attached to this RFI is a summary of the revenues generated through public recreational permits and expenses for the on-going property maintenance, repairs, utilities, garbage/recycling and janitorial services for the last three fiscal years. The selected operator will directly contract with any professional entity they choose for the on-going property maintenance and repairs, janitorial service and garbage/recycling services.

What types of uses are allowed

Hillside Park and the Hillside Community Center Building are combined into one (1) tax lot and zoned as Open Space (OS). Allowed uses of OS properties are defined by the City of Portland Zoning Code (Title 33, Planning and Zoning, Chapter 33.100, Open Space Zone). The Bargain and Sale Deed granted to the City of Portland in 1974 contains a restriction that the property will only be used for the purposes of a public park and recreation center. Chapter 33.100, Open Space Zone is attached to this RFI.

Want to tour the Hillside Community Center

PP&R will hold a property tour on **Tuesday July 30, 2019 from 10:00 am to noon** and we hope to see you there!
[MAP](#)

How to respond

For PP&R to effectively evaluate your proposal, please provide us with the following:

- **Cover Letter** to include the following: RFI title, Name(s) of person(s) authorized to represent the Proposer in negotiations and your contact information (street address, telephone phone numbers, email addresses and organization web-site).
- **Use Concept and Business Plan** to include the following: A concise summary of your proposal, financial pro-forma itemizing your anticipated revenues and operating expenses, how your experience and financial resources will successfully achieve your and PP&R's objectives for the Hillside Community Center and what you forecast as a time-line to be fully operational.
- **Sub-Lease Use** if your organization only has an interest in a potential sub-lease agreement, please indicate so within your proposal and this information will be shared with the selected operator.

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Next steps

Here is how we plan to move forward:

1. PP&R will appoint a committee to evaluate the proposals. The committee may seek outside expertise, including but not limited to input from technical advisors and the Hillside Neighborhood Association, to assist in evaluating proposals.
2. The committee will make a recommendation on which proposal(s) best achieve the desired goals and outcomes of this RFI.
3. The selected Proposer(s) may be scheduled for a personal interview(s) if deemed helpful. If more than one Proposer is selected in response to this RFI, PP&R reserves the right to decrease the number of Proposers as this process moves forward.
4. PP&R, in its sole discretion, reserves the right to not select any of the proposals and to terminate this RFI.
5. All PP&R decisions are final and not subject to appeal or dispute.
6. ***Proposals are due no later than August 13, 2019. Please submit one (1) electronic copy to the PP&R contact listed below by this date.***

Thank you for your interest in this RFI and we look forward to hearing from you.

PP&R Contact

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Program Specialist | Property & Business Development
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Portland, Oregon 97204
503.823.2583
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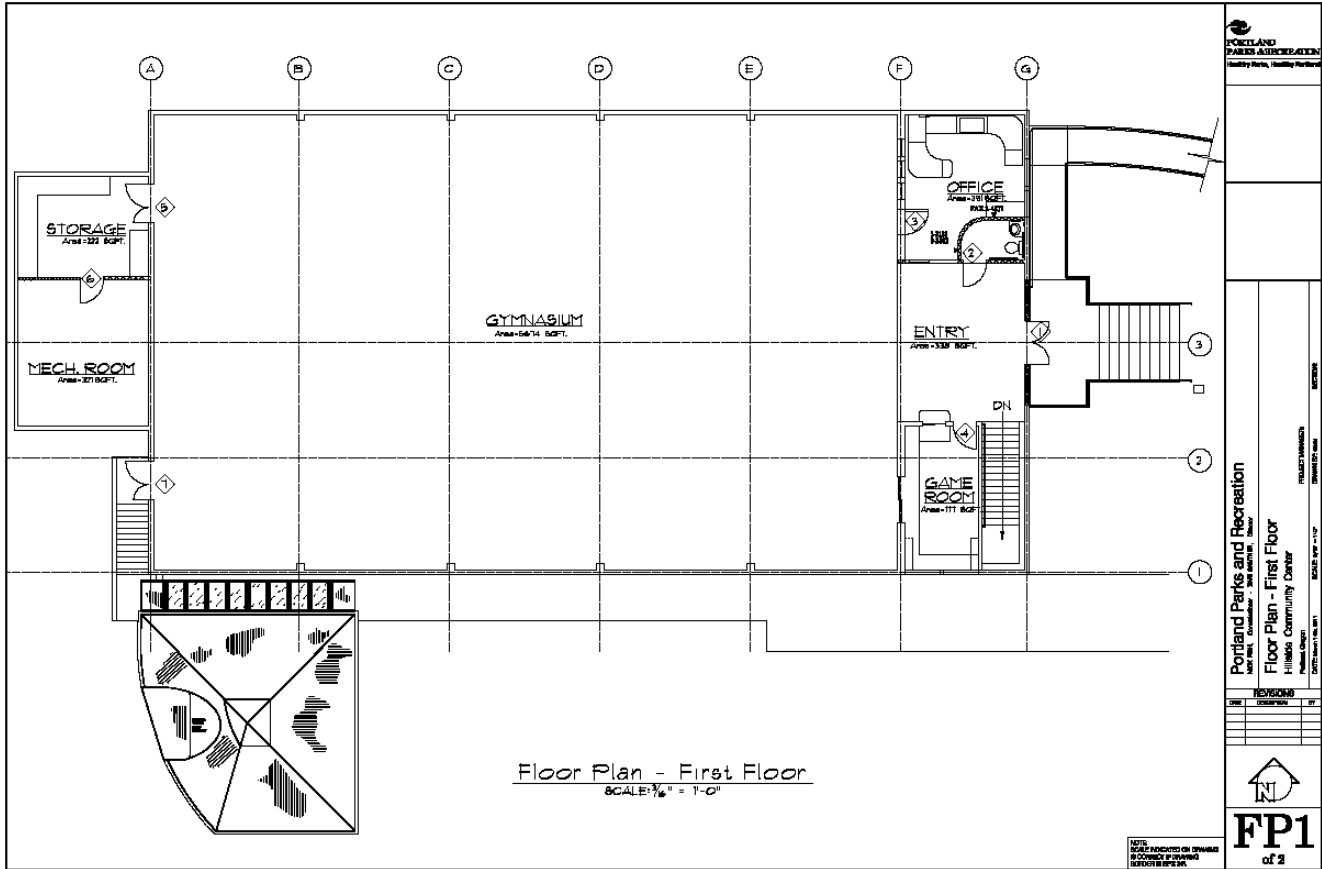
Supplemental Documents

1. First-Floor and Basement Floor Plans
2. Historical Revenue-Expense Summary
3. Title 33, Planning and Zoning, Chapter 33.100, Open Space Zone



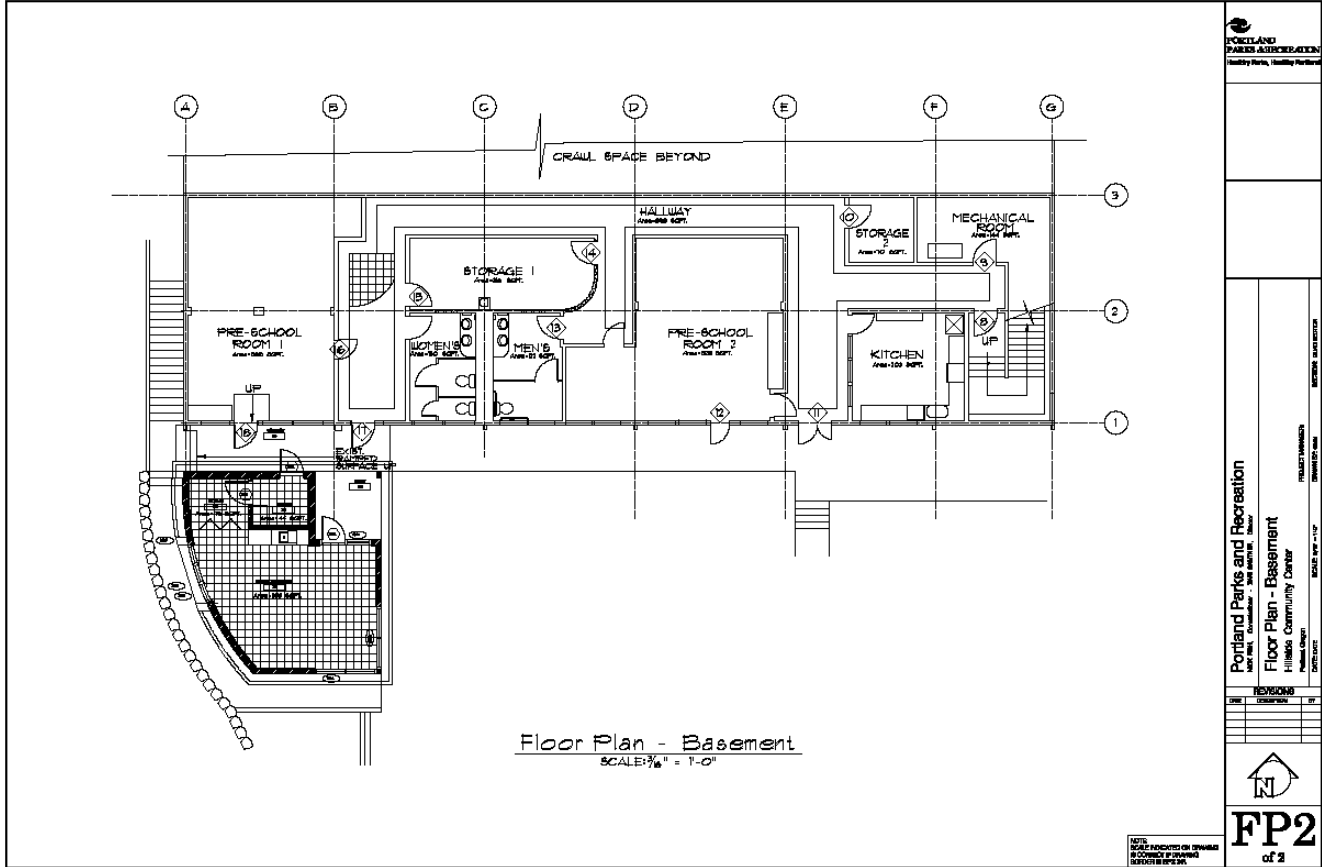
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HILLSIDE COMMUNITY CENTER-REVENUE/EXPENSE SUMMARY									
REVENUES					FY 16/17	FY 17/18	FY 18/19	AVE	
Recreational Permits [1]				Total	24,815	24,178	34,477	27,823	
EXPENSES									
PPR Central Services Maintenance Department-Labor/Materials					17,010	37,019	27,100	27,043	
Contracted Building Janitorial Services (Relay Resources)					20,970	24,620	20,883	22,157	
Water/Sewer/Stormwater (City of Portland)					8,481	9,953	11,721	10,051	
Electrical Service (Portland General Electric)					8,628	8,010	6,885	7,841	
Natural Gas Service (NW Natural)					4,646	4,129	4,298	4,357	
Garbage/Recycling Services (Waste Management)					1,503	1,678	2,170	1,783	
				Total	61,238	85,409	73,057	73,232	
FOOTNOTES:									
[1] Total number of Building Permits issued by FY: 16/17-69 Permits, 17/18-73 Permits, 18/19-126 Permits									



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Title 33, Planning and Zoning
1/13/17

Chapter 33.100
Open Space Zone

33.100 Open Space Zone

100

Sections:

General

- 33.100.010 Purpose
- 33.100.020 Short Name
- 33.100.030 Where the Zone Is Applied
- 33.100.040 Other Zoning Regulations

Use Regulations

- 33.100.100 Primary Uses
- 33.100.110 Accessory Uses
- 33.100.120 Nuisance-Related Impacts

Development Standards

- 33.100.200 Development Standards
- 33.100.205 Fences
- 33.100.210 Demolitions
- 33.100.220 Nonconforming Development
- 33.100.225 Signs
- 33.100.230 Trees
- 33.100.240 Recycling Areas

General

33.100.010 Purpose

The Open Space zone is intended to preserve and enhance public and private open, natural, and improved park and recreational areas identified in the Comprehensive Plan. These areas serve many functions including:

- Providing opportunities for outdoor recreation;
- Providing contrasts to the built environment;
- Preserving scenic qualities;
- Protecting sensitive or fragile environmental areas;
- Enhancing and protecting the values and functions of trees and the urban forest;
- Preserving the capacity and water quality of the stormwater drainage system; and
- Providing pedestrian and bicycle transportation connections.

33.100.020 Short Name

The short name and map symbol of the Open Space zone is OS.

33.100.030 Where the Zone Is Applied

The Open Space zone is applied to all land designated as "Open Space" on the Comprehensive Plan map. In addition, property owners may request an open space designation for open or natural areas that meet the purpose of the zone, and for view, conservation, or similar easements that can be shown as open space. See Chapter 33.810, Comprehensive Plan Amendments.



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Table 100-1 Open Space Zone Primary Uses	
Use Categories	OS Zone
Institutional Categories	
Basic Utilities	L/CU [5]
Community Service	CU [4]
Parks And Open Areas	L/CU [2]
Schools	CU
Colleges	N
Medical Centers	N
Religious Institutions	N
Daycare	CU
Other Categories	
Agriculture	L[7]
Aviation And Surface Passenger Terminals	N
Detention Facilities	N
Mining	CU
Radio Frequency Transmission Facilities	L/CU [3]
Rail Lines And Utility Corridors	CU

Y = Yes, Allowed L = Allowed, But Special Limitations CU = Conditional Use Review Required
N = No, Prohibited

Notes:

- The use categories are described in Chapter 33.920.
- Regulations that correspond to the bracketed numbers [] are stated in 33.100.100.B.
- Specific uses and developments may also be subject to regulations in the 200s series of chapters.

Use Regulations

33.100.100 Primary Uses

- A. Allowed uses.** Uses allowed in the open space zone are listed in Table 100-1 with a "Y". These uses are allowed if they comply with the development standards and other regulations of this Title. Being listed as an allowed use does not mean that a proposed development will be granted an adjustment or other exception to the regulations of this Title. In addition, a use or development listed in the 200s series of chapters is also subject to the regulations of those chapters.
- B. Limited uses.** Uses allowed that are subject to limitations are listed in Table 100-1 with an "L". These uses are allowed if they comply with the limitations listed below and the development standards and other regulations of this Title. In addition, a use or development listed in the 200s series of chapters is also subject to the regulations of those chapters. The paragraphs listed below contain the limitations and correspond with the footnote numbers from Table 100-1.
1. **Retail Sales And Service.** This regulation applies to all parts of Table 100-1 that have note [1]. Retail Sales And Services uses are conditional uses only when they are associated with a Park And Open Areas use. In other situations they are prohibited.



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2. **Parks And Open Areas.** This regulation applies to all parts of Table 100-1 that have note [2]. Uses in the Park And Open Areas category are allowed by right. However, certain accessory uses and facilities which are part of a Park And Open Areas use require a conditional use review. These facilities are listed below.
 - a. Swimming pools.
 - b. Cemeteries, including mausoleums, chapels, and similar accessory structures associated with funerals or burial.
 - c. Golf courses including club houses, restaurants and driving ranges.
 - d. Boat ramps.
 - e. Parking areas.
 - f. Recreational fields for organized sports. Recreational fields used for organized sports are subject to the regulations of Chapter 33.279, Recreational Fields for Organized Sports.
3. **Radio Frequency Transmission Facilities.** This regulation applies to all parts of Table 100-1 that have note [3]. Some Radio Frequency Transmission Facilities are allowed by right. See Chapter 33.274.
4. **Community Services.** This regulation applies to all parts of Table 100-1 that have note [4]. Most Community Service uses are a conditional use. However, short term housing and mass shelters are prohibited.
5. **Basic Utilities.** This regulation applies to all parts of Table 100-1 that have note [5].
 - a. Basic Utilities that serve a development site are accessory uses to the primary use being served.
 - b. Small Scale Energy Production that provides energy for on-site or off-site use are considered accessory to the primary use on the site. Installations that sell power they generate—at retail (net metered) or wholesale—are included. However, they are only considered accessory if they generate energy from biological materials or byproducts from the site itself, or conditions on the site itself; materials from other sites may not be used to generate energy. The requirements of Chapter 33.262, Off Site Impacts, must be met;
 - c. All other Basic Utilities are conditional uses.
6. **Manufacturing and Production.** This regulation applies to all parts of Table 100-1 that have note [6]. Utility Scale Energy Production from Large Wind Turbines is a conditional use. All other Manufacturing And Production uses are prohibited.
7. **Agriculture.** This regulation applies to all parts of Table 100-1 that have note [7]. Agriculture is an allowed use. Where the use and site meet the regulations of Chapter 33.237, Food Production and Distribution, the applicant may choose whether it is allowed as a Market Garden.



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- C. Conditional uses.** Uses which are allowed if approved through the conditional use review process are listed in Table 100-1 with a "CU". These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards, and other regulations of this Title. Uses listed with a "CU" that also have a footnote number in the table are subject to the regulations cited in the footnote. In addition, a use or development listed in the 200s series of chapters is also subject to the regulations of those chapters. The conditional use review process and approval criteria are stated in Chapter 33.815, Conditional Uses.
- D. Prohibited uses.** Uses listed in Table 100-1 with an "N" are prohibited. Existing uses in categories listed as prohibited may be subject to the regulations of Chapter 33.258, Nonconforming Uses and Development.

33.100.110 Accessory Uses

Uses that are accessory to a primary use are allowed if they comply with specific regulations for the accessory uses and all applicable development standards.

33.100.120 Nuisance-Related Impacts

- A. Off-site impacts.** All nonresidential primary and accessory uses must comply with the standards of Chapter 33.262, Off-Site Impacts.
- B. Other nuisances.** Other nuisances are regulated by Section 29.20.010 of Title 29, Property and Maintenance Regulations.

Development Standards

33.100.200 Development Standards

- A. Allowed or limited uses.** Allowed or limited uses are subject to the development standards stated below.
 - 1. Building setbacks.** Except as specified in paragraph A.3., buildings must be set back from all property lines a minimum of 1 foot for each foot of building height.
 - 2. Outdoor activity facility setbacks.** Except as specified in paragraph A.3. below, outdoor activity facilities, such as swimming pools, basketball courts, tennis courts, or baseball diamonds must be set back 50 feet from abutting R-zoned properties. Playground facilities must be set back 25 feet from abutting R-zoned properties if not illuminated, and 50 feet if illuminated. Where the outdoor activity facility abuts R-zoned properties in School uses, the required setback is reduced to zero.
 - 3. Recreational fields for organized sports.** Recreational fields used for organized sports are subject to Chapter 33.279, Recreational Fields for Organized Sports.
- B. Conditional uses.** Conditional uses are subject to the development standards stated below.
 - 1. Generally.** Except as modified by paragraph B.2 and B.3, the development standards of Table 110-5, in Chapter 33.110, Single-Dwelling Zones, apply.
 - 2. Minimum setbacks.** Buildings must be set back from all property lines a minimum of 1 foot for each foot of building height. Setbacks for structures that are accessory to recreational fields used for organized sports are subject to Chapter 33.279, Recreational Fields for Organized Sports.



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3. **Parking.** Conditional uses must meet the parking standards for that use in the CG zone, as stated in Chapter 33.266, Parking and Loading.

33.100.205 Fences

- A. Purpose.** The fence standards promote the positive benefits of fences without negatively impacting the community or endangering public or vehicle safety. Fences can create a sense of privacy, protect children and pets, provide separation from busy streets, and enhance the appearance of property by providing attractive landscape materials. The negative effects of fences can include the creation of street walls that inhibit police and community surveillance, decrease the sense of community, hinder emergency access, lessen solar access, hinder the safe movement of pedestrians and vehicles, and create an unattractive appearance. These standards are intended to promote the positive aspects of fences and to limit the negative ones.
- B. Types of fences.** The standards apply to walls, fences and screens of all types whether open, solid, wood, metal, wire, masonry, or other material.
- C. Location.** Fences may be 8 feet tall at the property line. Fences taller than 8 feet must be set back from the property line one additional foot for each additional foot of fence height over 8 feet. A fence within 30 feet of a street lot line may not be more than 10 percent sight obscuring.
- D. Reference to other regulations.** Electrified fences are regulated under Title 26, Electrical Regulations. The use of barbed wire is regulated under Title 24, Building Regulations.

33.100.210 Demolitions

- A. Generally.** Demolition on a site that requires a demolition permit is subject to the tree preservation and protection requirements of Title 11, Trees. See Chapter 11.50, Trees in Development Situations.
- B. Historic resources.** Demolition of historic resources is regulated by Chapter 33.445, Historic Resource Overlay Zone.

33.100.220 Nonconforming Development

Existing developments that do not conform to the development standards of this chapter may be subject to the regulations of Chapter 33.258, Nonconforming Situations.

33.100.225 Signs

The sign regulations are stated in Title 32, Signs and Related Regulations.

33.100.230 Trees

Requirements for street trees and for on-site tree preservation, protection, and overall tree density are in Title 11, Trees. See Chapter 11.50, Trees in Development Situations.

33.100.240 Recycling Areas

See Section 17.102.270, Businesses and Multifamily Complexes Required to Recycle, of the Portland City Code for additional requirements for recycling areas.