

PDC

PORTLAND DEVELOPMENT COMMISSION

DATE: February 27, 2008
TO: Board of Commissioners
FROM: Bruce A. Warner, Executive Director
SUBJECT: Report Number 08-32

Designation of "**Block U**" for the development of the Resource Access Center and Housing Authority of Portland housing and designation of "**Block 25**" for the development of the Blanchet House of Hospitality

EXECUTIVE SUMMARY

BOARD ACTION REQUESTED

Adopt Resolution Nos. 6563 and 6564

ACTION SUMMARY

Staff recommends that the Portland Development Commission designate "Block 25" as the site for the development of the Blanchet House of Hospitality (Blanchet House) and "Block U" as the site for the development of the Resource Access Center (RAC) as well as a homeless shelter, rental housing for a range of income levels, and commercial space (RAC Project).

This action clarifies the site selection and allows the Housing Authority of Portland (HAP), as the public agency developer of the RAC Project, to undertake master planning of Block U, including architectural and financial feasibility analysis with participation by PDC. This action also allows specific negotiations to begin with Blanchet House regarding the terms and conditions of the transaction.

Block 25 is the block bounded by NW Flanders and NW Glisan between NW 3rd and NW 4th. Block 25 is jointly owned by the PDC (1/4 block), the Blanchet House (1/16 block), and the City of Portland (remainder of block). The division of ownership on Block 25 is shown on Exhibit C attached hereto. The City of Portland, pursuant to a lease agreement with Northwest Natural Gas Company (NWNG), is obligated to provide NWNG the permanent daytime use of 130 parking spaces. This lease does not impact the PDC-owned portion of the block or the Blanchet-owned portion of the block.

Block U is entirely owned by PDC. It is the block bounded by NW Broadway, NW Hoyt, NW Sixth, and NW Irving. The site is cleared of buildings and is currently leased by TriMet through 2008. Information on Block U is attached as Exhibit D hereto.

The most recent communications to the Board on the siting of Blanchet House and the RAC Project occurred on January 23, 2008 and February 13, 2008 when informational reports and presentations detailed the work that had been done over several years related to siting both facilities.

If the two accompanying Resolutions are adopted by the Board, subsequent Board actions will include approval of:

- An Agreement between HAP, the City of Portland and PDC defining various roles and responsibilities of all parties, the terms and conditions of the anticipated funding and conveyance of land for the RAC Project, and an expression of intent by the City to provide long term operating support for the RAC.
- A Disposition and Development Agreement regarding the development plan, funding and land transaction related to Blanchet House.

PUBLIC BENEFIT

BLANCHET HOUSE

The Blanchet House has been located in the Old Town/Chinatown neighborhood on Block 25 since 1952 and is the only program within the Central City to provide three meals per day for homeless individuals. In addition to the ground floor meals program, the Blanchet House provides second floor bunk-bed living accommodations for 32 men. The Blanchet House has been working with PDC to find a site to replace and improve their existing operations for several years. New facilities will allow more appropriate and adequate space for the services provided and the internalization of the client queuing lines.

RESOURCE ACCESS CENTER / HAP HOUSING

The creation of a new resource space is intended to improve access to homeless assistance, provide a place for engagement, and provide homeless people with quick and direct access to programs and resources that move them directly into permanent housing. The proposed center would provide the services currently available at the Transition Project Inc. (TPI) Glisan Street facility, including a Men's Shelter, in an improved and expanded manner including men and women's showers, voice mail, local and long distance phone services, restrooms, food boxes, mailing address and pick-up, access to case management and housing assistance. In addition, the increased space at the RAC would allow for meeting rooms and classrooms, lockers, additional shower and restroom access, medical services, kitchen space, indoor bicycle storage, on site offices, confidential meeting space for visiting programs including employment, legal assistance, and mental health services. The new facility will also allow for a more in-depth client outreach and provide meeting space for extended staff. The relocated facility would be configured to address the elimination of sidewalk queuing.

In the floors above the RAC, HAP will build housing. The current housing program assumes that all units will be financed with the Low Income Housing Tax Credit (LIHTC) program requiring that all households have incomes at 60% of median or less. Some of these units will be permanent supportive housing that would likely be linked to the RAC staffing below for supportive services. The inclusion of permanent supported housing in the RAC Project is integral to meeting the City's 10-year Plan. Although housing aimed

at households at income levels above 60% of median will be explored, it is not anticipated that this component will be included without the need for additional TIF resources.

The first floor at the RAC Project is anticipated to include additional retail/commercial space to encourage an active street-level environment in support of the adjacent existing uses and future development in the area. TPI has expressed an interest in using some of this first floor commercial space to run a “micro-enterprise” such as a bakery employing RAC or shelter participants.

This action will support the following PDC goals:

- Develop healthy neighborhoods
- Provide access to quality housing
- Help businesses to create and sustain quality jobs
- Support a vibrant Central City (urban core)
- Contribute to a strong regional economy

PUBLIC PARTICIPATION AND FEEDBACK

Community interest has been and remains very high in the siting decision for the development to be undertaken by HAP including the RAC. There is a lesser degree of public interest in the Blanchet House siting apparently because the RAC Project will be substantially larger and because Blanchet House is already successfully operating the same service to be redeveloped on Block 25.

Different opinions and concerns have been well articulated by community members at twelve meetings held from November 2007 – February 2008 hosted by OTCT Visions, the OTCT Neighborhood Association and the OTCT Visions / Neighborhood Association Joint Land Use Committee, as well as through a variety of written correspondence addressed to PDC staff, the Board of Commissioners, the Housing Authority of Portland, and members of City Council.

On several occasions, residents, commercial interests, developers, board members of the Chinese Garden, social service providers and other OTCT stakeholders have reaffirmed their willingness to locate these facilities for the homeless in Old Town / Chinatown along with their desire to see increased public funding to OTCT for other private development initiatives. However, divergent community opinions have formed regarding the preferred site. Public testimony provided to PDC by a variety of neighborhood interests on February 13, 2008 did reflect support for siting the RAC Project on Block U. Although no consensus has been reached by stakeholders regarding site selection, particularly in regards the RAC Project, the opinions expressed during those meetings have guided the PDC staff in recommending this course of action.

It is anticipated that both Blanchet House and HAP/TPI will work with the community to develop a “Good Neighbor Agreement” related to the development and operation of their respective facilities.

COMPLIANCE WITH ADOPTED PLANS AND POLICIES

The Ten Year Plan to End Homelessness (10-year Plan), adopted by City Council on December 21, 2005 (Resolution No. 36367), includes the intent to create new resource space to provide homeless people with quick and direct access to programs that move them directly into permanent housing.

The Old Town / Chinatown Visions Plan was adopted by PDC in December 1997 and promoted the utilization of under-utilized parcels for a mix of housing for different income levels, along with commercial and retail uses.

The Old Town / Chinatown Development Plan, adopted by the City Council in December 1999 gave the following as a recommendation for immediate action regarding Block 25: “Acquire most of the block bounded by Glisan, Flanders, 3rd and 4th, undertake predevelopment work and prepare a development offering for a block that would include parking, housing, first floor retail and accommodation of the Blanchet House functions.”

FINANCIAL IMPACT

RAC / HAP: The PDC River District Urban Renewal Area (RD URA) budget under discussion initially included \$18 million for the development of the RAC Project. Preliminary financial analysis and design planning by HAP indicates that the financial gap may be closer to \$35 million dollars. Current budget discussions underway at the joint PDC / City Council Budget Work Group and the Urban Renewal Advisory Group include the RAC Project in the expanded RD URA and include \$28 million dollars for the RAC Project over two budget years. Block master planning and feasibility analysis need to be undertaken in order to determine the size, design, scope, cost, income and financing of the proposed RAC Project and the amount of PDC financial resources that may ultimately be necessary.

The TIF funding requirement depends on many cost and income variables that are yet to be fully explored including the total number of housing units, the number of parking spaces, the operating subsidy for the building, the extent to which the project can support permanent debt, the equity yield available through the use of the New Market Tax Credit (NMTC) and the Low Income Housing Tax Credit (LIHTC) and the availability of other financing sources for the development. It is assumed by PDC staff, however, that the \$28 million TIF budget currently under consideration will be sufficient for the development of a successful RAC Project meeting the design and program standards of PDC and HAP.

The RAC will be owned by HAP, through a subsidiary entity, and operated by TPI. The success of the RAC depends on a good management team (TPI) supported by sufficient operating income to provide adequate staffing. Most of the operating support for the RAC is anticipated to come from the City of Portland through BHCD to TPI, although it will be supplemented by private fundraising by the RAC operator along with contracts from private and public sources including the US Department of Veterans Affairs. Because most of the operating support is anticipated to come from the City, a subsequent action following this siting decision will be an Agreement between PDC,

HAP and the City that will state the City's intent to provide adequate resources to operate the RAC in future years.

Blanchet House: Since FY 05/06, potential funding of \$2 million has been considered for the redevelopment of Blanchet House. Current budget discussions anticipate this amount becoming available over two fiscal years as part of the RD URA budget. It is anticipated that this financing, along with the land transaction, will be implemented through a Development and Disposition Agreement (DDA) that will require evidence of adequate funding for a facility that meets appropriate design approval standards. Although the terms of the transaction have not yet been negotiated, it is anticipated that the land currently owned by Blanchet House (2,500 square feet more or less) will be exchanged for the land currently owned by PDC (9,500 square feet more or less). With the Block 25 siting decision finalized, negotiations leading to a DDA can proceed.

Blanchet House operations are not dependent upon public subsidy. Based on over fifty years of successful operation on Block 25 without public subsidy, PDC staff is confident that the operation will continue successfully in the new facility.

RISK ASSESSMENT

Financial:

Siting the RAC project on Block U and Blanchet House on Block 25 will likely require less TIF financing than putting both facilities on Block 25 because Block 25 has greater development potential than Block U. This greater potential may have resulted in a larger, more expensive, high rise building. In addition, location of the RAC Project on Block U allows for the deferment of construction of a 130+ car parking garage to accommodate the NWNG parking lease (including the temporary relocation of the 130 parking spaces during development) until a later date when additional funding is available.

Neighborhood Revitalization:

Providing a site for improved services to end homelessness, including adequately designed facilities with internalized queuing, improves the street level activity and the surrounding area's potential for economic growth.

Siting the RAC Project on Block U and Blanchet House on Block 25 results in the dispersal of social services over a wider geographic area, reducing the impacts on the New Chinatown/Japantown Historic District. Alternatively, this decision impacts the development potential of two blocks by committing a portion of Block 25 to Blanchet House and all of Block U to the RAC Project, requiring that future redevelopment in both the Broadway Corridor and North Old Town/Chinatown areas accommodate these uses. It is staff's intention that any negative impacts be mitigated to the extent possible through quality design and attention to active ground floor uses.

In addition, after the Blanchet transaction is complete, the City of Portland, without PDC involvement, will own most of the undeveloped portion of Block 25. The transfer of the City-owned portion of Block 25 to PDC for future redevelopment may mitigate some of the impacts to neighborhood revitalization of allowing the RAC Project to go forward on Block U. Staff will work for this result, on a separate but parallel track to the development of the RAC Project, due to the desires of the City and HAP to expedite the development

of the RAC. The City's intent to move in this direction has already been codified in two City Council actions. (1) The Old Town / Chinatown Development Plan, adopted by the City Council in December 1999 provided the City intent regarding Block 25 recommending for immediate action "Acquire most of the block bounded by Glisan, Flanders, 3rd and 4th, undertake predevelopment work and prepare a development offering for a block that would include parking, housing, first floor retail and accommodation of the Blanchet House functions." (2) The Northwest Natural Gas Company lease authorized by City Ordinance No 173396 in May 1999 also stipulates the City's intent stating "The City desires to redevelop, or cause the redevelopment of, the Parking Property at some point in the future."

Public Trust:

Because these facilities both offer services to the homeless, there is no siting decision that would be without its opponents. Although many opinions have been expressed regarding these siting decisions, and no consensus was reached in community meetings, there was considerable public opinion expressed against the siting of both the RAC and Blanchet House together on Block 25.

WORK LOAD IMPACT

The negotiation and implementation of agreements for the development of the RAC Project, the Blanchet House redevelopment, and the transfer of the City's portion of Block 25 to PDC will require a substantial investment of staff time from a variety of departments including Housing, Development, Legal, and Real Estate and Construction Services. Given the high priority nature of these projects, and the desire by all parties to expedite the transactions to the greatest extent possible; staff time will need to be prioritized for these efforts.

ALTERNATIVE ACTIONS

Many sites were considered over the past two years and these options, along with the reasons to narrow the search to Block 25 and Block U, were discussed at the two preceding Commission briefings. Because siting both facilities on Block U did not work due to the program requirements of both developments and the physical constraints of Block U, the only viable alternative action to this recommendation would be siting both Blanchet House and the RAC Project on Block 25. Although this alternative does offer the advantage of leaving a full block, Block U, with its full development potential, it concentrates two facilities serving the homeless on one site increasing the impact on neighboring uses. In addition, the development of both facilities on Block 25 would result in the temporary disruption of the Blanchet services and would require a greater amount of TIF financing.

CONCURRENCE

Concurs with siting decision

Portland Bureau of Housing and Community Development
Housing Authority of Portland

City Commissioner, Erik Sten
Mayor Thomas Potter
Transition Projects, Inc.
Blanchet House of Hospitality

BACKGROUND

At the Commission Hearing of 1/23/08, information was provided on siting work done related to both projects. At that meeting, staff was asked to primarily focus on Block U and Block 25 as the best potential sites given their public ownership. Staff focused on these sites, continued to look at other options, continued to address siting issues as listed below, and reported to the Commission on February 13, 2008 with the second informational report.

At the February meeting, staff explained the issues continuing to influence the siting decisions. Input from the Board of Commissioners, considerable public testimony, statements by the Housing Authority of Portland, Blanchet House, and Transition Projects Inc. resulted in further analysis and this final recommendation to separate the two facilities and to locate the RAC Project on Block U and Blanchet House on Block 25.

The background information provided below was also provided in the February 13, 2008 Commission Report with the exception of additional information in item (#1) below and the final recommendation (#7).

- 1. What is the longstanding PDC commitment to Blanchet House?**
- 2. Does the TPI Resource Access Center facility require a full ½ block?**
- 3. What else will be developed by HAP in addition to the TPI Access Center, and how does that impact site selection?**
- 4. Should Blanchet House and the HAP/TPI development be located together?**
- 5. Are any privately owned sites available and better suited than Block U or Block 25?**
- 6. How do Block U and Block 25 compare?**
- 7. What are the reasons for the staff recommendation to designate Block U for the RAC Project and Block 25 for Blanchet House?**

(1) What is the longstanding PDC commitment to Blanchet House?

Conversations between Blanchet House and PDC Staff and Board have moved in various directions over the years, but the general, long-term understanding shared by both entities was that Blanchet House would obtain land through PDC, which, when added to their current land area would result in a distinct ¼ block area of approximately 100'X100' in the northwest corner

of Block 25. It was also understood that pursuant to the necessary processes, TIF financing of up to \$2 million dollars would be budgeted for the Blanchet redevelopment. PDC first included this item in the FY 05/06 Downtown Waterfront budget.

More recent communications with Blanchet House have clarified their desire to acquire the PDC-owned property in the northeast corner of Block 25 (approximately 9,500 square feet) in exchange for the Blanchet-owned property in the northwest corner of Block 25 (approximately 2,500 square feet). A February 5, 2008 letter confirming this intent of the Blanchet House is attached as Exhibit E hereto. Staff concurs with this request because this would allow the Blanchet House services to continue without interruption during the development of their facility, preserves the southern portion of the block adjacent to the Old Town Lofts, Festival Street and the Chinese Garden for other development uses, and causes no disruption of the NWNG parking arrangement. In addition, this follows the current block ownership pattern and does not impact the City-owned portion of Block 25.

(2) Does the TPI/RAC program require a full 3/4 block?

Both TPI and BHCD have each represented that a minimum of 19,500 useable square feet is needed for the service program they envision including the men's shelter (8,000 SF) and an enclosed courtyard/queuing area (1,500 SF). A full description of the proposed RAC is included as Attachment F. Although some administrative functions could potentially be located on a mezzanine level, both TPI and BHCD confirm, and staff concurs, that the RAC program is far better suited to a single level, at-grade design for the following reasons:

1. Stacking program space necessitates multiple stairwells and elevators, which are very difficult to monitor. Experience with multi-level, social service programs shows the challenges of managing spaces that are disconnected from staff. Safety and program compliance is best achieved when the program is directly accessible from the street and all on one level.
2. For security reasons, the housing residents and the shelter residents/RAC participants cannot share elevators or stairwells. Elevators and stairs are amongst the more costly building components to construct. Each additional elevator serving two floors will cost approximately \$50,000.
3. A multi-level center does not provide the desired level of accessibility for a population that is often challenged both physically and mentally. Stairs and elevators add a level of difficulty for guests to make their way through the facility.
4. As with retail, office, education, and hospital uses, contiguous floor space is preferable and more successful than space split over multiple levels because it is more efficient. In addition, stairs and extra elevators waste space that might otherwise be program space.
5. The RAC and men's shelter programs include many functions that do not suit storefront applications. Areas for kitchen, showers, restrooms, sleeping quarters, clothing rooms, storage and laundry rooms all work well in the middle of the block. A smaller floor plate over two levels makes it more likely that some of these functions will be along the street, requiring either obscured glass or blank walls. This is not good urban design and would not serve neighborhood interests.
6. Additional staff is needed to manage disconnected spaces making operation of multi-level space more costly to operate.

In addition to the RAC and homeless shelter requiring 19,500 useable square feet on one level; the RAC Project will include housing and parking. These additional uses require additional ground floor space for a garage entrance, housing entrances, lobby, elevator corridors, and other mechanical/utility spaces. With the additional development goal of neighborhood servicing ground floor uses, a ¾ block is the minimum site that is adequate for this development. If sited on Block 25, the need to meet the NWNG parking obligation clearly points to the need for a full block. If on Block U, the physical characteristics of the site with two elevated frontages logically points to a full block development.

(3) What else will be developed by HAP in addition to the RAC, and how does it impact site selection?

The final development shape and program will be modified based on master planning exercises to be undertaken with community involvement, considering the needs of HAP and TPI, the site selected, and on the availability of private and public financial resources. All parties are in agreement that the public will participate in block master-planning and the development will be a well-designed, high quality building.

In addition to the Resource Access Center, the proposed development will include other neighborhood serving ground floor uses including the possibility of “micro enterprise” retail uses sponsored by TPI, community space and/or retail/commercial space. If Block 25 is selected, many in the OTCT neighborhood have expressed a preference that the development focuses on neighborhood-serving ground floor uses on the southern portion of the development to support public investment in Old Town Lofts, the Portland Classical Chinese Garden, the Flanders Festival Street, and the future redevelopment of the East of Pearl building.

The housing program will be determined over the next month and will include housing that is eligible for the Low Income Housing Tax Credit program i.e. housing for households at 60% of median income or less. Feasibility analysis will look at an additional component of housing available to households at higher incomes. The actual number of units to be developed for all income levels is yet to be determined but will likely be approximately 225 units. The availability of financial resources and site capacity are two major factors that will influence the eventual housing mix.

If sited on Block 25, the development will provide the 130 spaces of parking for NWNG. Additional parking needs associated with the housing and social service uses are modest and depend on the housing mix, financial resources and building costs.

Absent Blanchet House, the PAC Project could be equally accommodated on either Block U or Block 25.

(4) Should Blanchet House and the HAP/TPI Development be located together?

Both facilities should be located in the same general area because many of the residents of the men’s shelter and clients of TPI will utilize the Blanchet House meal program several times a day. However, aside from that aspect, the two organizations are completely distinct and there is no “synergy” gained in siting proximity.

Block U is not suitable for locating both development programs. Block U has readily usable frontage on only two sides rather than four given the street and sidewalk elevations and the impact of the Broadway bridge ramp. It is not feasible to construct adequate ingress/egress points for the necessary loading docks, parking, retail, Blanchet House, RAC, housing and shelter. Although the built volume required by the two facilities could be achieved on Block U; subdividing a portion for Blanchet and a portion for RAC Project makes siting both developments on Block U infeasible.

Block 25 can accommodate the development of both programs. However, one drawback of locating both on Block 25, where Blanchet is currently operating, is the likelihood of interruption to the Blanchet House program during construction.

(5) Are any privately owned sites available and better suited than Block U or Block 25?

Following the Board meeting of January 23, 2008, staff considered several other privately owned sites. More detailed analysis on these sites, along with information regarding other locations considered over the past year, are more fully described in Attachment D.

The owner of the “Oregon Casket” property proposed locating the RAC Project on Block U, and in exchange for his Oregon Casket property, a portion of which would be used by Blanchet House, he would take over the opportunities and obligations of developing Block 25. Although staff spent some time discussing this option and variations of this option with the owner, the owner and Staff agreed that a mutually viable agreement could not be reached.

The owner of the “East of Pearl” property on the north side of Glisan Street (Block O) has expressed interest in the possibility of siting the RAC Project there. Analysis by HAP determined that this building is not well suited for this project given its vertical design, accessibility challenges, the size of the floor plate, and the limited potential for any significant amount of additional housing anticipated to be a large part of the development program. Additionally, the current state of ownership and financial commitments to the project would provide a significant complication for the RAC Project.

6) How do Block U and Block 25 compare?

PROGRAM ELEMENTS	BLOCK U BROADWAY CORRIDOR	BLOCK 25 CHINATOWN CORRIDOR
Development Capacity	75' height limit results in wood frame construction over concrete podium	FAR limit allows for development of post-tension concrete building (height not an issue)
Access	Pedestrian access on two sides only due to elevated sidewalks (potential for access from elevated streets) Vehicle or loading access on one street only On bus mall and light rail	Pedestrian access on all 4 sides Vehicle or loading access on multiple sides On light rail, two block from bus mall
Site Encumbrances	Vacant site with no encumbrances [Tri-met lease?]	City requirement to replace 130 parking spaces for NW Natural Blanchet House listed in City's Historic Resource

		<p>Inventory; Blanchet House and Dirty Duck listed as contributing structures to historic district</p> <p>Businesses in Dirty Duck building must be relocated</p>
Development Timing	<p>Property is development ready following preliminary due diligence</p> <p>[Tri-met lease?]</p>	<p>Demolition of Blanchet House and Dirty Duck building must go through City Demo/Denial process</p> <p>City must identify and negotiate temporary parking for NW Natural</p> <p>Project must be staged if Blanchet House service is not interrupted during construction.</p> <p>Preliminary due diligence</p>
Development Location	<p>Site is in the Broadway Corridor Development area</p> <p>Adjacent to Union Station</p> <p>Surrounding redevelopment opportunities include the Greyhound property, Block R, Post Office and 511 Building</p>	<p>Site is in the middle of the N. OT/CT Study area.</p> <p>Bookend to the Chinese Business Corridor & Third and Fourth Avenues Streetscapes and across the street from Old Town Lofts</p> <p>On Festival Street</p> <p>Surrounding redevelopment opportunities include Fish Block, NW Natural Parking lot, JBH property, Block P</p>
Visibility	<p>Highly visible from Broadway Bridge and bus</p>	
Housing Program	<p>Site could accommodate 250 units</p> <p>Site would develop as affordable housing only and could replace the Grove hotel</p> <p>Development allows Block 25 to develop purely as market rate uses (and NWNG parking)</p>	<p>Site could accommodate up to 300 units</p> <p>Site would develop as mixed income housing (minimum 150 affordable units) and could replace the Grove Hotel</p> <p>Development allows Block U to develop in concert with Block R as purely market rate uses.</p>
Service Program	<p>Site could accommodate Resource Access Center and Blanchet House</p> <p>Queuing can be internal to the block</p> <p>Development does not require any interruption of TPI or Blanchet House services.</p>	<p>Site could accommodate Resource Access Center and Blanchet House</p> <p>Queuing can be internal to the block</p> <p>Development may require interruption or temporary relocation of Blanchet House services</p>
Parking	<p>Limited parking needed due to target population and location.</p> <p>Limited or no parking for service programs</p> <p>Two blocks from parking garage and surface parking lots</p>	<p>Replacement of NWNG parking is required.</p> <p>Resident parking may be required for mixed-income housing.</p> <p>Can accommodate parking for service program on site.</p> <p>Three blocks from parking garage and across the street from surface parking.</p>

Budget	Site constrains development to 5-over-1 development and limits subsidy needed Subsidy for parking not required	Subsidy for NWNG parking required. Resource Access Center and housing subsidy dependent on density of development and mix of housing types.
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(7) What are the reasons for the staff recommendation to designate Block U for the RAC Project and Block 25 for Blanchet House?

1. Siting the RAC Project on Block 25 would likely require more TIF financial resources given the greater development potential of Block 25 and the NWNG parking obligation.
2. Locating the two facilities over different sites disperses the concentration of services aimed at homelessness with a decreased impact on neighboring uses
3. Significant community opinion was expressed against the use of Block 25 for both facilities.
4. The City will not have to identify and provide for temporary parking for NWNG during the construction period.
5. The services provided by Blanchet House can continue uninterrupted during the construction of their own facility and the construction of the RAC Project.
6. This siting leaves open the opportunity to work with the City to transfer the City owned portion of Block 25 to PDC to further the shared goal of additional development in the heart of Old Town / Chinatown on Block 25.
7. This siting decision finalizes a difficult process of site selection and allows both projects, with their valuable services to vulnerable populations, to move forward.

ATTACHMENTS:

- A. URA Financial Summary
- B. Project Summary
- C. Block 25 site information
- D. Block U site information
- E. Blanchet House letter February 5, 2008
- F. RAC Program Summary

- CC:**
- A. Wilch, Director of Housing
 - C. Twete, Director of Development
 - S. Harpole, Development Project Coordinator
 - B. Shaw, Housing Sr. Project Coordinator
 - L. Gramp, Assistant General Counsel
 - M. Baines, General Counsel
 - J. Jackley, Executive Operations Manager

URA FINANCIAL SUMMARY

330 - River District Seven Year Forecast

	Current Year	Seven-Year Budget and Forecast Total							Total
	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	
Resources									
Beginning Fund Balance	10,316,420	4,077,159	2,302,624	6,002,786	4,479,012	6,270,723	(1,751,545)	(740,983)	4,077,159
Tax Increment Debt Proceeds	11,366,622	42,779,959	43,887,814	31,893,918	38,909,815	32,985,404	15,550,582	21,060,197	236,896,889
Other Resources	2,510,000	1,800,000	1,000,000	1,000,000	1,000,000	875,000	500,000	500,000	6,675,000
Total Resources	24,193,042	48,657,118	47,170,438	38,598,684	44,388,827	45,131,127	14,309,037	20,299,234	237,548,848

	Current Year	Seven-Year Budget and Forecast Total							Total
	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	
Requirements									
Dev and Ec Dev									
Existing Commitments									
13113 - One Waterfront Place Parking	500,000	8,000,000	0	0	0	0	0	0	8,000,000
13119 - RD Neighborhood Park	500,000	3,500,000	1,500,000	0	0	0	0	0	5,000,000
13137 - RD Eastside Streetcar	0	0	0	0	0	17,000,000	0	0	17,000,000
10226 - Meier and Frank	3,000,000	0	0	0	0	0	0	0	0
Union Station Critical Imp	410,000	2,150,000	3,150,000	2,500,000	0	0	0	0	7,800,000
Strategic Initiatives									
13104 - Centennial Mill	950,000	1,650,000	4,500,000	4,000,000	0	0	0	0	10,150,000
Target Industry Development	0	0	0	2,000,000	3,000,000	3,000,000	1,000,000	1,000,000	10,000,000
13138 - RD Post Office	2,750,000	1,250,000	2,000,000	2,000,000	25,500,000	0	0	0	30,750,000
70003 - Financial Assistance Programs	2,131,660	2,000,000	2,000,000	2,000,000	2,000,000	1,785,000	2,000,000	2,000,000	13,785,000
New Projects									
Mulmah County	0	0	0	0	0	10,000,000	0	0	10,000,000
Other Project/Programs									
Satellite Districts	0	0	0	0	500,000	4,500,000	8,000,000	8,000,000	19,000,000
Neighborhood School	0	0	0	0	0	0	0	0	0
Flanders Pedestrian Bridge	2,000,000	0	0	0	0	0	0	0	0
Block 25 - Parking Obligation	0	0	0	0	0	0	0	0	0
Block 25 - Workforce Housing	0	0	0	0	0	0	0	0	0
3rd and Alder Garage	0	0	0	0	0	0	0	0	0
10th and Yamhill	0	8,000,000	0	0	0	0	0	0	8,000,000
10225 - RD Retail Loan Program	200,000	0	0	0	0	0	0	0	0
10227 - RD Historic Preservation	75,000	0	0	0	0	0	0	0	0
13117 - Development Loan Program	500,000	0	0	0	0	0	0	0	0
13135 - River District Seismic Loan Program	350,000	0	0	0	0	0	0	0	0
80006 - RD Burn/Couch Streetcar	0	0	0	0	0	0	0	0	0
13088 - RD Storefront Grants	401,499	0	0	0	0	0	0	0	0
70013 - RD Business Retention	107,000	0	0	0	0	0	0	0	0
11284 - RD Burn/Couch Trans	500,000	0	0	0	0	0	0	0	0
13143 - RD Environmental	125,000	0	0	0	0	0	0	0	0
11283 - RD Public Site Imprv	250,000	0	0	0	0	0	0	0	0
80005 - RD Transit Mall Redev	500,000	0	0	0	0	0	0	0	0
10234 - RD Park Avenue Redevelopment	100,000	0	0	0	0	0	0	0	0
13138 - RD DOS	100,000	0	0	0	0	0	0	0	0
New-AB Property Redevelopment (Parking)	0	0	0	0	0	0	0	0	0
New - DTWF AB Plaza-Historic Preservation	0	0	0	0	0	0	0	0	0
11032 - RD Light Rail	0	0	0	0	0	0	0	0	0
13112 - North Pearl Planning	200,000	0	0	0	0	0	0	0	0

330 - River District Seven Year Forecast

Requirements	Current Year	Seven-Year Budget and Forecast Total							
	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Total
Dev and Ec Dev									
13115 - RD Station Place Redev	50,000	0	0	0	0	0	0	0	0
13116 - RD Prdevelopment	0	0	0	0	0	0	0	0	0
90002 - RD Westside Study/Central City	0	0	0	0	0	0	0	0	0
13142 - RD Project Management	0	0	0	0	0	0	0	0	0
90016 - RD Signage and Lighting	88,000	0	0	0	0	0	0	0	0
New-OT/CT Redevelopment	0	0	0	0	0	0	0	0	0
Community Economic Development	0	0	0	0	0	0	0	0	0
Dev and Ec Dev Total	15,788,159	26,550,000	13,150,000	12,500,000	31,000,000	36,265,000	9,000,000	11,000,000	139,465,000
Housing (Set Aside)									
New - Yards at Union Station PhC	0	3,700,000	0	0	0	0	0	0	3,700,000
New - Affordable Rental Hsg	1,000,000	7,000,000	3,750,000	0	0	0	0	0	10,750,000
New - Access Center/All Hsg	0	750,000	10,250,000	17,000,000	0	0	0	0	28,000,000
New - Blanchet House Redev	0	1,000,000	1,000,000	0	0	0	0	0	2,000,000
37927 - Lot 5 All Family Housing	50,000	0	0	0	0	0	0	0	0
37928 - HSP All Rental Housing A	0	500,000	0	0	1,000,000	0	2,000,000	3,000,000	6,500,000
37928 - HSP All Rental Housing B	0	0	0	0	0	0	0	0	0
New - Fairfield Preservation	0	0	0	0	500,000	0	0	0	500,000
New - New Avenues For Youth	0	1,200,000	0	0	0	0	0	0	1,200,000
90014 - Affordable Homeownership	500,000	0	6,500,000	0	0	0	0	3,000,000	9,500,000
New - Block 13 All Homeownership	0	0	0	0	0	0	0	0	0
Housing Total	1,550,000	14,150,000	21,500,000	17,000,000	1,500,000	0	2,000,000	6,000,000	62,150,000
Other Direct Expenses									
Central Services	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Executive	202,209	200,000	0	0	0	0	0	0	200,000
Other Direct Expenses Total	252,209	250,000	50,000	50,000	50,000	50,000	50,000	50,000	550,000
Total Direct Expenditures	17,990,368	40,950,000	34,700,000	29,550,000	32,550,000	36,315,000	11,050,000	17,050,000	202,165,000
Fund Expenditures									
Total Direct Expenditures	17,990,368	40,950,000	34,700,000	29,550,000	32,550,000	36,315,000	11,050,000	17,050,000	202,165,000
Personal Services Costs	31,791	0	0	0	0	0	0	0	0
Staffing and Administrative (Indirect Costs)	2,495,724	5,404,494	5,567,672	5,567,672	5,567,672	5,567,672	4,000,000	4,000,000	35,675,182
Contingency	1,500,000	0	2,079,512	780,000	432	0	0	0	0
Total Requirements	21,615,983	46,354,494	42,347,184	35,906,672	38,118,104	41,882,672	15,050,000	21,050,000	237,840,182
Ending Balance	2,577,159	2,302,624	4,823,254	3,690,012	6,270,723	(1,791,549)	(740,983)	(191,786)	(191,334)

PROJECT SUMMARY

Resource Access Center Project

Project Name: RAC Project

Description: Access Center for homeless, Men's Shelter and Housing Authority of Portland housing

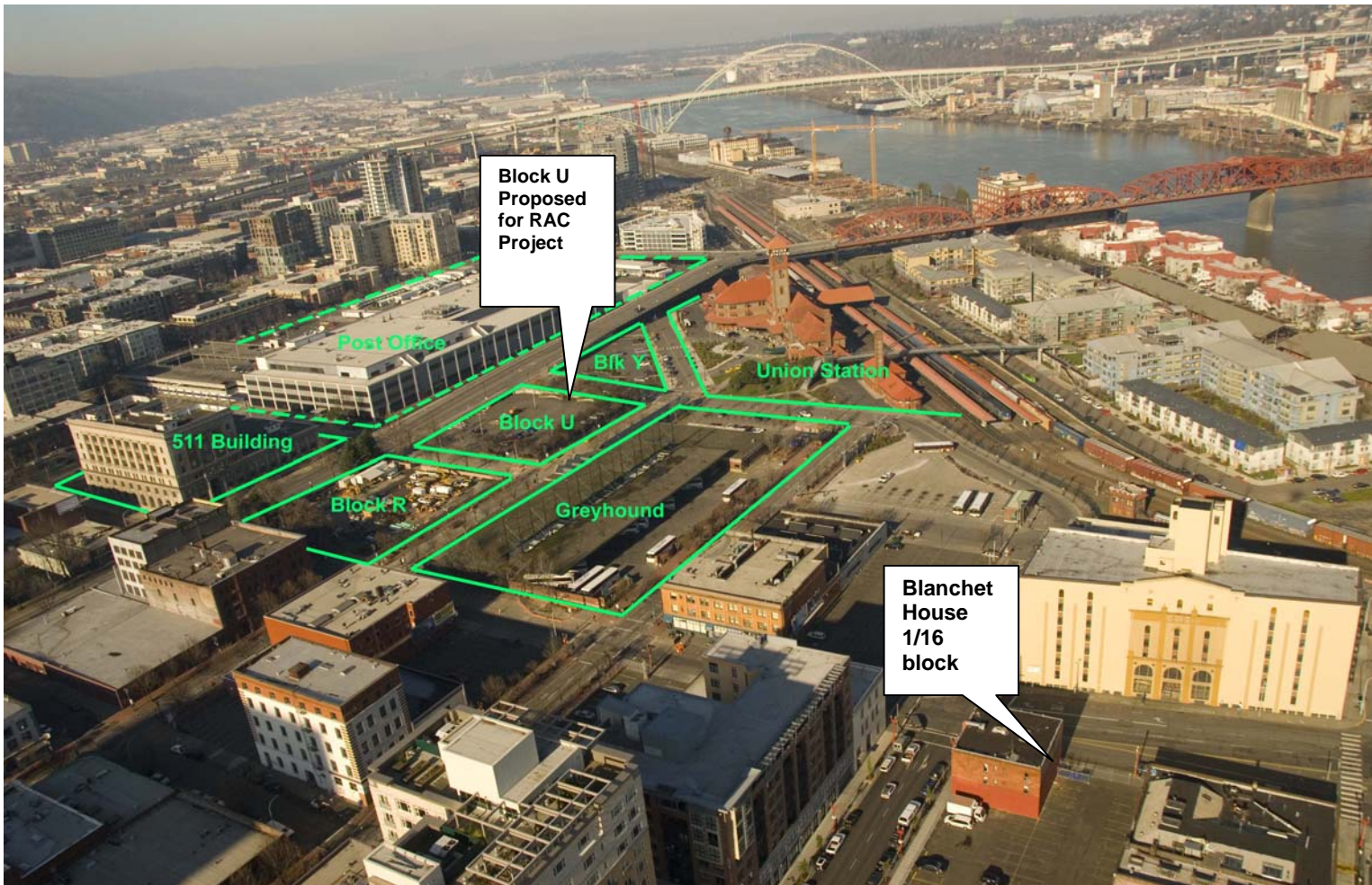
Location/URA: Block U Downtown Waterfront Urban Renewal Area

Current Phase: Site Selection

Next Milestone: Agreement

Completion Target: TBD

Outcome: See above



PROJECT SUMMARY BLANCHET HOUSE

Project Name Blanchet House Redevelopment

Description: Redevelopment of the existing Blanchet House

Location: Block 25, Old Town/Chinatown,

URA: Downtown Waterfront Urban Renewal Area

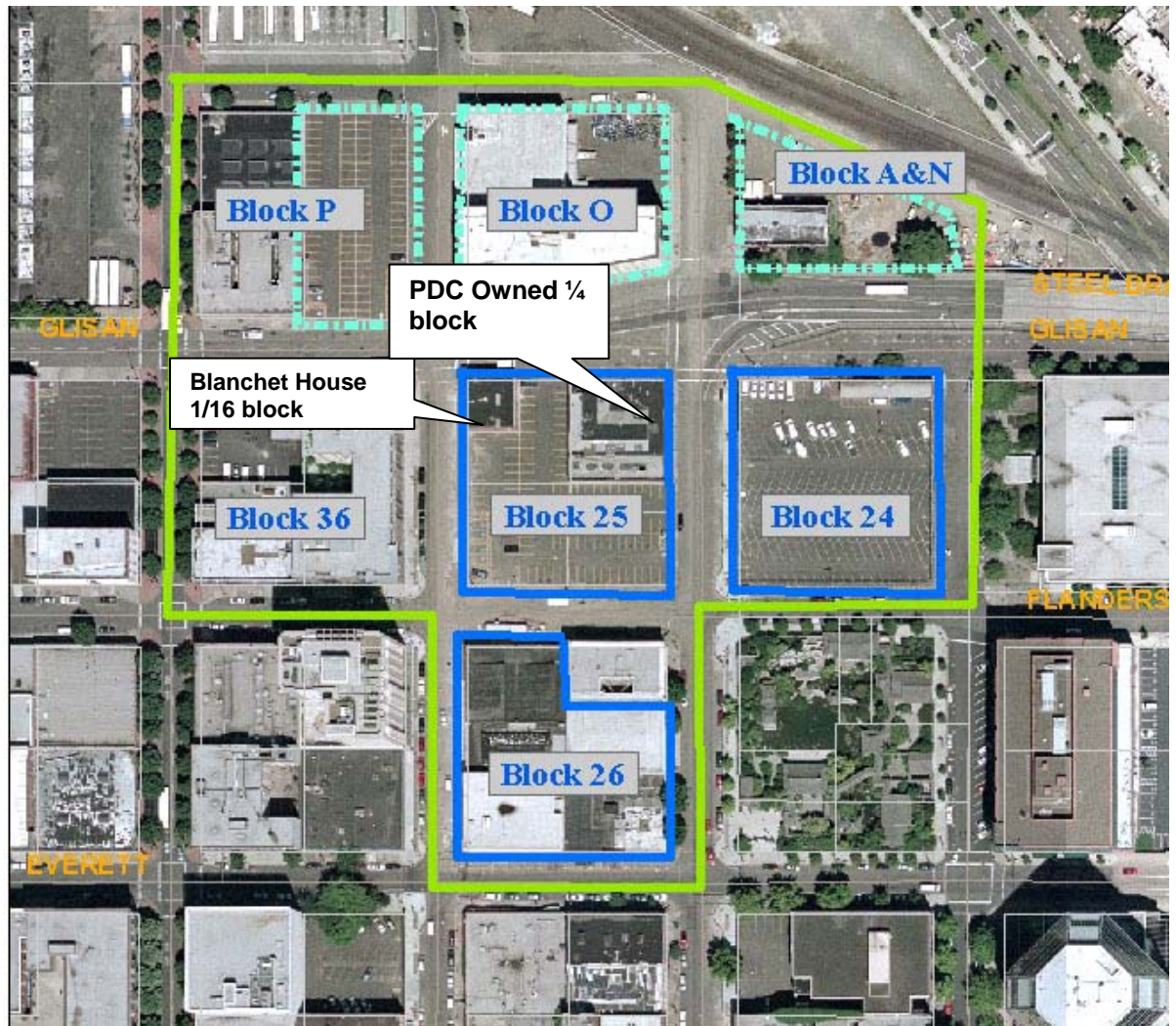
Current Phase: Site Selection

Next Milestone: Development and Disposition Agreement

Completion Target: TBD

Outcome: See description above

Site/Project Map:



**Exhibit C:
Block 25**

Property owned by Blanchet House of Hospitality

Portland Property ID #: R140393

State ID # 1N1E34CA 800

Site Address: 340 Northwest Glisan Street, Portland, OR 97209

The west half of Lot 7 on Block 25, Couch's addition to the City of
Portland

Approximately 2,500 square feet

Located in Northwest corner of Block 25

Property owned by Portland Development Commission,

Portland Property ID #: 140389

State ID # 1N1E34CA 300

Site Address: 314-316 Northwest Glisan Street, Portland, OR 97209

Lots 5 and 8, Block 25, Couch's addition to the City of Portland,
except the East five feet thereof, taken for the widening of Northwest
3rd Avenue

Approximately 9,500 square feet

Located in Northeast corner of Block 25

**Remainder of Block 25 is owned by the City of Portland
and leased to Northwest Natural Gas**

Exhibit D:
Block U

Portland Property ID #: R141465
State ID #: 1N1E34BD 2400
Portland Map #: 2929 OLD

Lots 1 – 8 of the Couch's addition to the City of Portland

Approximately 40,000 square feet

Bounded by Northwest Irving Street, Northwest Broadway,
Northwest Sixth Avenue and Northwest Hoyt in Portland, Oregon
97209

Currently leased through 2008 to Tri-County Metropolitan
Transportation District of Oregon

Attachment E Blanchet House of Hospitality Letter



BLANCHET HOUSE OF HOSPITALITY • 340 NW Glisan, Portland, OR 97209 • 503-228-2911

"I assure you, as often as you did it for one of my least brothers, you did it for me."

February 5, 2008

Exec Director
Brian Ferachweiler

Board of Directors
Steve Feltz, President
Jim Christianson, V. Pres
Ed O'Hanlon, Treasurer
Kim Lusk, Secretary
Rudy Munzel
Mike Haglund
Dave Gunderson
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Bill Reilly
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Emeritus Directors
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Joe Moore
John Moore
Tom Moore
James O'Hanlon
Joe Van Gulik
Bob Wack
Pete Van Hoomissen
Jim Drum

Co-Chaplains
Fr. Peter Smith
Fr. Michael Kueber

Mark Rosenbaum, Chair
Commissioner Bertha Ferran
Commissioner Sal Kadri
Commissioner John Mohlis
Commissioner Charles Wilhoite
Portland Development Commission
222 N.W. 5th Avenue
Portland, OR 97209-3859

Re: Blanchet House/Block 25

Dear Chair Rosenbaum and other Commissioners:

We write on behalf of the Board of Directors of Blanchet House of Hospitality to confirm our position regarding redevelopment of Block 25 in Old Town Chinatown.

For 56 years, Blanchet has owned fee title to the building and land at the northwest corner of Block 25 (340 N.W. Glisan Street – corner of 4th and Glisan). Continuously during those 56 years, Blanchet has conducted at that site the same simple but important service of providing food, clothing, shelter and aid to the homeless and needy citizens of Portland.

Our building is over 100 years old. It is cramped and frequently requires repair. Because of our small 2,500 sq. ft. footprint, we can seat only 40 guests at one time, although we generally serve 600-800 meals per day. The result is that long queues form three times per day outside our front door on Glisan and wrap around the side of our building on 4th Avenue. Those queues often form 1-2 hours before each meal. That situation has persisted at our site for 56 years. It is harmful for our guests' dignity and often exposes them to harsh outdoor elements. It is also undesirable for our neighbors and neighborhood pedestrians.

Both our emeritus and current Boards are totally prepared and committed to rectify this situation and replace our aged and undersized building. We have engaged an architect and spent a considerable amount of time and money on studies and plans for a new building. However, to move forward we need more land. Simply improving or replacing the current building on the same footprint won't solve the problem.

To that end, approximately seven years ago we began discussions with PDC regarding a solution to this problem. We have always expressed our need to continue to own and operate our own building. Although we have preferred to remain on Block 25 if possible, we have been willing to consider feasible alternative sites for our operation. During those years, we have considered a number of alternative sites in the neighborhood. For various reasons, none of those efforts has come to fruition. We are now firmly convinced that remaining on Block 25 is the only feasible plan for Blanchet.

Meanwhile, the outdoor queues continue daily to wrap around the north and west sides of Block 25. Also, costs of constructing a new building continue to escalate with time.

Blanchet is committed to remaining on Block 25 independent of the location or relocation of any other social service organization. We are supportive of, and often collaborate with, other neighborhood social service agencies. We will continue to do that regardless of our exact location or their exact location. In addition, we have worked hard to be a good and responsible neighbor to all commercial and residential interests in the area. We will also continue those efforts throughout the planning, design, construction and operation of our new facility.

Based on the above, we request that PDC transfer to Blanchet for construction of our new facility the 19,000 sq. ft. site owned by PDC at the northeast corner of Block 25 (corner site at 3rd and Glisan now occupied by the Dirty Duck building). We understand that the PDC budget still contains \$2 million for grants to Blanchet for its new facility. If Blanchet can obtain acceptable title to the Dirty Duck site and the above-described \$2 million grant assistance with the full amount available for building construction costs, Blanchet would transfer its current land and building on Block 25 for no additional consideration after the completion of our new building.

We would have to obtain final Blanchet Board approval once we have worked out the details and negotiated the necessary agreements with PDC. But, at this time, we can represent that the Blanchet Board is strongly supportive in principle of this proposal.

We believe this is clearly the fairest and best solution for Blanchet, the homeless and poor community it serves, and the OTCT neighborhood interests. One benefit of this plan is that Blanchet can stage its move to its new location without any interruption of its services.

We appreciate PDC's efforts to assist Blanchet in securing a new site. We believe the plan described above will allow Blanchet to continue to feed and clothe Portland's hungry and poor for 50+ more years in a manner that will continue to be compatible with the OTCT neighborhood as it develops and diversifies.

Please let us know if we can provide any further information or answer any questions about this proposal.

Sincerely yours,


Brian Ferschweiler, Executive Director


Stephen Feltz, Director and President


Dan Petrusich, Director and Chair, Building Committee

cc: Bruce Warner, Executive Director, PDC

Attachment F Resource Access Center Program Summary

ACCESS CENTER PROGRAM

MISSION: To provide an open safe place to engage people who are homeless and at risk of homelessness, with a goal of obtaining and maintaining housing.

The Access Center will serve as an easily available entry point for persons moving from homelessness to housing. The center will allow for in-depth client engagement, providing meeting space for extended staff. The facility will be configured to address the on-going problem of sidewalk queuing.

Although the Access Center is open to all, regardless of goals, the environment and available staff will be conducive to moving towards permanent housing. A low barrier, harm reduction, model of service will be integrated into the Access Center model. The Access Center will be open six days and several evenings per week. If space configuration makes it possible, restrooms will be accessible 24 hours/day.

PROGRAM COMPONENTS

BASIC SERVICES:

The Access Center will be a central intake and information sharing area. Employment opportunities, housing information, local services, free classes and frequently updated resources will be posted on a variety of centrally placed bulletin boards. Several staff will be on hand to assist people with basic needs, assistance applying for mainstream resources, assistance signing up for meetings, classes and housing appointments. Although Transition Projects makes every attempt to operate a clean and sober shelter environment, we will do no testing in the Access Center, but will concentrate on behavior.

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Day Room/Engagement	The current Transition Projects Community Service Center is a small space, with room for 10 people sitting and 15-20 standing in line. It is essentially a waiting room; although people may spend a morning sitting inside to get out of the weather, it does not have space for people to sit, socialize and eat.	Comfortable day area for 60-70 people, furnished with tables and chairs. Mini-kitchen area with coffee, microwave, sink. Space for socializing and engagement in services. Quiet space for reading also available. Sidewalk queuing will be eliminated or

		reduced.
Resource & Referral Counter	Services include resource information, ID assistance, birth certificate assistance, TriMet tickets, food boxes, hygiene items, long distance calls, access to case management and shelter waitlists.	Services include resource information, ID assistance, birth certificate assistance, TriMet tickets, food boxes, hygiene items, long distance calls, access to case management and shelter waitlists. Some services available through bartering. Staff will circulate in open area as well.
Lockers	Not available.	30-40 lockers with bartering option.
Showers	Men's showers are shared with the men's shelter residents. Showers for men not staying in shelter are limited to a few afternoon hours. Women's showers are located separately behind the admin area and require separate staffing.	8-10 individual showers/dressing areas. These showers will be available throughout the day. There is a great need for expanded shower access, particularly for people who are working.
Clothing Rooms	Adjacent to men's and women's showers. Open only when showers are.	Adjacent to men's and women's showers. Open throughout the day.
Laundry Facilities	Not available.	3-4 coin-operated washers & dryers with bartering option.
Supply/storage area	Minimal space for storing hygiene and office supplies.	Space for storing hygiene and office supplies.
Restroom	One public restroom, only available during office hours.	4-6 public restrooms, possibly available 24 hours a day if facility design permits.
Mail & message service	Hundreds of people who are homeless or unstably housed use Transition Projects as a mailing address and message phone. Individual voice mail boxes are available through case managers.	Hundreds of people who are homeless or unstably housed use Transition Projects as a mailing address and message phone. Individual voice mail boxes are available through case managers.
Telephones	One phone available in a crowded location with no privacy.	2-3 phones located in cubbies away from main area.
Internet/computer kiosks	Not available.	3-4 computers with Internet access for job and housing

		search, email, etc.
Bike parking	Sidewalk only.	Secure bike area either inside or in a covered, gated area outside.
Pet area	Not available.	Kennels available, outdoor sink for pet grooming. Bartering option.
Smoking area	Not available.	Outdoor area (at least partially covered) for 15-20 people.

ASSESSMENT/HOUSING ASSISTANCE:

An assessment of individual goals, desires and housing and/or other service needs will not be a single event but will happen over time with multiple contacts or during the provision of a specific service. A relationship-focused model will be emphasized, with the goal to eliminate barriers to employment, entitlements and housing search. Work may begin on the streets or at other agencies, with follow up or basic needs being met through services provided at the Center. The primary goal will be obtaining and maintaining permanent housing, through “Housing First” whenever possible.

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Individual meeting rooms/offices	Offices for 7 staff (4 outreach/case manager, 1 VA out-stationed, 1 Community Voice Mail, 1 case management director) plus 1 space for individual meetings.	Offices for 10 staff (1 access center director, 4 outreach/case manager, 1 VA out-stationed, 1 Community Voice Mail, 1 case management director, 2 staff out-stationed from partner agencies) plus 3 spaces for individual meetings. Individual meeting rooms will be available for partner agencies.

Case Managers and Outreach staff provide:

- Individual assistance with identifying and reaching personal goals
- Linkage to needed services, including employment programs/entitlements (SSI/SSD, TANF, Food Stamps, Oregon Health Plan, etc.)
- Outreach/engagement services
- Housing search assistance
- Assistance with housing applications and overcoming housing screening barriers
- Eviction prevention support
- Rent assistance and flexible client assistance
- Housing retention support to maintain housing after placement

MEETINGS/ GROUPS/CLASSES:

Private meeting and classrooms will be available for a variety of services. Group meetings rooms will be made available to all local service providers. All rooms in the building will provide privacy for confidentiality yet have a clear view to ensure safety.

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Group meeting rooms	2 non-accessible spaces (basement level). We offer a twice-weekly women’s group and a weekly substance abuse group for veterans.	3 accessible meeting/class spaces (up to 15 people per room). We will be able to offer classes similar to those at our other facilities: Ready to Rent, employment groups, yoga and others, in addition to our existing groups. Partner agencies will have access to meeting/class rooms.
Kitchen	Not available.	Small kitchen for “cooking from food boxes” classes. If design permits, may also be used as lunch/break room for staff.

HEALTH SERVICES:

Our goal is to reduce barriers to healthcare, including substance abuse and mental health treatment. Additional staff will be added through community outreach and partnership to meet the needs of those seeking assistance. We will be sharing this space with medical and mental health providers (Multnomah County Department of Health, Wallace Medical, Outside In and others).

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Mental Health Services	1 out-stationed MSW working primarily with shelter residents.	Two offices/meeting rooms for mental health services.
Physical Health Services	Once-weekly nurse visit, using meeting room.	2 private medical exam rooms.
Medication Assistance	Not available.	Locked medication storage area.

MEN’S TRANSITIONAL SHELTER:

The men’s transitional shelter will replace the current 90-bed shelter located in Old Town/Chinatown. The proposed shelter will serve the same number of individuals, but with adequate space for sleeping, eating, and services. Additional office space will be available for partner agencies that serve shelter clients.

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Sleeping Dorm	Sleeping space for 90 men (45 bunk beds). Tight space, operating under special waiver of fire/safety regulations.	Sleeping space for 90 men (45 bunk beds). Will meet fire/safety codes for space between bunks. Sleeping space will be separate from living/dining space to lessen noise and other disturbances to sleepers, particularly those working swing or graveyard shifts.
Living area	Space for 25-30 men, used for dining, TV watching, socializing. Not separate from sleeping area.	Living area separate from sleeping area. TV area, reading and games area, computer area. Spaces for 50-60 men.
Dining area	Not available. Men often eat sitting on their bunks.	Dining area separate from sleeping area. Tables and chairs for 60-75 men.
Kitchen	Small kitchen, not appropriate for preparing meals. Meal providers must prepare food elsewhere.	Commercial kitchen, allowing residents and meal providers to prepare meals on-site. Will allow greater use of Oregon Food Bank resources.
Food Storage Area	Small area in kitchen.	Adequate space to store dry goods and perishable/frozen items for resident meals.
Restrooms/showers	4 toilets and 4 urinals. 6 showerheads in open area.	6 toilets and 4 urinals. 8 individual showers.
Laundry	2 coin-operated washers and dryers for resident use. Commercial washer and dryer used for sheets, towels and clothing donations for both the shelter residents and public shower	3 coin-operated washers and dryers for resident use with barter option. Commercial washer and dryer used for sheets, towels and clothing donations for both the shelter residents and

	participants.	public shower participants.
Bike parking	Sidewalk only.	Secure bike area either inside or in a covered, gated area outside.
Smoking area	Indoor area for 12-15 people.	Outdoor area (at least partially covered) for 20-25 people.
Shelter Staff Counter	Area for two staff per shift; check residents in and out, answer questions, distribute hygiene and other supplies, ensure safety.	Area for two staff per shift; check residents in and out, answer questions, distribute hygiene and other supplies, ensure safety.
Staff Offices	Offices for 5 staff (1 shelter director, 3 case managers, 1 partner agency mental health).	Offices for 5 staff (1 shelter director, 3 case managers, 1 partner agency mental health).
Meeting Room	Non-accessible space for 45 people (basement level).	Accessible room for 60 people.
Maintenance/storage	Small janitor closet, storage area with dirt floor.	Janitor closet, storage for shelter supplies, storage for resident belongings.

ADMINISTRATION/OPERATIONS AREAS

All primary administrative offices, Executive Director, HR, Development and fiscal department, will be located in the new building, as they are in the existing building. Operations needs may change depending on the footprint of the building. For instance, if the Access Center, Men’s Shelter and Administration are on three floors, then space for janitorial supplies would be needed on each floor. If they were on two floors, perhaps only two janitorial spaces would be needed.

Area/Service	Current Capacity/Notes	Replacement Capacity/Notes
Admin Offices	Offices for 6 staff (Executive Director, Fiscal, Human Resource, Development).	Offices for 7- 8 staff (Executive Director, Fiscal, Human Resource, Development).
Copy/supply room	Area for copier and office supplies.	Area for copier and office supplies.
Staff Restrooms	3 staff restrooms.	3 staff restrooms.
File storage	Combined client file storage and administrative storage.	Separate secure client file storage and secure admin file storage.
Lunch/break room	Staff uses non-accessible meeting room.	Staff lunch/break room with kitchenette.
Donation storage	Inadequate space to store and process donations.	Sufficient space to store and process donations.

Staging area	Not available.	Space for loading/unloading donations, food, office supplies, maintenance supplies.
Trash/Recycling	Trash & recycling areas.	Trash & recycling areas.

HOUSING

This project will include 3+ floors of housing—low-income and workforce housing. Within the 3+ floors, it will include one floor for homeless women. The housing will leverage the supportive services available in the shelter and access center.

SPACE REQUIREMENTS

Access Center (6000 SF Indoor + 1500 Outdoor)

Men’s shelter (8,000 SF)

Administrative/Operations (4,000 SF)

TOTAL TPI + Access Center=Approx 18,000 SF indoor space plus 1500 SF outdoor

Lot Size/Building Configuration Options for Access Center and TPI functions:

- Option 1: 1/4 block with ground floor Access Center and Administrative/support space; Men’s shelter on second level; housing above
- Option 2: 1/2 block with Access Center, Administrative/Support separated from Men’s Shelter but all at ground level; housing above