

**Portland Development Commission
North Macadam URA
Interim Housing Committee**

Charter

Project Background:

The North Macadam Urban Renewal Area (NMURA) was established by City Council in August 1999. The North Macadam Urban Renewal Plan, adopted at the same time, included the provision of “new housing units in mixed-income neighborhoods that collectively reflect a diversity of housing types, occupancy (rental and owner-occupied) and income levels in the City” as one of its general goals. In addition, in 2007 the Portland City Council adopted by Ordinance No. 180547 a policy that requires that at least 30 percent of all urban renewal expenses in the majority of URAs in Portland need to be devoted to affordable housing (30% set-aside policy). More specifically, the policy’s implementation plan states:

Policy will establish a requirement that a minimum of 30% of all tax increment resources in each URA with bonding authority beyond June 30, 2011 be spent on Affordable Housing.

- i) In the first 5-year period (July 1, 2006 to June 30, 2011), North Macadam will be required to a) spend at the level established by the Commission and City Council adopted funding plan, and b) spend a minimum of 30% beyond the 5-year period (i.e. the current 39% will not offset future expenditures).

Since 2005, PDC has acquired properties and provided financial assistance in pursuit of the NMURA plan and 30% set-aside policy goals. In 2009, City Council authorized the creation of the Portland Housing Bureau (PHB) to coordinate all housing activities in the urban renewal areas and the city as a whole.

This year the North Macadam Urban Renewal Advisory Committee (NMURAC) voted to request that PDC establish a Housing Committee in order for its members to provide PDC staff with input and advice on TIF financed housing related activities within the URA. The decisions regarding housing projects with TIF resources for housing will be made by PHB after July 2010. PHB is in the process of defining its public participation process for local and regional input and will invite all stakeholders in defining that process between now and the beginning of the budget process for the 2010-2011 Fiscal Year. It is anticipated that seats will be available for Urban Renewal Advisory Committee members to serve on the advisory body and sub-committees of PHB to advise PHB on all housing activity in the city.

Mission of the Committee:

The NMURA Interim Housing Committee will serve as an advisory group to PDC staff regarding the interface between general URA activities and efforts, URA housing projects, and the implementation of URA plans and policies until implementation of the PHB City advisory body is formed. The Interim Housing Committee could also provide input and advice on potential housing-related projects and policies, as those might arise under the direction of PDC.

Committee Reports:

The Interim Housing Committee will report its advice and recommendations to the PDC Central City Development Manager in charge of the NMURA. The Interim Housing Committee recommendations may be forwarded to the NMURAC, PHB, or PDC Board of Commissioners for consideration.

Scope of Work of the Committee:

The NMURA Interim Housing Committee will:

- Consider in their input City of Portland's and PHB's goals related to housing policy implementation.
- Consider in their input PDC's and the City of Portland's goal to prioritize projects that promote economic development and job creation.
- Serve as a two-way communication conduit between the community, stakeholders and PDC, and consider their interests and concerns.
- If appropriate, make presentations on the Committee's work to the NMURAC and the PDC Board of Commissioners.
- Attend public meetings and provide testimony as needed.

Duration and Number/Frequency of Meetings:

The Interim Housing Committee will hold its first meeting in spring 2010 and will continue until September 2010.

The Committee will meet once a month during the above-mentioned period, with flexibility to increase or decrease its frequency as needed. Each Committee meeting will be approximately two hours long, and scheduled to meet the needs of its members. The preliminary date for the Committee meetings is the fourth Wednesday of the month.

The Interim Housing Committee will present its input and recommendations to the PDC staff as they become available. Staff will coordinate the presentation of the Committee's input to the NMURAC, PHB, and the PDC Board of Commissioners, on an as-needed basis.

Organization and Facilitation:

The Central City Development Manager and/or the Public Participation Coordinator that work in the NMURA, in coordination with PHB staff, will develop meeting agendas and facilitate meetings. The Central City Development

Manager will be responsible for ensuring that Interim Housing Committee works within the parameters of its mission, scope of work and charter.

Meetings will be open to the public and provide a set amount of time at the beginning of each meeting for public comment. PDC staff will provide administrative support and project expertise to the Committee. PDC staff will not serve as voting members of the Committee.

Decision Making Process:

The Interim Housing Committee will primarily provide input to the PDC staff. In the event that the Committee needed to make recommendations, those would be advisory to PDC staff. The Committee will work to achieve consensus in developing recommendations. If consensus is not possible, the Committee will allow for a simple majority vote by verbal assent to provide the basis for a decision. In the case of a majority vote, the committee will provide the opportunity for minority reports to be submitted.

This Interim Housing Committee will represent a diversity of geography, skills and viewpoints. As such, Committee members are expected to listen and weigh both local community and city-wide goals and needs for the project. The Interim Housing Committee input and recommendations should represent a broad base of collective wisdom about what will best serve the City.

Ground Rules:

- Listen carefully and speak honestly.
- Respect the views of others.
- Keep an open mind.
- Critique issues, not people or organizations.
- Allow everyone to speak without dominating the conversation.
- Take responsibility for the success of the meeting.
- Listen and weigh both community and city-wide concerns.

Membership:

The Interim Housing Committee will have up to seven (7) members representing both local and city-wide viewpoints, such as:

- The North Macadam Urban Renewal Advisory Committee (two [2] seats);
- The South Portland Neighborhood Association;
- The South Portland Business Association;
- A higher education institution;
- An at-large for-profit developer;
- An at-large non-profit housing developer;
- An at-large local resident, and
- An at-large local business owner.

At least two of the members will belong to the Urban Renewal Committee. The identified Interim Housing Committee participants will serve as voting members.

In the event an appointed Committee member resigns his or her seat on the Committee, PDC staff will work with the organization the member represented to identify and appoint a new representative. If the resigning member were an at-large member, then PDC staff will identify the new member to replace the resigning member.

Neighborhood and business associations, the identified higher education institution, and the NMURAC could also designate an alternate representative to participate in the Interim Housing Committee in the event of a temporary absence of the principal representative. At any given time, only one organizational representative will have the opportunity to vote.

Attachment A lists the membership of the Interim Housing Committee.

Committee Officers:

The Interim Housing Committee will have one Chair designated by the PDC Central City Development Manager. The Chair will be the spokesperson for the Interim Housing Committee and will work closely with staff in the creation of the final report and recommendations from the Committee.

Roles and Responsibilities of Members:

- Attend all Interim Housing Committee meetings and other related public activities and advise the PDC Central City Development Manager in advance of meeting absences.
- Review agenda and meeting information in advance of the meeting.
- If a designated an organizational representative: keep the entity represented informed of issues and activities that come up in the Committee; and reflect the position of the entity in the discussion and votes of the committee.
- Assist PDC project staff in identifying and informing other community stakeholders.
- Testify at PDC and City meetings, if needed.